



## UCU Summer Residence Policy

Revised November 2021

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The rules and guidelines of the University Christian Union focus on upholding and growing relationships between residents and with Jesus Christ, as well as maintaining the physical structure of the two houses. This applies to summer as well as during the regular school year (fall, winter, spring). UCU is a year-around institution, holding to its vibrant identity through the summer even though some school-year activities are paused, such as the Monday worship, Bible study, and business meeting. Other essentials continue through the summer including chores, student officers, and house rules. House rules for the school year apply in summer as well, except those specific to the school year, and unique rules and guidelines are described below.

### **Eligible Residents**

The below parties are eligible to live at UCU during summer quarter, listed in order of priority.

1. Current residents attending summer school, returning to UCU for Fall quarter
2. Current residents not attending summer school, returning to UCU for Fall quarter
3. Current residents attending summer school, not returning to UCU for Fall quarter
4. Alumni attending summer school, returning to UCU for Fall quarter
5. Current residents not attending summer school, not returning to UCU for Fall quarter
6. Alumni not attending summer school, returning to UCU for Fall quarter

Residents must submit a written request to live at UCU during summer quarter by **April 20th** to the House President. Residents must also submit a signed copy of the Summer Rules Agreement form.

Residence priority and room selection will be granted in descending order of list above, with date of request being a tiebreaker.

### **Summer Room Cost**

- Flat fee for summer residence (whether partial or full summer) = \$600
- Payment is due the last Monday of June

### **House Capacity and Availability of House Facilities**

The priority during summer quarter is to complete house improvements and repairs. If repairs require some rooms to remain vacant, house capacity may be limited. House capacity will be determined by the Alumni Board House Manager during the spring alumni meeting.

The Alumni Board House Manager may also limit or restrict resident access to rooms or facilities on short notice. Summer residents should expect diminished access to house facilities (laundry, kitchen, bathrooms, parking etc.) throughout summer quarter.

## Summer House Officers

The Alumni Board President is responsible to appoint summer officers, taking into account the skills, availability, and interest level of the prospective summer residents. Summer officers are expected to reside at UCU for the entire summer. Preference should be given to existing house officers. Summer officers are appointed for the entire summer, from the end of spring quarter to the beginning of fall quarter. The Alumni Board President is responsible to make sure summer officers carry out their duties.

One Summer House Manager will be assigned for each house with greater than 7 residents, or one house manager will be assigned for both houses. The Summer House Manager will not receive a discount, but will be exempt from chores. The Summer House Manager has the following responsibilities:

1. Communicate house status to the Alumni Board President. **\*important\***
2. Organize and assign summer chores, and post chore assignments in both kitchens.
3. Levy fines to enforce chores. Fines should follow the same guidance as during the school year.
4. Make sure that the kitchen is fully free of litter and dirty dishes by midnight each night.
5. Serve as a backup for any chore not done.
6. Report any breakage to the Alumni Board House Manager.
7. Ensure house rules are followed.

In the event that there are ten or more summer residents across both houses, a Summer Treasurer is also appointed. The Summer Treasurer will not receive a discount, but will only have half chores. The Summer Treasurer, or the Summer House Manager if there is no Summer Treasurer, has the following responsibilities:

1. Prepare a list of summer residents and officers and deliver to the Alumni President, Alumni Treasurer, and the Alumni Accounts-Receiveable officer by June 15.
2. Collect Summer R&B and deliver to the Alumni Accounts-Receiveable officer.
3. Track fines imposed during summer quarter.
4. Collect the keycard of any resident who is moving out of UCU after the summer quarter.
5. Keep mailbox area in both houses orderly. Forward any bills to the Alumni Treasurer.
6. Ensure house rules are followed.

## Summer Chores

Similar to the school year, residents are expected to maintain house cleanliness and perform regular chores. Residents who fail to complete assigned chores and responsibilities may be fined by the Summer House Manager. Residents should communicate schedule restrictions to the summer HM before chores are assigned. Residents may exchange chores to accommodate schedule changes. Common responsibilities include:

1. Wash all dishes, pots and pans dirtied. This is an individual responsibility. As a minimum this means putting dirtied items in the dishwasher after they are suitably prepped. Alternately, a complete hand-wash may be done.
2. Clean the oven/burner top after every use. In particular, make sure that the cast iron parts are wiped dry of all water or soap.
3. Participants in group meals must take the responsibility to clean up immediately afterwards.

4. Residents moving in a few days early before fall quarter are responsible to follow the same rules as a summer resident.
5. Keep common areas and bedrooms clean.

The Summer House Manager will also assign and oversee the following chores:

1. Bathrooms. Clean sink and toilets, empty litter baskets (weekly).
2. Garbage. Clean up yard and parking-lot litter (weekly). Empty all trash bins in kitchens as needed (weekly or any time they are full). Clean up all litter left in common areas of both houses (weekly).
3. Kitchen wash. Run the dishwasher, clean up all dishes that missed cleaning, clean both kitchens (daily).
4. Yardwork. Mow lawns or complete other assigned yardwork at the discretion of the Summer House Manager (every two weeks).
5. Floors. Mop kitchen/dining room floors in both WH and MH (bi-weekly).
6. Carpets. Vacuum hall carpets in both WH and MH (bi-weekly, alternating with mopping)

### **Summer Rules**

The ordinary house rules at UCU apply in the summer as well. However, because some circumstances are different during the summer; it is necessary to elucidate special rules and conditions that must be maintained during that time.

1. “House food” storage: The “house food” stored on kitchen storage shelves in the WH laundry room is off-limits during the summer just the same as it is during the school year. That food is under the control of the cook and is not to be drawn from for individual consumption.
2. Residents & Guests: Only approved summer residents who have paid R&B may live at UCU during the summer. All other visitors at UCU need to be approved by the summer HM and are to be treated as guests as per the UCU House Rules.
3. Parking in the UCU lot is not permitted during the summer. Students are requested to find street parking as an alternative.

### **Summer Move-Out**

- Room cleanliness: Summer HM should check the room before resident moves out to verify that it is clean. The Summer HM should clean the room if it is left uncleaned and assess a fine on the individual.
- Move-out date: Resident should move out of UCU no later than September 15, unless returning for Fall quarter.
- Key Cards: The Summer Treasurer should collect the keycard of any resident who is moving out of UCU and not returning in Fall quarter.
- Deposit Return: The Summer Treasurer will return the security deposit to any residents who move out after summer quarter, deducting any outstanding fines.

**Summer Rules Agreement**

Please sign this page of this document and submit to the house president by April 20th. By signing below, I agree to abide by the UCU summer guidelines as defined above.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date