

1957

UA12/5 Potter Hall Rules & Regulations

WKU Housing & Residence Life

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POTTER HALL: Mrs. Mary Rountree, Director

To help make your stay here at Western a most pleasant and profitable experience, we ask that you join with us in observing the following dormitory regulations.

HOURS

Seniors and graduate students must be in the dormitory by 10:30 each night, Sunday through Thursday; 11:15 on Friday nights; and 11:45 on 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.

The dormitory office opens at 1:00 P.M. daily. The office closes at 10:30 P.M., Sunday through Thursday; at 11:15 on Friday and at 11:45 on Saturday. No one may receive telephone calls except during office hours unless it is an emergency call. You may call out after hours only with the permission of the hall director.

Quiet Hours. Quiet hours are observed in the dormitory 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 dormitory.

The lobby in Potter Hall will be open to guests from 1:00 P.M., until 7:30 P.M., Monday through Thursday, and on other nights until the office closes.

All outside doors except the front door will be locked at 6:00 P.M. every night, and you are requested to sign out in the office and sign in upon return, if out after 7:30 P.M.

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

PERMISSIONS

You must have a special written permission from your parents to be allowed to go out of town, day or night, except when going home. You must have the hall director's permission to be allowed to spend the night out in town. When you leave the dormitory for overnight, or to go out of town for the day, you are requested to sign out, and, upon your return, to sign in.

You must have a special written permission from your parents (to be used at the discretion of the hall director), to be allowed to attend off-campus functions sponsored by other than recognized college organizations if the event continues after dormitory hours. This may be a blanket permission for the year.

GUESTS

You may have overnight guests on Friday or Saturday nights only, and then you must have permission of the hall director. Your guest must register at the office upon her arrival and sign out upon her departure. There will be a charge of 50¢ per night per guest, except when the girl is from another Western dormitory; then there will be no charge.

Guests room are provided in Potter Hall at \$1.00 per person per night.

SICKNESS

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 part-time doctor, free of charge to the students. There is also a school infirmary maintained in West Hall free of charge for the dormitory girls. The doctor's hours are from 1:00 to 4:30 P.M. at the college clinic, Monday through Friday. 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, you must report to the infirmary. To be excused from classes you must have the necessary report from the infirmary. When going to the infirmary, please sign out at the dormitory office.

HOUSEKEEPING RULES

Room inspection is held each Saturday in all dormitories. Each girl is responsible for keeping her room and bath room neat and clean at all times. 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 driving of nails into walls, doors, etc., are not permitted.

Please cooperate in keeping the halls, stairs, patio, and lawn clean at all times.

Smoking is permitted in your room or in the recreation room only. Please do not smoke in lobby or halls or at the telephone.

Laundry Room. A room of this type is provided for your convenience. Please help us keep this room clean at all times.

Ironing. Ironing must be done in your room. Each student must provide her own iron.

LINENS

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