

## Foundation House Policies and Procedures

### History:

Since its formation, the Virginia Business and Professional Women's Foundation (VABPWF) is dedicated to providing information, resources and educational opportunities to current and future working women in Virginia and continues to establish new means to financially assist women in obtaining their bachelor's degree at a Virginia college or university.

While discussions of the foundation house project began between ODU and the VA BPWF in October of 2005, an agreement of understanding was signed on June 23, 2006, for the first foundation house to be built in Virginia on the ODU campus. This combined endeavor sponsored the first residential living facility for 9-10 academically talented women.

Qualifications for selection include the following: female; US Citizen; resident of Virginia; graduate of Virginia high school or Virginia community college with sophomore year or above status; a demonstrated need for financial assistance; a strong desire to work for a college education and be a current full-time student attending ODU. The selected students must demonstrate high academic promise and achievement in college with a 3.0 or higher grade point average and be able to provide well-articulated educational and career goals. They have demonstrated academic excellence, leadership, and/or involvement in the Old Dominion University community. Each resident is selected from an application and interview process.

As a cooperative living environment, residents contribute 4-6 hours of household tasks per week for which each resident receives a room scholarship, a savings of \$3200 per year compared to other University Housing options. In addition to the financial benefit, residents form a close-knit community where teamwork and personal development beyond the classroom is valued.

### Location:

The Foundation House is located at:

Name

Mailbox Number

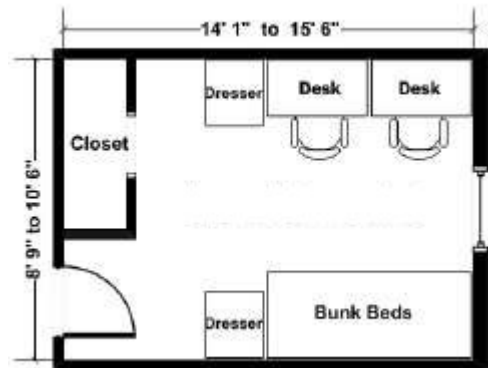
1018 W. 48<sup>th</sup> St.

Norfolk, VA 23508

## Foundation House Room Description

- Capacity of 9 – 10 residents
- 5 non-smoking double rooms, furnished with two beds, two desks with chairs, two dressers and one closet
- Mattress size: 36" x 80"
- Heat and A/C controls, Internet and phone lines in each room
- Wireless Internet
- Common area includes living room; small kitchenette with microwave; convection oven

Floorplan



## Policies and Procedures

Residents of the Foundation House are subject to the rules and policies in the Office of Housing and Residence Life handbook as well as the Old Dominion University Student Handbook unless otherwise noted above. Any violation of these policies can result in judicial charges and/or cancellation of their Housing contract.

The following are a list of rules and procedures applicable to residents of the Foundation House:

### **Academics**

Residents of the Foundation House must have a 3.0 or higher GPA at the time of application and must maintain a 3.0 or higher GPA while living in the house. Residents need to be full-time student at ODU and complete at least 12 hours of classes each semester. Residents who do not maintain a 3.0 or higher GPA with the requisite number of semester hours may be moved to another on-campus residential community or be released from their contract upon completion of approval of a completed appeal form

found on the Housing and Residence Life website. If a resident chooses to be relocated, she is subject to any additional pro-rated costs associated with the new assignment.

### **Semester and Other Break Period Expectations**

Residents must be diligent in maintaining house security. Residents are encouraged to communicate break plans to the House Liaison.

### **Check-in and Check-out (Openings and Closings)**

Residents of the Foundation House may move in the Wednesday, August 20, 2008. The facility will remain open during University breaks which include Fall Break, Thanksgiving, semester break in December; and spring break. During University breaks, Dining Services may not be available thus residents are encouraged to plan ahead.

At the completion of the spring semester, the Foundation House will close the Friday after finals at 10 a.m. All residents are expected to move out by the closing date and time unless otherwise approved by the Area Coordinator for Sophomore Living.

### **Cleaning**

All residents of the community are responsible for the upkeep and cleaning of the house. Each room is assigned a bathroom in which it is the responsibility of the room occupants to clean on a weekly basis. All occupants of the house will be responsible for creating and maintaining a cleaning schedule for the community areas of the house such as the living room, kitchen, and laundry areas.

Basic cleaning essentials have been provided in a community closet to assist the residents with the upkeep of the home.

### **Common Area Damages**

All residents will be charged for common area damages unless an individual from the House claims responsibility for the damage.

### **Continuance of Residents**

Residents of the House are expected to living in the community for at least two consecutive academic semesters. At the end of each academic year, current residents will be required to re-apply to remain in the living community. Continuance consideration will be given to residents who meet the academic standard and financial limitation requirements. Additionally, involvement within the Old Dominion University community and overall behavior and participation in house life will be considered

### **Duties and Responsibilities (Management of the Foundation House)**

The overall management of the Foundation House is the responsibility of the Area Coordinator for Sophomore Living. Contact information for the Area Coordinator and other University resources will be provided to each resident of the Foundation House.

## **Emergencies**

In the event of a life endangering or threatening emergency, residents of the Foundation House should call 683-4000 for assistance.

## **Fees**

The resident's room scholarship pays all costs associated with the occupancy; maintenance, and operation of the Foundation House. Each resident will have a Foundation House fee for the voice, data, and cable communication services provided to the residents. This fee is \$125 per semester (\$250 per year) which will be due at the time of the first tuition bill. Additionally, residents of the House are required to purchase the minimum meal plan established for all students living in traditional residence halls.

## **Facility Issues/Concerns**

Residents of the Foundation House are responsible for submitting any repair orders to the Facility Management department via the online work order request form. Instructions for using the online work order request form can be found out <http://www.odu.edu/af/facilities/md/>.

## **Fire Evacuation**

Residents of the Foundation House should evacuate to the Gresham Hall parking lot in the event of fire and/or fire alarm. Residents cannot re-enter the house until cleared by the Norfolk Fire Department and/or University Police.

## **Governance--Foundation House Liaison**

After the first week of classes, residents of the Foundation House will assemble to elect a House Liaison. The House Liaison will serve as a representative for the House residents to the Office of Housing and Residence Life and Old Dominion University. It will be the House Liaison's responsibility to communicate all issues/concerns brought forth by the residents of the house as well as all issues/concerns and/or information brought forth by the Office of Housing and Residence Life.

## **Health and Safety Inspections**

Residents of the Foundation House are subject to routine inspections to protect the health and safety of all residents. Residents will be provided 24 hour notice of the inspections unless emergency circumstances arise. A monthly inspection of fire-safety equipment is conducted by University Facilities Management staff.

## **Keys**

Each resident is provided a key that allows her entrance to the house and her bedroom space. No resident should loan her key to another student. If a resident loses a key, it is her responsibility to report their lost key to the Office of Housing and Residence Life immediately. If a resident locks herself out of the house and/or room, they should go to Gresham Hall to access her spare key. If it is past normal front desk hours (8am-12am), the resident should contact the RA on duty for Gresham Hall. The RA on duty number is posted in the Gresham Hall lobby. Please refer to the Housing and Residence Life key lock out policy for more information on fees associated with lockouts and lost keys.

## **Mail**

Resident mailboxes are located near the front door of the house and are serviced by the U.S. Post Office (located at 38<sup>th</sup> and Colley Avenue). Mail delivery for the house is scheduled for Monday – Saturday starting on the first-day of fall check-in. Each resident is assigned an individual mailbox accessed with an assigned mailbox key. If a resident receives packages or deliveries from services other than the U.S. Postal Service, residents are responsible for obtaining will their items from the services' local offices.

During extended break periods and summer sessions, it is the responsibility of the resident to stop delivery or forward their mail.

## **Phone**

The Foundation House residents share one public landline phone line in the community area. In addition, there will be a landline connection with a separate University extension in each bedroom. Activation of the phone line can be accommodated with a request submitted to Housing and Residence Life. Residents of the House may bring their own phone instrument to connect to the landline provided in the bedrooms. It is the expectation that occupants of the House answer and return all community phone messages within 24 hours of the phone call.

## **Programming**

A fund for resident programs is provided from the Office of Housing and Residence Life. Proper procedures provided to the Foundation House Liaison must be used to access funds for approved programs.

## **Quiet Hours/Courtesy Hours**

Residents of the Foundation House must maintain the same quiet hour/courtesy hour standards as set forth in the Office of Housing and Residence Life handbook. It is at the discretion of the residents of the Foundation House to restrict quiet hours in an effort to promote academic success for all residents of the house. Courtesy hours exist 24/7 and should be honored when another resident requests consideration. During final exams, quiet hours run 24/7 and begin on reading day and run through to the last final exam.

## **Safety and Security**

For the protection of all residents in the house, it is the responsibility of the residents to keep the house alarmed at all times. Additionally, security codes for the alarm system should not be shared with non-residents of the house.

### **Smoking**

This residence is a smoke-free facility. Residents found in violation of the no-smoking policy may face fines as established in the Housing and Residence Life Handbook.

### **VBPWF Open Houses and Visitation**

Residents of the VBPW Foundation House will be expected to host open house events for the Virginia Business and Professional Women's Foundation. Open House and Visitation will be announced within a week of the event/visit in an effort to promote limited disruption to house life. Failure to abide by this expectation may result in removal from the unit.

### **Visitation**

Residents of the Foundation House must maintain the same visitation standards as set forth in the Office of Housing and Residence Life handbook. Residents are responsible for their guests at all times. It is at the discretion of the residents of the Foundation House to restrict visitation hours in an effort to promote academic success for all residents of the house.