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# UA12/5 Dormitory Rules & Regulations - Women

WKU Housing & Residence Life

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WESTERN KENTUCKY STATE COLLEGE

RESIDENCE HALLS FOR WOMEN

RESIDENCE HALLS GUIDE

1961 - 1962

## WELCOME TO WESTERN RESIDENCE HALLS

McLean Hall	Miss Judith Moore, Director
Potter Hall	Mrs. Mary Rountree, Director
Regents Hall	Mrs. Rachel Palmore, Director
West Hall	Mrs. Sue Beard, Director
White Stone Hall	Mrs. Edith Kendall, Director

\* \* \* \*

Greetings to you as you begin this new year in residence at Western Kentucky State College!

This leaflet about your campus home is limited to some of the procedures and policies that have been established for the welfare of the students living in our residence halls. We wish we could convey to you the spirit of comradeship that the girls soon find in the Halls. The study hours (they are necessary, too), the corridor parties, Homecoming, that important date, Christmas festivities, -- these and many more make up life in a Hall. But in order to enjoy all of these, there are certain things we do or do not do to earn a reputation as a Good Hall Citizen. These you need to know, of course; so read this leaflet now, and then keep it in a handy place so you can refer to it later.

May I extend a very hearty "welcome" to all of you who are with us for the first time and a "welcome back" to those of you who are already established members in our residence hall families. May this year be one of the nicest you have known. Be assured of our interest in you, of our faith in you, and of our hope for you.

Sincerely,

Judith Anne Moore  
Dean of Women

### HOURS

Seniors and graduate students must be in the dormitories by 10:30 each night, Sunday through Thursday; 12:00 on Friday and Saturday nights.

All other students must be in by 9:30, Monday through Thursday, except for one 10:30 during these nights. Friday, Saturday, and Sunday nights are the same as those for seniors. No time extensions will be given to students who did not attain a 1. standing the preceding semester. All outside doors except the front door will be locked at 6:00 p.m. every night. A penalty will be imposed for opening any locked, outside doors after this time.

The offices and lounges open at 12:00 noon Monday through Saturday; 1:00 p.m. Sunday. The offices close at 10:30 p.m. Sunday through Thursday; at 12:00 midnight on Friday and Saturday. All lounges are closed to visitors after 9:30 p.m. except to call for a resident.

Quiet hours are observed in the dormitories beginning at 7:30 p.m. Sunday through Thursday. If you wish to visit in one another's rooms, do so quietly and only if your friends are not studying. Please do not visit in the halls or on the stairs. You are requested to be reasonably quiet at all times in the dormitories.

### PERMISSIONS

You must have permission from your parents and permission from the director of your hall in order to go out of town, day or night, except when going home. You are expected to fill out an out-of-town slip and to obtain a staff member's signature on that slip before leaving. If possible, an out-of-town slip should be filled out 24 hours before leaving the hall. The resident should then sign in on the same slip upon her return to the hall. The same procedure is required for staying overnight in town.

All functions sponsored by the college may be attended without special permission, even though the event continues after the regular closing hours. Should the event continue after the regular closing hour, the halls will remain open 15 minutes following its termination, and unless you are using a 10:30 permission, you are expected to be in the halls in the 15-minute period.

### ILLNESS

You may obtain first-aid supplies from the office or in West Hall from the infirmary free of charge when you need them. The school maintains a full-time nurse, who resides in West Hall, and a full-time doctor, whose services are free of charge to the students. There is also a school infirmary maintained in West Hall free of charge for the dormitory girls. The nurse is on duty at the college clinic from 8:30 a.m., to 4:30 p.m., and at the college infirmary at all other times. The college clinic is located in the College Training School.

If you become ill during the night, send for the hall director. If you are seriously ill, a doctor will be called at your expense. In case of illness, during class sessions, you must report to your director immediately. To be excused from classes, you must have the necessary report from your director and a statement from the infirmary or from a physician. Any resident unable to attend classes for a day or more must have special permission from her director to remain in the hall. Otherwise, she must go to the college infirmary, the hospital, or to her home. No excuses from classes will be granted unless this procedure is followed.

#### OVERNIGHT GUESTS

You may have overnight guests in your room on Friday and Saturday nights only, and then you must have the permission of the hall director. All guests must register at the office upon arrival and sign out upon departure. Guests are expected to observe the same regulations as the residents. A resident who has guests and who does not register them with the director at the office will jeopardize her status as a resident of the hall.

There is a charge of fifty cents per night per guest when occupying the room of a resident.

There are to be no charges for students who are visiting overnight from other womens' dormitories on the campus.

No student room, vacated for the night, will be available for guests unless the student has made necessary arrangements for such with the director.

#### GENERAL REGULATIONS

The possession of alcoholic beverages or containers in student rooms is strictly forbidden. Residents who violate this rule, or who return to the halls showing evidence of drinking subject themselves to disciplinary action.

A campus is a penalty imposed for the infringement of one or more rules. A campus may be given for a varied length of time depending upon the seriousness of the offence. A campus not kept at the appointed time will be doubled.

When a girl is campused:

She may not receive callers.

She must sign in at a designated place every hour from 7:00 p.m. until a designated time.

A campus may consist of the student's being restricted to her floor or to her room.

A robe or housecoat should be worn at all times when a girl is not completely dressed.

Room inspection is held each Saturday in all dormitories. Each girl is responsible for keeping her room and bathroom neat and clean at all times. Waste cans must be emptied daily. Each resident must make bed each morning before leaving the dormitory. You will find cleaning equipment in the maid's closets on each floor for your use. When you have finished with the equipment, please return it immediately to the closets.

The moving of furniture from one room to another, the pasting and taping of articles to walls, the driving of nails into walls, doors, etc., are not permitted.

Please cooperate in keeping the halls, stairs, recreation rooms, patios, and lawns clean at all times.

Smoking is permitted in your room or in the recreation rooms only. Please do not smoke in lobbies or halls or at the telephones.

The possession of hotplates and electrical cooking appliances is prohibited. Do not place food or drinks on window sills or ledges. All food in rooms should be kept in metal containers with lids tightly closed.

Students are not permitted to have television sets in their rooms. Radios or record players should not be placed in the windows.

#### SIGNING OUT AND IN

Women students who expect to be away from the residence hall after 7:30 P.M. will sign out and will also sign in upon returning. This is for the student's protection and for information purposes in case of an emergency. Therefore, destinations given must be explicit. (Example: Instead of "eat", specify "snack bar"). If plans are changed after leaving the hall, the office should be notified.

#### HOUSE MEETINGS

House meetings are called periodically in each residence hall to transact necessary business and to make important announcements. These meetings are compulsory for every resident, unless she is excused by the director before the time of the meeting. Failure to attend house meetings may make a student liable to a campus.

#### LINENS

Each Thursday night between 6:30 - 7:00 you are requested to bring one sheet and pillowcase to the linen room for an exchange of clean linen.

### MAIL

Mail is delivered to your residence hall. You should give your address as follows:

Miss Jane Doe  
Hall  
College Heights Post Office  
Bowling Green, Kentucky

### STORAGE ROOMS

Luggage and other personal belongings which you do not wish to keep in your room may be placed in these storage rooms. Label all belongings which you store as the college cannot assume the responsibility for them.

### END OF THE SEMESTER

Each girl is requested to clean her room and bathroom thoroughly at the end of each semester. This involves, in addition to the routine duties, the washing and waxing of the furniture, washing desk, dresser drawers, and windows, mopping and waxing floors.