

## Gussie Nell Davis Rangerette Residence Rules

The Gussie Nell Davis Rangerette Residence is a female only student residence hall exclusively for the Kilgore College Rangerettes. Only current members of the organization may reside in the building. If a Rangerette is dismissed or decides to withdraw from the organization, she must vacate the residence within three (3) calendar days.

Residents of the dormitory shall be respectful and lady-like at all times while on the premises, and shall be respectful to Residence Staff at all times. Rude behavior, foul language, and disrespect are not tolerated. Interaction with other residents, guests, alumni, staff, and college employees must always be in a positive, mature, and intelligent manner.

To comply with Kilgore College Housing Rules, any resident found in possession of alcohol, drugs, tobacco, e-cigarettes (vaping), firearms, or drug paraphernalia will be reported to college officials and the Rangerette Directors immediately. No exceptions.

### VISITATION

**NO MALE VISITATION.** Male visitors may go onto a resident's floor and into rooms only on special occasions during specific hours. Examples of these are move-in, Showoffs, home football game days, Revels week and move-out. The residence manager will inform the Rangerettes in advance of the dates and times for males to visit the residence and their rooms.

**Overnight female guests** must sign-in at the manager's desk for security reasons and, no guest is allowed to stay more than one night. The resident is expected to be with their guest(s) when they stay, and are not allowed to give the guest a key to the dorm or their room at any time. Guests will be asked to leave by management if the Rangerette and guest do not follow residence rules.

Guests may stay over in their Rangerette's room on the **night of an event**, including Showoffs, home football games, Christmas Show, and Revels (Saturday night only). If a female guest would like to stay overnight in the GND at any other time, a request must be made in writing at least one week prior to the requested night. The request will be considered by the Resident Manager and/or the directors when necessary. If the request is made less than one week before the stayover date, the request must be approved by the directors. **NO MORE** than two guests to a room. Roommates must agree to have overnight guests. Guests **ARE NOT** allowed to spend the night during Mini-Camps, Pre-Training, August work weeks, the week before Christmas Show, the week before and during Revels, Finals week, and any other times deemed necessary by the directors.

**Rangerette Forever**s are permitted to visit the residence lobby and common room, and the freshman and sophomore wings when available. With this in mind, residents must always be ready to be hostesses at any given moment. The Rangerette Forever overnight guest rooms are available to Forever Board Members, judges, Forever volunteers at Rangerette events, females teaching/choreographing/performing, or at the request of Mrs. Blair and/or Mrs. Wayne.

## BASIC HOUSE RULES

1. Quiet hours are from 11 pm to 6 am in the hallways and common areas.
2. Residents must always wear shoes when in common areas.
3. **DO NOT LEAVE ITEMS or BAGS OF TRASH IN THE HALLWAY OR OUTSIDE YOUR DOOR.** Management will place these inside your room or the laundry room. After the first month, personal items will be taken to the residence manager's office.
4. No feet on the furniture.
5. Do not move common area items such as furniture or pictures in the residence.
6. Do not write inappropriate things on the floor message boards.
7. Keep both doors open to TV room upstairs so the humidifier functions properly.
8. Always look presentable when in the common areas of the residence; you never know who may drop by to visit.

## SAFETY & SECURITY

Your safety and security are of the utmost importance to the residence manager and staff. With this in mind, the following rules **MUST** be adhered to.

- It is very important that the residence manager and staff know if you are in the residence or not. Residents who forget to sign in or out will be asked to dust picture frames on an entire floor or both floors.
- Never give your key card to anyone including other residents, friends, or family.
- Never let anyone in or leave through the back doors. The only exceptions to this are for emergencies, fire alarms, freshmen move in, and sophomore move out.
- Do not go behind the front reception area unless you are invited, or you have permission to go to the manager's private office.
- No running, dancing or performing stunts in the anywhere in the residence.
- Male visitors on the front porch must leave at 10:30 pm.

## KEYS & KEY FOBBS

Residents are responsible for the key fob for the residence front door, their room key, and the individual closet key. These keys are for the sole use of the resident they are issued to and must never be given or loaned to **ANYONE**. This includes other residents and family members.

Residents must report lost or stolen keys immediately to the on-site management staff so it can be deactivated from the computer system. Remember, all doors are locked so if you go out on the patio you must have your key fob to get back in. The fee to replace a key fob, a room key, or closet key is \$25.00 for each.

## ROOMS

Each room is assigned to two girls only. Each room has a private bathroom with a shower. Shower curtain rods are not allowed to be used in front of shower doors as they remove paint from the walls.

## Measurements

- Rooms are 12' x 17', with one fully carpeted wall 9' H x 17' L. This is the only wall residents are permitted to hang things on.
- The beds are standard twin size and use standard twin sheets, not extra-long.
- Size of refrigerator space: 34.5" H x 24" W x 22.5" D
- Size of television area: 44.5" H x 33.5" W x 17" D (there is adjustable shelving but this is the total area)
- Windows: 56" H x 48.5" W. There is a curtain rod and curtain clips provided. No additional curtain rods allowed.

All room furniture provided must remain inside the room and may not be removed and stored somewhere else in order to bring in more furniture. Furniture provided in each room includes:

- Two beds. These may remain as singles or can be stacked for use as bunk beds. **Beds cannot be made into loft beds.**
- Ladder for the bunk bed.
- Two desks.
- Two chairs.
- One chest of drawers.

Any outside bed components brought into the residence including headboards, footboards, and frames, **MUST NOT** damage walls or existing furniture in the room.

All room furniture is movable, so residents may arrange their room as desired. Residents may bring extra furniture such as freestanding shelves, chairs, small couches, stools, tables, and TV stands, but everything must fit in with the existing furniture provided.

Molly bolts, screws, paint, glue, sticky tac, or large nails **ARE NOT** allowed on **ANY** wall in the rooms, including the bathrooms and closet areas. The walls must remain the neutral color. A resident may add color in her bedding, accessories, floor rugs, lamps, and draperies to decorate, but painting the walls is not allowed. Carpet and/or rugs may be used, but they must not be taped, glued, tacked, or attached to the floor in any way. All carpet and rugs must be removed from the room and residence by the resident upon move-out.

Stickers and permanent markers are not allowed on any surface. Writing names, dates, or messages is not allowed on any residence surface. Writing or permanent stickers on bathroom mirrors or doors is not allowed.

Each room door has a specific space on either side that may be used for display. Stickers, contact paper, and permanent adhesive may not be used on these spaces. Residents must stay within this space, and may not use the hallway walls for signs or decorations.

Residents may use removable 3M hooks on their doors or laminated surfaces. Hooks **MAY NOT** be used on any painted surface in the room.

Revised August 17, 2019

Decorating room doors is not allowed. Only the panels beside the doors may be decorated. DO NOT cover name plates or fire alarms on door panels! Decorating is encouraged for special events like Showoffs, Homecoming, the Tyler Game in Kilgore, and Revels. Do not hang anything on your door!

The following are **NOT ALLOWED** when decorating a residence room, hallways, or common areas of the residence.

- Painting any walls, shelves, doors, floors, or furniture.
- Shoe racks or organizers hung over the doors in the rooms or beds.
- Contact paper or any product that has an adhesive backing.
- Nails in doors, in walls of the rooms, closets, bathrooms, or common areas.
- Light strings on or around the carpet wall.
- Major shelving installed with large brackets or molly bolts.
- Drilling into the walls.
- Extra curtain rods or blinds installed on windows.
- Shower curtain rods in bathroom.
- Writing on any surface in the building with permanent markers, pens, or pencils.
- Stickers or signs on windows, painted walls, doors, mirrors, or furniture.
- Message boards or signs hung in the hallways or laundry areas.
- Hallway decorations such as welcome mats, door hangers, etc.

## **APPLIANCES**

The following appliances **ARE NOT** allowed in residence rooms.

- Toaster
- Toaster Oven
- Hot Plate
- Waffle maker
- Griddle/Grill
- Coffee makers that do not have an automatic shut-off.
- Electric blankets that do not have an automatic shut-off
- Candle Warmers
- Anything that has hot surfaces, such as a hot plate

Scentsys may be used, **but MUST BE TURNED OFF WHEN YOU LEAVE THE ROOM OR IT WILL BE REMOVED.**

Microwaves, small refrigerators, televisions, DVD/Blue Ray players, and stereos, may be used by residents. Full-size refrigerators **ARE NOT** allowed. Small deep freezers are acceptable.

A toaster is provided for residents in the kitchen. Crock pots are allowed, but may **ONLY** be used in the residence kitchen, and must be clearly labeled with the owner's name and room number.

Computers must be powered through a surge protector. This protects both the residence circuit breakers and the residents' computers.

### **PROHIBITED ACTIVITIES**

- Using console tables in the hallway (you may use space in the laundry room).
- Crafting in the hallways or common rooms.
- Using irons or hot glue guns in the hallways.
- Glittering or painting in hallways, stairwells or common areas.
- Eating or having open food and drinks in the hallways or common areas. Freshman may have bottled water with a cap in the library/study room only. Sophomores may have water with a lid in all areas.
- Eating in hallways or common areas.
  - 1<sup>st</sup> Offense - Vacuum your area immediately or after practice.
  - 2<sup>nd</sup> Offense - Vacuum the entire upstairs.
  - 3<sup>rd</sup> Offense - Vacuum the entire upstairs, stairs, and downstairs (not freshman wing).
  - 4<sup>th</sup> Offense - Disciplinary meeting with the Directors.
- Unclaimed clothing in the washers or dryers.

### **ITEMS PROHIBITED IN THE RESIDENCE**

- **Candles in rooms, residence hallways, or other common areas.** Having a candle with a wick that can be lit may result in KC fines of (1) \$100.00, (2) \$150.00, and City of Kilgore fines up to \$500.00, even if the candle has never been lit.
- Candle warmers or Lampe Berger.
- Glitter.
- Uncontained food in rooms.
- Spray paint (also not allowed anywhere on the exterior property of the residence).

### **CLEANING**

**DO NOT** clean bathrooms and showers with abrasive cleaners like Comet powder. Use cleaners like Soft Scrub or Scrubbing Bubbles to preserve the coatings of the shower and fixtures.

Residents using common areas such as the study, kitchen, downstairs living room, patio, upstairs TV room, or laundry room are responsible for cleaning after using.

Hallways and laundry rooms must be kept clean and orderly. Residents of a hallway are required to vacuum the hallway twice a week on Tuesdays and Thursdays. Residents in Room 2 begin the cycle on the first floor. Room 22 begins the cycle on the second floor. Sign out the yellow vacuum cleaner from the front desk.

Residents who forget to vacuum on their assigned day must vacuum their wing and the entire downstairs and/or upstairs, and TV room.

## ROOM CHECKS

The residence manager and staff will check rooms two to three times a year without notice. Part of the room check is to look for prohibited items. There are also two official room checks done in November and March. The residence manager will also check to see that the trash is emptied, the floor is clean, and the sinks, shower and toilet are clean.

## LAUNDRY ROOM

There are laundry rooms on each floor that have two free washers and dryers, ironing boards, sink, ice machine, counter space for craft making, and cubicles for each room so residents can store craft items or laundry detergent.

Use the magnets with your name on it when you are washing your clothes so the next resident will know who to search for when your clothes are finished. Clean the lint trap in the dryers before **each and every** load of clothes. Trash cans in the laundry room are for lint, empty detergent containers, and craft trash only! Do not use these for your personal trash! Put your name on all of the items you are storing in the laundry room.

Using the residence laundry rooms to wash large rugs, blankets, or comforters **IS NOT** allowed. These items are too large for the washing machines, and will cause water to overflow in the laundry room. Please clean these items at a local laundromat.

## KITCHEN AREA

Kitchen hours are:

- Monday through Friday, 8:30 am to 10:00 pm
- Saturday and Sunday 10 am to 10 pm

This includes the toaster and the microwave. If you need the kitchen earlier, make arrangements with the residence manager.

Sign in at the front desk to use the stove/oven/kitchen and a staff member will turn on the oven and stove. Remember if you are using the stove or oven turn on the air vent. You must clean the top of the stove and all the kitchen items you used and put them back where you found them. Inform the residence staff when you are finished with the kitchen, so it can be inspected for cleanliness.

You must have permission from a staff member to use the kitchen refrigerator.

**NEVER PUT ANY FOOD, NO MATTER HOW SMALL, DOWN ANY OF THE SINKS IN YOUR KITCHENETTE OR THE MAIN KITCHEN DOWNSTAIRS!**

Playing music in the kitchen is **NOT ALLOWED**, as this disturbs the study room.

## MOVING IN / MOVING OUT

Instructions for moving in and out are provided to each resident. Parents, friends, and other movers that assist the resident with moving must be made aware of the dates, times, and directions. The resident is responsible for the actions and behavior of her guests at all times.

The residence manager and/or staff will make move out inspections with each resident so there are no discrepancies on the condition of the room at move out. No trash is allowed in the hallways after move-out, and must be taken to the dumpster. All furniture items, carpet, chairs, shelving, and appliances brought in by the resident **ARE NOT** allowed to stay on the property, and **MAY NOT** be disposed of in the school dumpster upon move-out. Everything the resident brings into her room must be taken off campus when she moves out.

Residents must be ready to leave the building after their last final. Move out begins the weekend before finals week. All residents must move out of the building by the last day of final exams which end on Thursday afternoon/evening of finals week. The residents must sign the proper move out documentations and return all keys. Failure to do so will result in a \$25 improper move out fee and a \$25 fee per missing key.

## GAME DAYS

Doors open for all visitors prior to the event. The residence manager will inform you of times. One hour before you leave for the field **ALL** visitors must leave your room and the floor! They may sit in the common area, patio, or lobby. No one is allowed back after an event until their Rangerette returns to the residence.

**All Rangerettes must lock their doors prior to leaving for the home football games.** Once all Rangerettes leave the building, all visitors will be asked to leave as well. The Rangerette residence will reopen after the football game and visitors may return at that time.

Males ARE NOT allowed back on the floors or in rooms after the game. They must stay in the common area, patio, or lobby until the doors are locked. When the front doors are locked, all male visitors must leave the downstairs areas and porch.

## ILLNESS

If you are sick, please inform the residence manager or a staff member. It is very important for the residence manager to know so the residence does not experience an epidemic. Your roommate may inform management as well, if you are unable to come downstairs. The college nurse is in the main gym area Mon-Fri until 12 pm. Hospitality ER (24 hours) and Taylor Clinic are both in Longview. If it is late at night or early in the morning, call the residence manager on her cell phone. If you don't tell us we won't know and we want you to be well!

## MAINTENANCE

If anything is wrong in your room come to the front desk to let a staff member know and to fill out a maintenance report.

Revised August 17, 2019

The following is signed after the Residence Meeting where ALL rules are discussed.

I have read and been given a copy of the Gussie Nell Davis Rangerette Residence rules. I have reviewed these rules with the Residence Manager. I understand and will abide by all residence rules and expectations therein.

---

Residence Room Number

---

Resident Printed Name

---

Resident Signature

---

Date