

# THE AO HOUSE HANDBOOK

## A Guide to AO House Living

The AO House is committed to providing college-age men with an encouraging and rewarding living experience where they can be built up in their relationships with Jesus Christ and with one another. In light of this commitment, healthy and reasonable guidelines have been established regarding the operation of the House and the responsibilities of its residents. These guidelines are set forth in this document known as the “AO House Handbook.”

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## **IMPORTANT CONTACT INFORMATION**

AO House Manager.....	541-345-6777
AO House Address.....	1332 Kincaid St., Eugene, OR 97401
Collegiate Christian Fellowship (CCF Office).....	541-345-0341 ext. 214
College Pastor.....	541-345-0341
First Baptist Church (FBC).....	541-345-0341

## **PURPOSE OF THE HOUSE**

The purpose of the AO House is to provide an encouraging and affordable living situation where Christian college-age men can be built up in their relationships with Jesus Christ and with one another. In light of this heartbeat, the House aims at establishing a healthy environment where all facets of college-age life (i.e., spiritual, academic, intellectual, emotional, cultural, social, and athletic) may be pursued in ways honoring to the Lord.

## **DESCRIPTION OF THE HOUSE**

The Alpha Omega House (also known as the “AO House”) is a collegiate men’s Christian Coop (i.e., a really big house with lots of rooms) owned and operated by First Baptist Church of Eugene, and is a ministry of Collegiate Christian Fellowship (also known as “CCF”). Located directly across the street from the University of Oregon, and adjacent to a central bus stop, the AO House is situated in the heart of the campus community. Its convenient location makes it easily accessible for UO, LCC, and NCC students.

The AO “house” itself is a nicely restored historic home, tastefully decorated, featuring a large living space, an oak-floored dining room, well-stocked library of Christian resources, study lounge, Wireless internet, basement, laundry facilities, private parking lot, pool table, and, of course, a sports channel or two. Two residence floors with private rooms are available for up to 24 residents (8 double and 8 single rooms). Each room is completely furnished and fitted for easy access to wireless and phone hook-ups. The AO House is a non-profit Christian cooperative living situation for college-age men owned and operated by First Baptist Church of Eugene.

## **STAFFING OF THE AO HOUSE**

The staff of the AO House is here to make your experience as exciting, rewarding, and meaningful as possible. They are here to serve and encourage you in your relationship with the Lord and with others. The full-time, on-site AO House Staff includes the House Manager and Assistant Manager. We seek to staff the AO House with a ratio of one on-site staff person for every 10-12 residents. Other AO House staff who serve at the House, but do not reside at the House, are the House Advisor, House Cook, House Handyman, and College Pastor.

## **REQUIREMENTS FOR LIVING AT THE AO HOUSE**

There are three basic requirements for living at the AO House: 1) Be a college-age male (between the ages of 18-25), in college or working toward college; 2) Know Jesus Christ as your Savior and be seeking to grow in your walk with Him; and, 3) Be willing to agree with and abide by the AO House Handbook, particularly as it is summarized in the AO House Commitment.

## **COMMITMENT TO AND OF THE AO HOUSE - THE AO HOUSE COMMITMENT**

The AO House Commitment comprises what the AO House will commit to do for its residents and what the residents will commit to do as members of the AO House. The aim of the AO House Commitment is simply to provide a solid foundation for the House, which will serve to benefit every resident in his walk with the Lord and in his relationship with others, particularly with other House residents.

As for the AO House, it is committed to providing residents with: 1) A home where Jesus is honored and hearts are changed; 2) An opportunity to build healthy (and even lifelong) friendships—to be able to make friends and be a friend; 3) A living experience that will compliment, encourage and support residents in their college-age journey and beyond; 4) An environment to experience, and develop the ability to live, in dynamic community with others; and, 5) An adventure that will allow them to build the kind of memories they will cherish for a lifetime.

The following expresses the basic commitment for AO House residents:

*As a resident of FBC'S AO House, I am committing myself to God and to the men of the AO House to do the following:*

*I will protect the unity of the House*

- .....By acting in love toward others*
- .....By refusing to gossip, grumble, or argue*
- .....By following those in leadership*
- .....By submitting to the AO House Handbook and Policy*

May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus. (Rom. 15:5)  
Now that you have purified yourselves by obeying the truth so that you have sincere love for your brothers, love one another deeply, from the heart. (1 Pet. 1:22)  
Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.(Eph. 4:29)  
Do everything without complaining or arguing, (Phil. 2:14)  
Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you. (Heb. 13:17)

*I will share in the responsibilities of the AO House*

- .....By praying for its health and growth*
- .....By faithfully fulfilling my responsibilities in the House*
- .....By warmly welcoming those who visit*

We always thank God for all of you, mentioning you in our prayers. (1 Thess. 1:2)  
Accept one another, then, just as Christ accepted you, in order to bring praise to God. (Rom. 15:7)  
Be wise in the way you act toward outsiders; make the most of every opportunity. <sup>6</sup> Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone. (Col. 4: 5-6)

*I will serve in the ministry of the AO House*

- .....By seeking to develop a servant's heart*
- .....By using my gifts and talents to minister to others*
- .....By taking the initiative to minister to others*

Each one should use whatever gift he has received to serve others faithfully administering God's grace in its various forms. (1 Pet. 4:10)

It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers,<sup>12</sup> to prepare God's people for works of service, so that the body of Christ may be built up (Eph. 4: 11-12)

Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves.<sup>4</sup> Each of you should look not only to your own interest, but also to the interest of others. (Phil. 2: 3-4)

*I will support the testimony of the AO House*

*.....By living godly before the Lord*

*.....By seeking to share my faith in Jesus Christ with others*

*.....By faithful involvement in CCF (College Ministry of FBC) and FBC (First Baptist Church)*

Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – all the more as you see the Day approaching. (Heb. 10:25)

Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ. Then, whether I come and see you or only hear about you in my absence, I will know that you stand firm in one spirit, contending as one man for the faith of the gospel. (Phil. 1:27)

Very early in the morning, while it was still dark, Jesus got up, left the house and went off to a solitary place, where he prayed. (Mark 1:35)

## **APPLYING TO THE AO HOUSE**

### **Applying to the House**

Applications for residency are available through the AO House Manager's Office (1332 Kincaid St., Eugene, OR 97401), the Collegiate Christian Fellowship (CCF) Office at First Baptist Church (3550 Fox Meadow Road, Eugene, OR, 97408), or on-line at [www.aohouse.com](http://www.aohouse.com). You can also access the AO House website through the CCF website at [ccfeugene.com](http://ccfeugene.com) (click on "housing" link). In order for us to begin processing your application, we must receive it completed in full with the required \$50.00 application fee (checks made payable to First Baptist Church). Although the application fee is non-refundable, if you are selected for residency in the House, your application fee will be applied toward your House fee.

### **Deadlines for Application**

The House will officially begin accepting and processing completed applications in the November of the year prior to requested residency in the House. For example, if you are applying for residency in the fall of 2007, we will officially accept your application as early as November 1, 2006. Applications can be submitted throughout the remainder of the school year and into the summer until the House is at capacity. Once the House is full, a waiting list will be started. Since the House can fill up quickly, it is recommended that you apply earlier than later. Early bird applications will be those received between November 1 and December 30 and will be given priority status in the interview process. Summer only applicants can begin applying as early as March 1, prior to the requested summer of residency.

### **Interviewing Applicants**

Once your completed application and application fee are received, you will be contacted by the College Pastor and/or an AO House Staff member for an interview. The purpose of the interview is to help us get to know you better and to help you get to know us better. During the informal interview we will also highlight the foundation of AO and answer any questions you may have about the House. The interview can take place in person or over the phone.

## **Official Acceptance into the House**

If you are accepted into the House, you will be mailed an official letter of acceptance, a House Contract, and a House Commitment Agreement. You will be asked to carefully read these documents, paying special attention to the cancellation stipulation before sending them in. If there is a possibility you may need to cancel your Housing Contract once it is signed, we want you to understand the implications of your decision. Once these are signed and returned to the AO House or First Baptist Church, along with the specified deposit and House fee (as stated in the contract), your residency will be confirmed in the House, and you will receive your official seniority status.

## **Touring the House**

You are always welcome and encouraged to visit the AO House. We want to do all we can to help you make an informed and wise decision regarding your interest in living at the AO House. Please feel free to come and look around, meet some of the residents, visit with the House leadership, attend a class with a resident, hang out at a College Ministry event, and ask all the questions you have about life in and around the AO House. To arrange a time to visit, simply contact the House Manager, Assistant Manager, or CCF Office. Family and friends are always welcome too.

## **Waiting List for the House**

A waiting list will be started once the House fills up for the coming school year. As places may open in the House (e.g. a prospective resident decides he's not coming to the UO or a returning resident transfers to another school), waiting list candidates will be contacted. Applicants on the waiting list may also contact the CCF Office (541-345-0341) to check on their status.

## **MOVING INTO THE AO HOUSE**

### **Arrangements for Moving Into the House**

Once an applicant has been accepted, arrangements to move into the House are made with the AO House Manager or Assistant Manager. The House officially opens for the academic year one week prior (usually on a Sunday afternoon) to the beginning of fall classes at the UO. The House Contract for a given year will specify the exact beginning and ending dates for that year.

### **Check-In Process**

Check-in dates for residents will be arranged with the House Manager or Assistant House Manager prior to the official opening of the House for the school year. Residents will officially check-in with the House Manager and/or his designee upon their arrival to the House.

### **Continuing Residency**

Current residents will have the first right to reserve rooms for the following school year. They will receive renewal House Contracts for the next school year during Winter Term and will have until March 15 to return it to the House Manager if they plan on returning for another year in the House. Their renewal contract will officially confirm their spot in the House for the coming school year. If a resident chooses to back out of his renewal contract, contract forfeiture statements will apply, which will include the forfeiture of his original house deposit.

### **Occupants**

Only residents who have been "officially" accepted into the House and who have received keys to the House, and any roommate who may be assigned by the AO House at its discretion, will be

permitted to occupy the assigned room. No other occupants shall be permitted without the prior permission of the House Manager.

### **Room Choices and Changes**

The House is large enough to comfortably sleep over forty residents. Room choices are primarily based on house seniority, and are organized by the House Manger and/or Assistant House Manager. There are single, double, triple, and quad rooms, with double rooms being the majority. Room changes are possible during the year: 1) If a resident should leave the House and his room becomes available; or, 2) If, in rare cases, there are irresolvable problems that can be solved by a change of rooms. There may be instances when the House Staff must make necessary room changes, but these times are very infrequent. It is important to note that the AO House guarantees a space, but not a particular room, and we reserve the right to make changes when necessary.

### **Seniority in the House**

House seniority is determined upon the date we receive the signed House Contract, House Commitment Agreement, and House deposit, of an applicant who has been accepted to the House. House seniority plays a major role in helping to determine room selection, room changes, house jobs, and parking privileges. These are important reasons for returning the House Contract, House Commitment Agreement, and House deposit as soon as possible.

### **Things to Bring With You When Moving In**

Appropriate linens (sheets, blankets, towels, etc.) for a standard twin bed

Pillows

Clothing for all seasons, including a jacket or coat

Umbrella

Alarm clock

Backpack or other bag for carrying books and other supplies

Desk Lamp

Computer and printer

Personal items

Items used to decorate or personalize your living space - within limits outlined in the AO House Handbook (e.g. pictures, wall hangings, etc.)

## **LIVING AT THE AO HOUSE**

### **Regarding Conduct**

A member is expected to pursue a lifestyle inside and outside the House, which reflects positively upon his reputation before the Lord Jesus Christ and the reputation of the House (1 Tim. 4:12), as it is summarized in the AO House Commitment. Inappropriate behavior shall be defined as any action that is considered offensive, abusive, violent, or perverted in accordance with biblical principles and/or laws maintained by the current government (local, state, and federal). Legal and biblical authorities may be brought before the House upon a disagreement in the interpretation of biblical or civil laws. Misconduct shall be defined as any action that is considered destructive (to physical property), harmful, or violent in regards to the residents of the House.

**Cooperation With House Leadership And Staff** - All residents of the AO House are required to comply with reasonable requests and lawful orders from any or all of the AO House Staff members. Verbal, physical, or emotional abuse directed at any House staff member will not be tolerated and may subject the offending resident or his guest(s) to House disciplinary action.

**Firearms and Explosives** -No live explosives (fireworks, bombs, etc.) are allowed upon House property or at any House functions. Firearms and ammunition shall also be prohibited upon House property. There shall be no discharge of firearms on House property and all firearms are prohibited at House functions. In addition, the discharge of minor firearms (air guns, bb guns, pellet guns, etc.) shall be prohibited on House property. Any violation of this policy shall be considered harmful and dangerous, and shall be dealt with according to appropriate disciplinary action by the House Committee.

**House Discipline**- The guidelines of the House are to be taken seriously and are to be followed for the benefit of all. Any violation, therefore, of these guidelines may result in a specific consequence. In the event of any question, a plurality of House leaders (at least three) will determine whether or not a violation has taken place. If they end in an impasse, the House Manger provides the tie-breaking vote. The House Manger also has the prerogative to supersede any decision made by the House Council in the matter of discipline. In exceptional instances, the College Pastor and/or House Committee will intervene.

**Quiet Hours and Noise** - The House is a residence for students, therefore, specified times of quiet study and sleep are necessary. Quiet hours will be from 11:00 p.m. to 11:00 a.m. Sunday through Thursday and 12:00 a.m. to 11:00 a.m. on the weekends. While these hours can be changed by House consensus and House Manager Approval, the principles governing quiet hours will not change, for they are simply those principles in Scripture that address respecting the needs and honoring of others. For example, music may be played during these hours as long as there is no disturbance to another person. The first week of each term should be ample time to determine the level of tolerance that a neighbor has for music or talking. Any conflicts will hopefully be resolved graciously between the parties involved. It should be remembered that playing music is a privilege, not a right, at any time in the House.

**Smoking and Drinking** - There shall be no consumption or possession of alcoholic beverages or smoking on property owned or leased by the House, or at any function sponsored by, or affiliated with, the House. This policy is effective regardless of the legal age of the members involved. Any allegations concerning the consumption or possession of alcoholic beverages or smoking on property owned or leased by the House shall be submitted in writing to the House Manager by the current resident of the House and shall be accompanied by the testimony of at least one other current resident. The House Committee shall review the allegations and decide the appropriate course of disciplinary action to be taken.

**Sports in the House** - While sports are encouraged outside the House, residents may not engage in any sports in the hallways, stairwells, lounges, rooms, or other public areas of the House. In addition, residents may not ride bikes, wheeled vehicles or any types of skates or skateboards anywhere in the House. Please do not ride on or use your skates, skateboards, or bicycles on House benches, tables, and stair railings. Bikes are not allowed in the House and must be kept outside in the secure Bike Storage area of the House.

### **Regarding Connection to CCF and FBC**

The AO House is integrally supported by the ministry of First Baptist Church (FBC). Nowhere is this support more evident than in the House's vital connection to the FBC College Ministry (better known as Collegiate Christian Fellowship or CCF). In light of these relationships, every resident is encouraged and expected: 1) To be involved in the ministry of CCF (i.e., This includes, at least, regular attendance at CCF Sundays, as well as, consistent involvement in a CCF Small Group and/or Ministry of their choosing), and 2) To attend, when in town, one of

the weekend worship services at FBC. These expectations do not preclude a resident from also being involved in another ministry (e.g., parachurch ministry) and/or attending an additional church service elsewhere, as long as any additional ministry involvements do not conflict with the resident's agreement to abide by the AO/Trinity House Commitment. Over the years, we have discovered that college-age believers (which include House residents) have gained the greatest benefits in their own lives when they have become connected to a healthy community of their peers (such as CCF) and have established a healthy connection to a solid local church (such as FBC). We have found this combination to be one of the key ingredients for helping them to successfully navigate life after CCF and their college-age years.

## **Regarding Facilities**

**Appliances** - The House electrical system is not designed to carry heavy loads of electrical equipment. Extension cords should be used properly and not be frayed or overloaded. If you have several electrical items you will be using (e.g. computer equipment), you should purchase a UA approved power strip with built-in circuit breakers. Due to fire concerns, the following items are not allowed in resident rooms: hot plates, toasters, toaster ovens, broilers, space heaters, power tools, window air conditioning units, halogen torch lamps, or sunlamps.

**Bicycles** - Bicycles are to be parked in the designated bike area at the back of the House. Each owner is responsible to secure his own bike. Lost or stolen bikes are not the responsibility of the House. No bicycles may be stored anywhere else (e.g., hallways, stairwells, entry, etc.) in the House without specific authorization from the House Manager (e.g., during Christmas vacation).

**Bunking and Lofting Beds** - Bunking and lofting of beds is permitted in certain rooms. All lofting of beds must be completed by (or with the approval and supervision of) the Housing Maintenance Staff. Any other lofting of beds is prohibited (e.g. construction of lofts, using cinder blocks to raise beds, etc.). When in doubt, check with the House Manager.

**Cable Television, Internet Access** - The House has cable access for its two resident televisions (located in the first floor sitting area and the basement/recreation room). High-speed internet is available in each room and throughout the House. Residents are not permitted to reconfigure (add to, subtract from, etc.) any of the phone, cable, or internet lines or equipment. Ideas for improvements on any communication systems are welcome and can be presented to the House Manager for consideration.

**Candles and Flammable Materials** - Possession or burning of flammable materials including, but not limited to, candles, gasoline, paint, kerosene lamps, lighters, and incense is hazardous to the health and safety of residents and is prohibited inside the House.

**Damage to House Property** - Each resident is financially responsible for any damage to their room and furnishings other than normal wear and tear. A resident is also responsible for damage caused by his (or his guests) to any other areas of the House (e.g., grounds, furnishings, and equipment). The House Committee has the authority to assess charges to a resident for loss or damage of any House property up to the value of that particular property, and cost of repair. A disciplinary policy may be implemented by the House Manager upon a resident who is consistent in the misconduct of property.

**Decorations and Improvements** - Decorating your room is encouraged, but please do so in a

manner that won't damage your surroundings. Because tape and stickers can cause damage, it is recommended that residents use non-stick tape or putty to hang posters, etc. Items cannot be attached to, or impede, any fire safety equipment including smoke detectors, sprinkler heads or pipes, and exit signs. Also the decorations must not impede access to the hallways, doorways, stairs, hallways, or other equipment. Decorations may not be hung from the ceiling. No decorations that require items to be lit by fire are allowed. Rooms may "not" be painted, wallpapered, paneled, or redesigned by the occupant. Care should be exercised in hanging pictures or posters. When in doubt, consult the House Manager. Questionable signs or decor (which do not support the purpose of the House or which you wouldn't want your parents to see), should not be put up. The House Manager has the right to have questionable material taken down.

**Furniture and Room Furnishings** - Every resident room comes furnished with a bed, desk, desk chair, twin mattress, closet, and dresser. All items must be accounted for at the time of checkout. Residents are responsible to maintain reasonable living standards and are responsible for all damage that occurs to furnishings. Damage to furnishings will be assessed by the House Staff.

**Garbage Disposal And Recycling** - Residents must dispose of garbage and recycling in the appropriate bins and locations. Garbage is not to be left in stairwells, lounges, by the doors, or on the ground by the dumpsters.

**Heat** - Please do not obstruct or damage heating units or tamper with House thermostats. Heat control in some of the rooms is tricky business. The central thermostat is to be regulated by the House Manager. Please remember to keep objects a safe distance away from the heaters. Currently, there is no air conditioning in the House.

**House Care** - There shall be no food or drinks in the living room, family room, or on the second or third floors (unless an exception is made by the House Manager for a specific social function). Water fights and wrestling are not allowed anywhere inside the House. Don't throw objects inside the House. Be extra kind to the furnishings - they need to last for a long time. Also, if you see a light on that does not need to be, please turn it off.

**House Furniture** - Public furniture of the House (e.g., living room furniture, etc.) must remain in the community area it is found. Public furniture should never be found in a resident's room.

**House Jobs** - Along with K.P. Duty, each member is responsible for one house job per week with the purpose of keeping the house clean and in order. Each house job takes between 30-60 minutes. The House Job's Officer is in charge of organizing and inspecting all house jobs. Individual house jobs are determined each term by signing up on a seniority basis. Failure to complete house jobs will result in a fine. Appeals to fines can be taken up with the House Manager. Since the House is over ninety years old, there is usually some major maintenance and upkeep to be completed every year; therefore, in addition to normal house jobs, occasional work projects will be organized and scheduled by the House Job's Officer (i.e. Spring Cleaning). Every House member is required to participate in these workdays.

### **Interruptions in Normal Service**

The House is not responsible for the continuation of food, heating, and accommodations at normal levels in the event of a natural disaster, power-water interruptions off house property, or in the event of other natural events wholly beyond the control or reasonable anticipation of

the House.

**Keys** - Each resident is issued a key for the exterior door of the House (which also works for the Bike Storage Area) and a key for their room. This allows limited access for safety reasons. All keys remain the property of the House and may not be duplicated by residents. Residents are not allowed to loan, sell, or transfer any House keys for the purpose of allowing that person to use House facilities. If you lose a key, contact a House Staff member immediately for the safety and security of the House. There will be a \$25.00 fine for each key lost, which will be assessed to the resident's account.

**Laundry Facilities** - There are coin-operated washing machines and dryers located in the House basement for the convenience of the residents. Please make an effort to remove your clothes as soon as they are done and try not to occupy the machine for more than two hours at a time. Wash mud and dirt off outside the House with the hose, not in the bathroom. If you have problems with the laundry facilities, please contact the House Manager.

**Library** - Any House books are for the benefit and enjoyment of the residents and guests of the House. The books may not be taken from the House.

**Mail** - Each resident is assigned their own individual mail box cubby. Mail can be sent to: AO House, 1332 Kincaid St., Eugene, OR 97401..

**Maintenance and Repairs** - If you have a non-emergency repair or maintenance need, please complete a work request and submit it to the House Manager. Please make sure to specifically explain the location and nature of the problem. If there is an emergency maintenance need (e.g. burst pipe, broken door or window, overflowing toilet, etc.) please contact a House Staff member immediately. Computer repairs are viewed as non-emergencies - please submit a work request form to the House Manager.

**Outdoor BBQ's** - The House is equipped with quality BBQ's that are for use (or approval) by the House Cook only.

**Parking** - Although limited parking is available around the House, parking on House property is reserved for the House Cook, Handyman, and Advisors. Unauthorized vehicles may be towed from the premises. The House Manager, or someone he designates, will oversee this area.

**Pets** - Due to health, allergy, safety, and damage concerns, pets are not allowed. Pets include, but are not limited to, dogs, cats, mice, rats, gerbils, snakes, birds, turtles, fish, lions, giraffes, aardvarks and ant colonies.

**Renter's Insurance** - The House is not responsible for damaged (e.g. fire or water damage) or stolen property in resident rooms, public areas, laundry, or storage rooms. It is your responsibility to secure your room. Please check with your parent's homeowner's insurance to make sure your belongings are covered. If they are not covered, it is strongly recommended that you purchase renter's insurance to protect yourself and your belongings. Renter's insurance is often available at a reasonable cost from the company you have your auto insurance through.

**Telephone and Intercom** - Individual phone lines are available in each room. It is the responsibility of the resident to initiate service with the phone company (if he so chooses) and to pay all respective costs for their own private line. It is highly recommended residents bring

a cell phone. There is also an intercom set-up throughout the House for your convenience. Hours for its usage are to correspond with quiet hours.

**Waterbeds** - Sorry, but waterbeds or water furniture are not allowed.

### **Regarding Finances (Rents, Bills, Unpaid Debts, etc.)**

**Room And Board Rates For The House** - Room and board rates are established by the House Committee, and are extremely competitive with local rates. In fact, the House is significantly less expensive than most living situations in the area, including dorms, sororities, and many campus apartments and co-ops. Monthly payments are determined by taking the total lease amount for the academic year and dividing it into nine equal payments.

### **Cancellation Prior To Occupancy**

If a resident cancels his room reservation before March 1 for a Full Academic Year, a refund of the deposit, less the \$50.00 application fee will be reimbursed the resident. If a resident cancels after March 1 for a Full Academic Year, the resident will forfeit his deposit and House fee in their entirety.

### **Cancellation during Occupancy**

If a resident cancels his room reservation during occupancy in the House, he will forfeit his deposit and pay \$5.00 per day for every day remaining on his lease (the day he checks out until the final day of the his lease).

Exceptions to this policy will include the following only:

1. A resident may suggest a suitable replacement to the House Manager (with approval from the House Committee and/or House Committee designee) prior to moving out. This individual must complete the application and interview process just like any other new resident and be 'officially' accepted into the House. (Essentially, the new resident would 'buy out' the former resident's contract and the deposit would still be forfeited.)
2. A resident may avoid the \$5.00 per day penalty under circumstances deemed extenuating by the House Committee and/or House Committee designee (i.e. major health issues, family emergencies, etc.).

### **Occupancy**

Occupancy occurs when the resident is issued his room assignment and a key for the House. Actual physical occupancy of the room by the resident and/or placement of his possessions within the room is not necessary to constitute occupancy.

### **Temporary Absence due to a Student Exchange Program**

We highly encourage residents to participate in Student Exchange Programs, but you must take into account your contract and rental agreement with the AO House. If you choose to be gone on an Exchange Program you must choose one of the following options below. If you do not, your contract will be terminated and all aspects of the third option will apply.

1. You may continue to pay the current monthly rent for the duration of your absence (as if you were still in Eugene) and retain your deposit and seniority status.
2. You may find a suitable replacement for the duration of your absence. This individual must complete the application and interview process just like any other new resident and be 'officially' accepted into the House. You will retain your deposit and seniority status.
3. You may break contract. This means you will lose your deposit, seniority status, and pay \$5/day for the remaining days on your contract.

### **Termination of Agreement by the AO House**

In addition to any other rights and remedies, the AO House may terminate this Agreement upon the occurrence of any of the following circumstances: 1) The resident fails to pay scheduled room and board when due and such failure to pay continues for more than fifteen (15) days after the due date of such payment, except where the AO House has agreed in writing to extend the due date of such payment; or, 2) The resident breaches, violates, or otherwise is in default of any of the terms and conditions of the agreement; or, 3) The resident fails to comply with the policies, procedures, and commitments set forth in this Agreement - the AO House Handbook. The House may terminate this Agreement for any of the above reasons upon giving the resident (72) seventy hours written notice. The notice shall state the reason for termination. After the date of termination, the AO House staff shall be entitled, without further notice, to enter the assigned room and to repossess the same, and to remove the resident and resident's property without any liability for trespass or otherwise.

### **Payment in the Event of Release**

If a resident's agreement is terminated by the House, the resident shall forfeit his deposit and House fee, and pay to the House \$5.00 per day for everyday remaining on his lease or a \$400 termination penalty, whichever is greater.

### **Requirement to Vacate the House**

When a resident's AO House lease agreement expires and has not been renewed in writing, or when this agreement is otherwise terminated, the resident shall immediately vacate the AO House premises and remove all of his property. If the resident's property remains in or about the AO House after his agreement has been expired without renewal or has been terminated, the resident may be charged for the removal of any property and daily storage fees. If the resident's property is not reclaimed and storage fees paid within ten (10) days after the expiration or any termination of this agreement, such property will be treated as abandoned property, and the AO House may sell or otherwise dispose of such property in any manner without liability.

### **Indemnity**

To the full extent permitted by the law, residents of the AO House shall defend, indemnify, and hold harmless the AO House and First Baptist Church of Eugene, an Oregon non-profit corporation, and its officers, agents, employees, and directors from and against all claims, actions, liabilities, and costs including attorney fees and other costs of defense arising from a AO House resident's failure to comply with any policy, procedure, and/or commitment set forth in the AO House Handbook, or arising from any act, negligence, or failure to act of the resident or any of the resident's agents, relatives, invitees or guests.

**Payment of House bills/rent** - House bills are to be paid on a monthly basis as specified in the Residence Contract. Late fees, if needed, shall be instituted in accordance with the House Contract as well.

**Unpaid debt** - In the event of unpaid debts, House eviction and collections procedures will prevail, and the delinquent resident will be responsible for attorney fees and other costs and charges for collection of any amount of indebtedness.

### **Regarding Food**

**House Cook** - The House Cook (and any associate cooking staff) shall be hired by the House Committee. His/her salary shall be determined and approved by the House Committee. The Cook shall prepare the menu and provide whatever is needed to prepare the meals and shall work in coordination with the House Committee in the budgeting for purchases.

**House Food** - Residents will be provided weekday breakfasts, lunches, and dinners. Residents are responsible for their own food on weekends, holidays, and vacations although leftovers are usually available.

The House cook is responsible for preparing the weekday lunches and dinners. Breakfast fixings (e.g. cereal, bagels, etc.) are available for residents to prepare and assemble. The House Cook shall be responsible for providing the necessary food items for breakfast.

Weekday lunches and dinners will be served in the dining room at established times each term. Meal times may be changed by vote of the house members with approval of the House Cook and House Manager. Meal locations may also be changed by the same.

Every dinner is preceded by a brief devotional. These devotionals are to be led by house members on a rotating basis. Every member who expects to be present at a regularly scheduled lunch or dinner shall, out of courtesy to others, be on time. This courtesy includes being present five minutes prior to dinner for the devotional.

A necessary aid in helping the cook prepare meals is the weekly meal chart, which all members are expected to use when they have conflicts with mealtime or when hosting guests. The chart is used for signing out for meals, signing up for early or late plate, or signing up guests (must be cleared by the cook at prior meal). Every member is entitled to invite guests to lunches or dinners throughout the year; however, abuse of this privilege (as, for instance, in the repeated entertaining of a particular guest) may, in the exercise of the House Manager's discretion cause the revocation of that privilege. Signing up for a late plate or signing out must be done two hours before the meal (24 hours for dinners) and may be done by phone.

The cook, in conjunction with the K.P. Officer, shall establish the kitchen guidelines. For example, the refrigerators and freezers are off-limits (except for the snack shelf), shoes are to be worn in the kitchen and dining room (as per the health code), and dishes are to be rinsed and appropriately stacked after all meals.

**House K.P.** - Each term the K.P. Officer will organize the residents according to each one's schedule in assigning the necessary kitchen work. Each member will have at least one (1) KP per week (except for the House Leadership). The KP duty will involve setting up for meals, serving the food, cleaning up the dining room and kitchen, and washing the pots, pans, and dishes. Detailed KP responsibilities are to be posted in the kitchen.

## **Regarding Guests and Visitors**

We welcome visitors at the House. The impression given on the phone or in person will likely be the impression a visitor has of the entire House. Attitudes toward visitors in the House should be gracious and helpful. Try to make them feel at home. If you see someone you don't know, ask if that person is being helped. This is for your own safety, as well as, good manners.

Friends are welcome and may visit a resident's room or be left alone in the House according to the

member's discretion or House Handbook. Out-of-town friends may spend no more than two nights with a member, provided the House Manager grants permission. Abuse of this privilege may result in its loss. Residents are also responsible and accountable for the conduct of their guests while at the House. Cost of repairing any damage to House property by a guest of a resident will be charged to the resident.

Girl Hours are the same as quiet hours: 11:00 p.m. to 11:00 a.m. Sunday through Thursday and 12:00 a.m. to 11:00 a.m. on the weekends. While these hours can be changed by House consensus and House Manager approval, the principles governing girl hours will not change, for they are simply those principles in Scripture that address respecting the needs and honoring of others. At any time in which a male is visiting in a resident's room, the door to that room must remain open. Any unethical conduct or other violation of this visitation privilege is a severe matter to be dealt with accordingly by the House Manager and/or House Committee. All other visitors who are not staying the night should be out of the House by 12:00 a.m. (midnight), unless they are studying on the main floor with a house member. Complete strangers are allowed only on the first floor and are not to be left unattended.

In the event you encounter a conflict between a visitor's desire and that of the House Handbook, politely explain the conflict and feel free to direct the matter to the House Manager, if necessary, or in his absence, to the Assistant House Manager or other House officer. Avoid entering into conflict with a visitor directly. Also, remember, we have no phone or restroom available for public use. Direct a need of this kind to the UO Campus.

## **Regarding Leadership**

### **House Officers**

Six Offices make up the House Leadership Team, which is the student governing body of the AO House. These six offices are: House Manager, Assistant House Manager, Chores Officer, K.P. Officer, House Chaplain, and Social Director.

The House Manager provides direction, oversight, and leadership of the House as defined in his "Job Description." He is compensated with room and board, and a salary approved by the House Committee. The House Manager is directly accountable to the College Pastor and the House Committee. The Assistant House Manager is responsible for assisting the House Manager in directing, overseeing, and leading the House as defined in his "Job Description." He is compensated with room and board as approved by the House committee. The Assistant House Manager is directly accountable to the House Manager. The other four officers shall be elected (with the approval of the House Manager) by the first week of Fall term, for the following academic year.

### **House Handyman**

This individual is responsible for maintaining the physical aspects of the House. He can be reached most easily through the House Manager or Assistant Manger.

### **House Committee**

The House Committee is a team of members from First Baptist Church who provide general oversight, direction, and accountability for the House and its leadership.

### **House Meetings**

House meetings give an opportunity for weekly encouragement and fellowship for the House.

They also give an opportunity for problems to be discussed and solutions or improvements to be found. House Meetings shall be arranged and led by the House Manager (or Assistant House Manager in the absence of the House Manager). Regular house meetings are held once a week (usually Monday nights) for an hour during the regular academic year. Attendance at House Meetings is required, unless an excuse is submitted and approved by the Manager before the meeting.

### **Regarding Room Entry**

The AO House respects the resident's right to privacy; however, there are times where Housing Staff may enter a resident's room without notification: 1) Health, safety, and resident welfare reasons; 2) Maintenance issues or concerns of damage in the room; 3) Holiday Break Safety Inspections. Please be aware that Housing Staff will knock and announce themselves prior to any entry into a resident's room; however, it is within the rights of the Housing Staff to enter when deemed necessary.

### **Regarding Roommates**

#### **Roommate Choices**

Roommates are selected using a questionnaire that is sent to all incoming residents during the summer months (usually in July). The questionnaire asks various questions about roommate preferences, personal habits, interests, etc. Based on answers given, roommates are matched as closely as possible. If you know another resident who will be coming into the House in the fall (or you know someone already in the House who wants you to room with them), you may request that person as a roommate. We will work hard to honor those requests, although we cannot guarantee them.

#### **Roommate Cleanliness**

All resident rooms must be kept in a clean state. If the room is deemed unhygienic, the residents will be given a time frame in which to clean. It is also a basic expectation that you keep yourself and your living area at a level of cleanliness that does not disturb your roommates or the AO House community. This expectation includes, but is not limited to, smells that emanate from your room that disturb or affect other residents of the House.

#### **Roommate Conflicts**

We encourage residents to try and work out their differences themselves. If assistance is needed, the Housing Staff are willing to lend their assistance. If no solution can be found to a conflict, then the Housing Staff have the option of moving one of the residents involved in the conflict to another room, as space permits, to best serve the needs of the House.

### **Regarding Safety and Security**

The AO House recognizes the importance of safety and security for the House and its residents. The following addresses key areas of safety and security:

City of Eugene Police Department  
Emergency: Call 911  
Non-Emergency: Call 541-682-5111

#### **Cleanliness of the House**

All resident rooms, common areas, bathrooms, kitchens must be kept in a clean state. It will be the responsibility of the residents to maintain the cleanliness of their own rooms, and the

responsibility of all residents to maintain a reasonable standard of care for the remainder of the House.

### **Criminal Background**

AO House residents must abide by all local, state, and federal laws along with all AO House resident policies and procedures. Residents or applicants who have criminal convictions may have their application denied or be removed from AO House residency. The AO House conducts criminal background checks on all live-in staff.

### **Fire Alarms, Fire Safety Equipment and Evacuation**

During an academic year, a planned fire alarm will occur at least once a quarter. Residents will not be notified when this will occur. These planned alarms are intended to familiarize all residents with exits, sounds, lights, and procedures for evacuating the House.

Regardless of the cause, all alarms should be treated as if they are real. By law, all residents are required to leave the House when an alarm sounds. Residents who fail to evacuate the House, or take an improper length of time to exit the building, may be subject to House disciplinary action.

House staff will assist in the basic evacuation of the House and will help to coordinate re-entry into the House when appropriate authorities provide clearance. House staff, however, will not be responsible for residents who are not heeding the alarm or who are ignoring the emergency procedures. It is essential that all residents take full responsibility to evacuate. Again, residents who fail to evacuate and abide by evacuation procedures may face disciplinary action. If you require special assistance to evacuate, please contact the House Manager.

If an alarm sounds, you will want to consider the following:

Put on coat and hard sole shoes quickly.

Take a towel with you to prevent smoke inhalation.

Close windows.

Check your doorknob and door. If either is hot, do not open the door. Exit through a window, if applicable, or summon for help. If the knob is cool, exit cautiously, and close, but do not lock the door. If you need to retreat to your room, you want to be able to re-enter it.

Take your keys and ID with you.

Walk quickly to the closest exit on your floor and proceed to the evacuation area (House Manager will show residents this area when they move in. If confused on where to go, get at least 100 feet from the House.

Do not re-enter the House until you are told by House Staff or Fire Department personnel that it is safe to do so.

Tampering with fire alarms or fire equipment is a violation of state law, as well as, House Policy. Sanctions for violating any policy concerning fire alarms and equipment may include removal from the House, large fines, and/or criminal prosecutions.

**House Security** - All outside doors are to remain locked 24 hours a day, with the exception of events sponsored by the House where there is door supervision. Do not prop open outside doors and fire doors. Each night, by 11:00 p.m., a security check by the House Manager or designee will be made to secure all windows and doors at ground level.

**Medical Emergencies** - Residents complete a Personal Inventory Card during check-in which

lists contact information of parties to call in an emergency. Please use this form to inform the House Manager of any medical conditions for which you may need assistance. A confidential copy of this form is kept on file with the House Manager at the House and a back-up copy is kept with the CCF Administrative Assistant at First Baptist Church.

**Personal Safety Devices** - Residents who own and/or carry personal safety devices such as pepper spray or mace should know how to use the device properly and it should remain in their possession. These devices should only be used when needed for protection and according to manufacturer's instructions. Inappropriate discharge or failure to use the device according to manufacturer's instructions will result in a referral for House disciplinary action.

**Room Windows and Roof** - Due to the risk of serious injury, residents are not allowed on roofs, or allowed to climb up the sides of the building, or be on the ledges of the building. Also due to the possibility of serious injury, at no time should any article be thrown or dropped out of House windows. In addition, residents should not throw things into windows from the ground as this could damage the facility and also lead to injury. Residents are not allowed to place themselves in an open window, hang out of a window or enter/exit the House via windows due to safety concerns. Windows are to remain in their tracks.

### **Regarding Storage**

There is some storage space in the House. Storage boxes and space are assigned by the House Staff and must be clearly labeled by residents and neatly stored in their designated areas. Very limited summer storage is available only to returning members, as assigned by the House Manager or designee. Stored items will not always be available during the summer. If members who are not returning leave items in the House, those items shall become the property of the House 30 days after their departure.

### **Regarding Summer Residency**

The House is often coed in the summer with one floor assigned to the men and the other to the women. Summer residents shall pay a monthly summer rent determined by the House Committee, as specified in their Summer Residence Contracts. The summer House Manager and Assistant Manager shall oversee and assign duties to keep the outside and inside of the House in order. Summer residents shall provide their own food, and will be given limited refrigeration space for their food.

## **MOVING OUT OF THE AO HOUSE**

### **Checking-Out Process of the House**

At the end of a resident's stay in the House (for year-end or other approved departures), he is required to sign out with the House Manager and/or House Manager Designee before he leaves. This involves having the House Manager and/or House Manager Designee complete a sign out check sheet on each individual, including room cleanup, K.P.'s and details completed, house bills paid, and a change of address card filled out. Rooms are expected to be left in as good condition as when received - ordinary wear and tear expected. Rooms not adequately cleaned will be cleaned at the resident's expense, and deducted from his deposit.

Residents who plan on returning to the House the next fall, but who are gone for the summer, may have limited summer storage for their belongings. The amount of space available will be decided

by the House Manager on a year-to-year basis. Again, the House assumes no responsibility for lost, damaged, or stolen property.

**Abandoned property**

The AO House is not responsible for lost or stolen property in a resident's room or public areas of the House. Items left in rooms or in storage areas at the end of the academic year will be stored for 30 days and then will be turned over the appropriate personnel or donated to charity.

## **KEY AO HOUSE PASSAGES**

*Unless the LORD builds the house, its builders labor in vain. (Ps. 127:1a NIV)*

*Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves.*

*<sup>4</sup>Each of you should look not only to your own interests, but also to the interests of others. (Phil. 2:3-4 NIV)*

*Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.*

*(1 Tim. 4:12 NIV)*

*A new commandment I give you: Love one another. As I have loved you, so you must love one another.*

*<sup>35</sup>By this all men will know that you are my disciples, if you love one another. (John 13:34-35 NIV)*

## FAQ OR FREQUENTLY ASKED QUESTIONS ABOUT THE AO HOUSE

**How and where do I apply?** You can obtain a AO House application at the AO House, Collegiate Christian Fellowship (CCF) office, or on-line at [www.theAOhouse.com](http://www.theAOhouse.com). A \$50 application fee (checks made payable to First Baptist Church) is required with your application submission.

**If I cancel my application, do I get my application fee back?** No, the application fee is non-refundable. If you are selected for residency in the House, however, your application fee will be applied toward your House fee.

**When should I apply to the House?** The sooner the better, since the House can quickly fill up for the school year. Keep in mind however, that applications received before Nov. 1 will not begin to be considered until on or after Nov. 1 for the following school year (e.g. for residency in the fall of 2008, applications will begin to be reviewed on Nov. 1, 2007). Once the House fills up for the school year, a waiting list will be started.

**Do I have to pay a deposit every year?** No. When you pay your deposit the first time, you will not have to pay it again, as long as your residency in the House is continuous (i.e., you remain in the House for consecutive years).

**How are roommates selected?** A questionnaire is sent to all incoming residents during the summer months (usually in July) that asks various questions about roommate preferences, personal habits, interests, etc. Based on questionnaire answers, roommates are matched as closely as possible.

**Can we request a roommate?** Yes. If you know another resident who will be coming into the House in the fall (or you know someone already in the House who wants you to room with them), you may request that person as a roommate. We will work hard to honor those requests, although we will not guarantee them.

**Can I bring a PC?** Yes. It is recommended that you bring a desktop or a laptop. The laptop will provide you with more versatility, especially if you have limited desk space.

**Do I have Internet access in the House?** Yes. All rooms have high-speed Internet access provided at no extra charge.

**Am I allowed to have friends stay overnight?** Friends of the same gender may stay overnight. If they are going to stay longer than two days, you need to let the House Manager know in advance. If your friend is of the opposite sex, let the House Manager know and they may be able to help find a suitable place for your friend to stay.

**When is my rent due and where do I send my payment?** Rent payments are due the 15th of the month for the following month's rent (for example: November rent is due October 15), with the exception of the first month, September, which is due on Sept. 25. A late fee of \$2.00/day will be assessed if your payment is late. Payments (checks made payable to First Baptist Church) should be given to the AO House Manager on or before the due date.

**Can I pay more than one month at a time?** Yes, some residents choose to pay for a quarter at a time, and in a few cases, for the whole year.

**Is there a lease involved?** Yes. The monthly payment is the total lease amount for an academic year divided into nine (9) equal payments. Please see the sample lease on the AO House website.

**Am I allowed to have the opposite sex visit?** Yes, provided they follow the visitation hours and guidelines in the House Policy and as directed by House leadership.

**Is there parking for new residents?** There are a limited number of parking spaces and parking permits for residents. These are given out based on House seniority. There is an option to park on the streets in accordance with city code requirements.

**Is alcohol allowed in the House or on House property?** No.

**Is smoking allowed in the House or on House property?** No.

**How safe is the AO House?** The AO Staff are very safety conscious. The House Handbook mandates that exterior doors to the House remain locked at all times, guests must check in, vendors must set appointments and check in with House management before entering the premises, and exterior lighting must be operational. Residents are encouraged to always carry their keys with them and to always lock their room doors when they leave. Guests that visit residents are required to be escorted by the resident they are visiting. The escort policy exists so that "strangers" do not have free access to your home.

**Who is responsible for cleaning?** Residents are responsible for cleaning their own rooms. Residents are also responsible for fulfilling their weekly house cleaning duties (e.g. vacuuming the first floor, cleaning bathrooms, etc.)

**How does the meal schedule work?** Meals are provided every weekday, but not on weekends, school holidays, or vacations (e.g. Thanksgiving, Christmas, Spring Break, summer)

**What's the food like at the AO House?** The AO House Cook seeks to provide a variety of quality and nutritious meals. It is often rated by residents as an aspect of the House they enjoy the most.

**Are we allowed electrical appliances?** Yes and No. A list of acceptable and unacceptable appliances is found in the AO House Handbook. Nothing, however, that has an open coil is permitted.

**What furniture do I need?** Residents will not need any furniture except desk lamps. All other furniture is provided.

**Do I need insurance? Or, how do I protect my belongings from being damaged or stolen?** The House is not responsible for damaged (e.g. fire or water damage) or stolen property. Please check with your parent's homeowner's insurance to make sure your belongings are covered. If they are not, it is strongly recommended that you purchase renter's insurance to protect yourself and your belongings. Renter's insurance is often available at a reasonable cost from the company you have your auto insurance through.

**Are there laundry facilities?** Yes. In the basement of the House there are coin-operated washing machines and dryers available for the residents.

**Where will my mail go?** You will have a mailbox assigned to you at the House.

**Are we allowed pets?** No. Due to health, allergy, safety, and damage concerns, pets are not allowed. Pets include, but are not limited to, dogs, cats, mice, rats, gerbils, snakes, birds, turtles, fish, lions, tigers, aardvarks and ant colonies.

**What are quiet hours?** All residents must observe quiet hours which are established by the House Manager. In general, if you can hear noise or music outside a resident's room, it is too loud.

**What are allowable decorations?** You are requested to use non-stick tape in your room. Questionable signs or decor (which do not support the purpose of the House or which you wouldn't want your parents to see), should not be put up. The House Manager has a right to have questionable material taken down.

**Do we need telephones?** No, there is a House phone; however, it is highly recommended you have your own cell phone.

**What about visitation?** Parents are welcome at any time. Siblings must be accompanied by parents or resident.

**What should I bring with me as a new resident?**

- Appropriate linens (sheets, blankets, towels, etc.) for standard, regular-size, twin bed
- Pillows
- Clothing for all seasons, including a jacket or coat
- Umbrella
- Alarm clock
- Backpack or other bag for carrying books and other supplies
- Desk Lamp
- Computer and printer
- Personal items
- Items used to decorate or personalize your living space - within limits outlined in the AO House Handbook (e.g. pictures, wall hangings, etc.)