



**Brite Housing Handbook**  
**Leibrock Village**

**BRITE DIVINITY SCHOOL**

**Location: 2931 Sandage Ave., Ft. Worth TX 76109**

**Mailing Address: TCU Box 298140, Ft. Worth TX 76129**

**Telephone: 817-257-7338**

**E-mail: [leibrockvillage@tcu.edu](mailto:leibrockvillage@tcu.edu)**

Residents of Leibrock Village are expected to be fully acquainted with and will be held responsible for compliance to policies, rules, and regulations of:

Leibrock Village as listed in the Brite Housing Handbook and the Brite Divinity School Student Handbook of General Information.

Violation of said policies, rules, and regulations does not release residents of Leibrock Village from the financial responsibility for the balance of the term of the Housing Agreement.

The Director of Brite Housing has the authority to make decisions and implement policies in keeping with the rules and regulations of Brite Divinity School.

Brite Divinity School is an institution that values diversity and challenges structures that intentionally or unintentionally encourage discrimination. As such, we do not discriminate on the basis of race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, social class, age, disability status, citizenship status, membership or application for membership in a uniformed service, or any other category protected by applicable law.

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## IMPORTANT TELEPHONE NUMBERS

|   |                     |
|---|---------------------|
| Brite Housing Office (Moore House #500).....          | 817-257-7338        |
| Director of Brite Housing                             |                     |
| Erin Houchin .....                                    | 817-988-7181        |
| Director of Community and Spiritual Life .....        | 817-257-7513        |
| Brite Title IX Officer                                |                     |
| Michael Miller .....                                  | 817-257-7577        |
| TCU Title IX Officer                                  |                     |
| Darron Turner .....                                   | 817-257-5566        |
| TCU Campus Life.....                                  | 817-257-7926        |
| <br>  |                     |
| HVAC (TCU emergency maintenance).....                 | 817-257-7956        |
| (call ONLY if the RAs and Director cannot be reached) |                     |
| <br>  |                     |
| Brite Divinity School .....                           | 817-257-7575        |
| CRNA Program.....                                     | 817-257-6818        |
| College of Education.....                             | 817-257-7660        |
| Neely School of Business.....                         | 817-257-7531        |
| <br>  |                     |
| Campus Police.....                                    | 817-257-8400        |
| Transportation Services.....                          | 817-257-7930        |
| <b>Campus Police Emergency</b> .....                  | <b>817-257-7777</b> |
| <b>Medical Emergency</b> .....                        | <b>911</b>          |
| <br>  |                     |
| Student Accounts .....                                | 817-257-7836        |
| Financial Services.....                               | 817-257-7834        |
| Financial Aid.....                                    | 817-257-7858        |
| Recreation Center.....                                | 817-257-PLAY        |
| University Ministries.....                            | 817-257-7830        |
| TCU Bookstore.....                                    | 817-257-7844        |
| Health Center.....                                    | 817-257-7940        |
| <br>  |                     |
| LILY B. CLAYTON ELEMENTARY SCHOOL.....                | 817-922-6660        |
| MCLEAN MIDDLE SCHOOL.....                             | 817-814-5300        |
| PASCHAL HIGH SCHOOL.....                              | 817-814-5000        |

**BRITE HOUSING MAILING ADDRESS** ..... **LEIBROCK VILLAGE**  
**TCU BOX 298140**  
**Fort Worth, Texas 76129**

**BRITE HOUSING PHYSICAL ADDRESS** ..... **LEIBROCK VILLAGE**  
**2931 SANDAGE AVE.**  
**Fort Worth, Texas 76109**

**EMAIL ADDRESS**..... [LEIBROCKVILLAGE@TCU.EDU](mailto:LEIBROCKVILLAGE@TCU.EDU)

## GENERAL INFORMATION

**Mission: To foster an inclusive graduate residential community by providing a campus housing environment that promotes academic success and individual development.**

Leibrock Village brings the best of apartment living together with an on-campus housing experience for Brite and TCU graduate students. Our spacious one- and two-bedroom apartments provide the independence for individual study with access to a vibrant trans-disciplinary residential community.

A total of 56 apartments are available to full-time Brite students and TCU graduate students. Utilities included in the housing fee are electricity, water, trash pick-up, cable TV, and internet access. Each apartment is unfurnished, except for refrigerator, stove, dishwasher, and garbage disposal. The living room and bedrooms are carpeted in a neutral pattern. Laundry rooms with washers and dryers are conveniently located in each building. One parking space is available per bedroom for each apartment. Bicycle racks are located near each building.

In order to encourage a culture of health and wellness for all students, faculty, staff and guests of the university, [the use of all tobacco products and smoking is prohibited at Leibrock Village](#).

No [pets](#), other than fish in an aquarium of 10 gallons or less, are allowed in Leibrock Village.

Formal and informal social events are planned each semester. Notice of Photography: Please be advised that photography, video, and audio recordings may be taken at events hosted by Brite Divinity School. These recordings may be displayed on Brite's website, social media platforms or used in Brite's marketing materials. By attending events hosted by Brite Divinity School, I consent to the use of my image, likeness, and voice for video, photographic and/or audio production promotional purposes.

**Brite Housing, Brite Divinity School, and Texas Christian University shall not be liable or responsible for injury to or death of any persons or damage to any property occurring in, upon, about, or at the Leibrock Village premises, which damage or injury is caused by the negligent acts or omissions of, or the breach of any covenant, term or condition of the Housing Agreement, by the student, any member of the student's family, or any person who is in the student's apartment or on the Leibrock Village premises with the student's express or implied consent, and the student, any member of the student's family or such person, shall hold Brite Housing, Brite Divinity School, and Texas Christian University, its trustees, officers, agents, employees, independent contractors and vendors harmless from and defend and indemnify them against, any and all claims, losses, damages, causes of action, suits, proceedings and liabilities of every kind (including but not limited to attorneys' fees and court costs), including claims, losses, damages, causes of action, suits, proceedings, and liabilities caused by any negligent act or omission on the part of Brite Housing, Brite Divinity School and Texas Christian University.**

Students requesting to live in Leibrock Village must complete a [housing application online](#) with a \$350 application deposit, nonrefundable after May 1 for Fall occupancy and November 1 for Spring occupancy. Upon occupancy, the application deposit converts to the security deposit. A background check is required as part of the application process for all residents over the age of 18. It is recommended that incoming students interested in housing complete an application upon admission to Brite Divinity School or TCU. Apartments are assigned in the order that applications with housing deposit and criminal background check, as applicable, are received.

The apartment is solely for the student, their spouse or committed partner, and two children thereof. [Visiting guests](#), including relatives, are permitted for a maximum of one week. Any request for extension must be approved in advance in writing by Brite Housing. Upon prior written request to the Director, other familial living arrangements may be considered in certain circumstances.

## ELIGIBILITY GUIDELINES

Students enrolled full-time, nine (9) semester hours, in a graduate degree program of Brite Divinity School (M.Div.; M.T.S.) or in a TCU graduate program are eligible to live in Leibrock Village for a maximum of forty-eight (48) consecutive months. Proof of eligibility may be requested.

PhD students are permitted residency for a maximum of ten (10) consecutive semesters. No one may be in residency longer than sixty (60) months without permission of the Director of Brite Housing.

Students admitted as "Special" students, enrolled for nine (9) semester hours at Brite Divinity School, are eligible for Brite Divinity School Housing for one (1) semester only. To remain eligible for Brite Divinity School Housing, "special" students must be admitted to a degree program of Brite Divinity School. Should a student's course load at Brite Divinity School or TCU drop below the required semester hours, the student and family may be required to vacate the apartment within two (2) weeks. If a student drops all courses, the student and family may be required to vacate the apartment within forty-eight (48) hours.

Termination of the Leibrock Village Agreement by the Resident is limited to the expiration of the Housing Agreement. Any resident who vacates during the term of the Housing Agreement will forfeit the security deposit and be charged the housing fee for the balance of the term of the contract. Exceptions are graduation or academic/disciplinary suspension from Brite Divinity School or Texas Christian University.

The Director of Brite Housing may, upon written notice, terminate a Housing Agreement or deny renewal of a Housing Agreement when the resident ceases to be eligible or is found in violation of the conditions stated in the Housing Agreement, the Brite Housing Handbook, or any Brite Divinity School policy. These conditions include, but are not limited to, residents failing to meet eligibility requirements, having outstanding debts to the University and/or Brite Divinity School, and not complying with Leibrock Village regulations.

Management reserves the right to consolidate two residents who are each renting one-half (1/2) of a two-bedroom apartment, but who have no apartment-mate, during the term of a Housing Agreement. Students who share apartments are entitled to use only the bedroom and bath rented specifically to the student and the common areas (kitchen, dining room, living room). Brite Management reserves the right to enter shared apartments and prepare the unassigned portion for prospective incoming residents.

Occupancy is limited to two (2) persons per bedroom.

No apartment may be sublet.

Brite Divinity School is an institution that values diversity and challenges structures that intentionally or unintentionally encourage discrimination. As such, we do not discriminate on the basis of race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, social class, age, disability status, citizenship status, membership or application for membership in a uniformed service, or any other category protected by applicable law.

For additional information refer to the Brite Divinity School Housing Agreement. All Brite policies relating to Common Life, Student Services, and Codes of Conduct, can be found in the Brite Student Handbook found on the Brite website ([brite.edu](http://brite.edu)) under Policies and Handbooks.

## BACKGROUND CHECKS

Brite Housing requires all adult applicants to complete a criminal background check that includes criminal history and sexual offender registration check. Background checks conducted as a part of the admissions process for the student's program satisfy this requirement for student residents. Applicants who are citizens of the United States or who are currently living in the United States must complete a criminal background check. The criminal background check must be completed at the time of applying for housing for the application to be considered complete. Further information regarding Brite Divinity School's background check policy can be found at the Brite website ([brite.edu](http://brite.edu)) under Policies and Handbooks. Except as noted below, a record of conviction and/or pending criminal charges does not automatically result in the exclusion of an individual's eligibility to reside in Brite Housing.

Background checks must be renewed every three years for all adult residents, prior to renewal of the Housing Agreement.

The President, the Dean of Brite Divinity School, their designate, or the Director of Brite Housing may in their sole discretion and judgment, deny residency at Leibrock Village to a student, their spouse or partner, family member or visiting guest who is a convicted felon under the laws of the state of Texas or any other state; or has been convicted of a crime of moral turpitude in Texas or any other state.

No student, their spouse or partner, family member or visiting guest shall reside or visit a resident at Leibrock Village who is required to register or report to a local law enforcement authority as provided in Chapter 62, Texas Code of Criminal Procedure, or as amended; or who in the sole judgment of the Brite Divinity School President, the Dean, their designate, or the Director of Brite Housing, may constitute a threat to the safety or health of Brite Divinity School students, individuals who reside at or visit Leibrock Village, or the university community.

## GENDER INCLUSIVE HOUSING

Gender inclusive housing means students may choose to live with roommates of any gender identity. Students interested in gender inclusive housing may indicate so in the comment section of their housing application or in writing to the Director of Brite Housing. Both roommates must indicate their interest in gender inclusive housing or specifically request each other as roommates in writing before the assignment will be confirmed.

If a student does not request gender-inclusive housing, the student will be assigned a same-gender roommate (as indicated on the housing application).

## MOVE OUT

Graduating and vacating residents may be granted an extension beyond the expiration of the housing agreement if the apartment is not leased. An additional housing fee is paid in advance in weekly increments (A week is defined as seven (7) calendar days Sunday through Saturday). Request for extension must be made in writing to the Director of Brite Housing at least forty (40) days prior to the expiration of the Brite Divinity School Housing Agreement. If a request is granted, the resident will receive a written confirmation and payment schedule.

Extensions are limited to a maximum of one calendar month past the expiration date of the housing agreement or the completion of the academic program the student is actively enrolled in, whichever is the later.

Residents who are vacating due to a loss of eligibility may not be granted an extension and must vacate upon the termination of the Housing Agreement. Failure to vacate on or before the termination date of the housing agreement will result in building access being removed. Any property left in the apartment after this date may be donated or otherwise disposed of at the discretion of Brite Housing. Failure to vacate does not release the Village of responsibility for all housing charges, any fines for lost keys, or fines for damages to the apartment.

## Checkout Instructions

1. Present written notification of intent to vacate to the Director of Brite Housing at least forty (40) days prior to vacating the apartment.
2. As a courtesy to vacating residents, a pre-checkout walkthrough of the apartment is conducted with a Resident Assistant or the Director of Brite Housing to identify potential cleaning needs and evaluate the condition prior to the checkout appointment. This pre-checkout is not mandatory, but highly encouraged.
3. Schedule a checkout appointment at least five (5) days before checkout.
4. Report all needed repairs prior to checkout.
5. At the time of checkout, the resident and a Resident Assistant or the Director of Brite Housing will conduct an inventory of the apartment to determine the condition of the apartment. The apartment must be clean and in "move-in" condition. Cleaning fees, according to the schedule in [Checkout Fees](#), will be charged if the resident fails to properly clean the apartment. An additional fee for Excessive Housekeeping may be charged if more than four hours is required to clean the apartment.

Carpet must be vacuumed and walls clean. Use of carpet freshener products is prohibited. As it is not evident that carpet freshener has been used until after the carpet is steam cleaned, a post check-out charge of \$200 per room will be levied for freshener clean-up. If carpet replacement is necessary a charge of \$500 per room will be levied.

Do not spackle nail holes. Mounted hardware for shelves and window treatments must remain. Clean all light switch covers, outlet covers, and door handles.

See [Checkout Fees](#) for cleaning suggestions and charges.

6. All housing fees due to Leibrock Village must be paid in full to the Financial Services Office, TCU, prior to the time of checkout.
7. Keys and family swipe cards issued to the resident must be returned at the time of checkout.
8. The resident will be charged \$50.00 for not being ready to leave at the scheduled checkout time.

**Failure to follow the above checkout procedure will result in the forfeiture of the security deposit and appropriate charges. Cost to clean, replace, or repair damaged items or property beyond normal wear and tear will be charged to the resident's Student Account**



## Schedule of Charges

|  |                          |
|--|--------------------------|
| Failure to move into apartment.....  | Forfeit Security Deposit |
| Failure to checkout.....   | Forfeit Security Deposit |
| Vacate apartment prior to expiration of Housing Agreement.....               | Forfeit Security Deposit |
| (exception: graduation) Forfeit the balance of housing fee for the semester. |                          |

**The following charges, as applicable, will be assessed:**

|  |                          |
|--|--------------------------|
| <a href="#">Lock-out assistance 1st time</a> .....                               | No Charge                |
| <a href="#">All subsequent times</a> .....                                       | \$ 30.00                 |
| <a href="#">Apartment key lost or not returned at checkout</a> .....             | \$ 100.00                |
| <a href="#">Change Lock (each lock core)</a> .....                               | \$ 50.00                 |
| (One-bedroom apartments have one core. Two-bedroom apartments have three cores.) |                          |
| <a href="#">Mailbox key lost or not returned at checkout</a> .....               | \$ 10.00                 |
| <a href="#">Lost Swipe Card</a> .....  | \$ 20.00                 |
| <a href="#">Pet Violations</a> (including visitor's pets and strays).....        | \$ 50.00 per day per pet |
| <a href="#">Additional Parking Space</a> .....                                   | \$ 30.00 per semester    |
| <a href="#">Propped exterior door</a> .....                                      | \$50.00                  |

**Check-out Fees**

|   |                   |
|---|-------------------|
| Failure to give 40 day notice.....                      | \$ 350.00         |
| Failure to be ready to check-out at scheduled time..... | \$ 50.00          |
| Use of contact paper (per room).....                    | \$ 75.00          |
| Excessive Housekeeping.....                             | \$ 75.00 per hour |

**APARTMENT CLEANING SUGGESTIONS AND CHECK-OUT CHARGES**

|                                    |   |  | <b>Charge</b>    |
|------------------------------------|---|--|------------------|
| <b>Bathroom/s</b>                  | Bathtub   | Clean, soap scum removed.  | \$ 75.00         |
|                                    | Bathtub tiles   | Clean, soap scum removed.  | \$ 75.00         |
|                                    |   | Possible cleaning agents: Clorox Tub and Tile Cleaner,<br>vinegar solution, Simple Green, Barkeeper's Friend                     |                  |
|                                    | Sink  | Clean, soap scum removed.  | \$ 15.00         |
|                                    | Commode   | Clean, inside and outside, No water rings or mineral build-up  | \$ 30.00         |
|                                    | Cabinet   | Wash inside and outside, especially around handles and edges   | \$ 15.00         |
|                                    | Floor   | Swept and mopped   | \$ 20.00         |
|                                    | Door/baseboards   | Washed - Clean behind commode. Fingerprints and dirt removed from door.  | \$ 25.00         |
| <b>Kitchen</b>                     | Stove   | Oven - De-grease and clean   | \$ 75.00         |
|                                    |   | Place 1/2 cup of ammonia in a glass dish in a cold oven overnight to ease cleaning.  |                  |
|                                    |   | Drip pans - Clean or replace   | \$ 25.00         |
|                                    | Refrigerator  | Replacement must be for Hot Point/GE stove. Available at Lowe's, Home Depot  |                  |
|                                    |   | Cooktop, Under cooktop, control panel and knobs  | \$ 25.00         |
|                                    |   | Clean outside, cavity and shelves, drawers, freezer  | \$ 75.00         |
|                                    |   | Possible cleaners - dishpan soap and water, baking soda and water<br>Do not move or unplug the refrigerator.                     |                  |
|                                    | Dishwasher  | Emptied and wiped out. Mild abrasives can be used to remove rust stains.   | \$ 20.00         |
|                                    | Sink/disposal   | Clean - In sink-Barkeeper's Friend or vinegar solution. Disposal-Ice cubes   | \$ 25.00         |
|                                    | Cabinets/drawers/<br>Counter Tops                                       | Washed inside and outside. No grease build-up on counter top<br>Mild dishpan soap and water                                      | \$ 40.00         |
|                                    | Bay windows   | Washed inside  | \$ 75.00         |
|                                    | Blinds  | Brush or dust, then wash with mild soap solution - cleaning/replacement charge each  | \$ 55.00         |
| Floor                              | Swept and mopped (Please do not use Mop & Glow)                         | \$ 25.00   |                  |
| Baseboards                         | Swept then washed with mild soap solution                               | \$ 20.00   |                  |
| <b>Living rm.<br/>&amp; closet</b> | Windows   | Washed inside  | \$ 55.00         |
|                                    | Blinds  | Brush or dust, then wash with mild soap solution – Cleaning/replacement charge each  | \$ 55.00         |
|                                    | Carpet  | Vacuumed-  | \$ 25.00         |
|                                    |   | To clean spot - Use <b>ONLY</b> hot water and blot until spot is gone.<br>Replacement fee if beyond normal wear - \$500 per room |                  |
|                                    | Door/baseboards   | Washed - all fingerprints removed  | \$ 25.00         |
| <b>Bedroom/s<br/>&amp; closet</b>  | Windows   | Washed inside  | \$ 50.00         |
|                                    | Blinds  | Brush or dust, then wash with mild soap solution - cleaning/replacement charge each  | \$ 55.00         |
|                                    | Carpet  | Vacuumed - Replacement fee if beyond normal wear - \$500 per room  | \$ 25.00         |
|                                    | Baseboards/doors  | Washed with mild soap solution to remove dirt and fingerprints.  | \$ 25.00         |
| <b>Carpet</b>                      | <b>The fine for use of carpet freshener/cleaner products - per room</b> |  | <b>\$ 200.00</b> |

## ALCOHOL AND DRUG ABUSE POLICY

Use of alcohol by persons under 21 years of age, sale and/or distribution of an alcoholic beverage to persons under 21 years of age, and production of alcohol is not permitted in Leibrock Village and is a violation of State law.

Possession, manufacture, use, sale or distribution (by either sale or gift) of any quantity of a prescription drug or an illegal or otherwise controlled substance (except as directed by a licensed physician) is prohibited in Leibrock Village and is a violation of State law.

All Brite policies relating to Common Life, Student Services, and Codes of Conduct, can be found in the Brite Student Handbook found on the Brite website ([brite.edu](http://brite.edu)) under Policies and Handbooks.

On-Campus resources for those experiencing problems related to alcohol and other drug use can be found at <https://ade.tcu.edu/>.

## BICYCLES

Outdoor bicycle racks are conveniently located in the Village. Do not bring a bike unless you plan to ride it frequently or keep it in your apartment. By Fort Worth Ordinance, no bicycles may be stored in hallways or stairwells.

Visit <https://police.tcu.edu/contact-us/register-your-bike/> to register your bike with TCU Police.

## BOOKS

Several generous people have donated books to Leibrock Village. The books are loosely organized by subject and are stored in the various reading areas throughout our complex. Examples of the subject groupings are Preaching/Sermons, Bibles/Commentaries, Fiction, Spiritual development, and Popular Theology. The books are available to any resident for study, reference, reflection, or pleasure reading. Residents are encouraged to use the books and to return them to the shelves when finished.

The Village has a special collection of books in Moore House. They are typically older books, books signed by the author, books written by or about TCU and/or Brite faculty, or books of local interest. Please check with the Director of Brite Housing regarding use of these books.

## CHILD SUPERVISION

Children are the responsibility of their parents/legal guardians and should be supervised by a parent/guardian at all times. Parents and guardians must not leave children unattended. This includes both within your apartment and within public spaces. Should your child be found unsupervised without any knowledge of your whereabouts, Leibrock staff is required to contact TCU Police. TCU Police will determine if Child Protective Services (CPS) need to be contacted.

Children are not permitted to enter the exercise room or use any of the exercise room equipment. It is the parent's responsibility to keep children away from the picnic grills located in the backyards of Abell-Hanger/Beasley and Mabee/Hill houses. Residents are responsible for all damages incurred by their own children and by children who visit them. Toys and other belongings must be put away after use. Items left unattended will be discarded. Except by their gross negligence, Brite Divinity School and its agents are not liable for injury to any child in the Village.

## COMMUNICATION

Cell phone and e-mail are two important means of communication in the Village. All apartments are wired for TCU WiFi Internet access, and every Brite/TCU student is issued an e-mail address. All communication from the Leibrock staff will be sent to student resident's TCU e-mail address. For non-student residents, such as partners or spouses, communication will be sent to the email address on record. If use of a previously established e-mail address is preferred, go to <http://www.tr.tcu.edu/EmailForward.htm> to have incoming TCU e-mail forwarded to the established account. Important information for residents is shared via email. Residents are expected to check their email and to make responses as requested.

Residents are required to have a current cell phone number on record with the Leibrock office for emergency communication purposes.

In order to reduce the volume of emails sent to residents, weekly email updates are sent to keep residents apprised of upcoming events and activities. These emails are your best source of information for an overview of community life at Leibrock.

## KEY POLICY AND LOCK OUTS

One apartment key, mailbox key, and building access swipe card is given to each adult resident at move-in. Student residents are required to return the temporary card issued at move-in once they have received their student ID card.

If you are locked out of the building or your apartment, please follow the following steps:

1. Monday through Friday, from 8:00 a.m. until 5:00 p.m. - Come to the Leibrock Village Office, Moore House #500, to request assistance.
2. After office hours and on weekends call a Resident Assistant.
  - a. If unable to contact a RA, call the Director of Brite Housing, 817/988-7181.

As a courtesy to residents, the first after-hours lock out assist is free. Subsequent assists will result in a \$30 charge to the resident's Student Account.

**Lost keys and swipe cards** must be reported to the Director of Brite Housing immediately, as they compromise Village security. When a key is lost, the lock core and all keys for the compromised core must be replaced. Charge for replacement keys, cores, and swipe cards will be billed to the resident's Student Account.

## MAINTENANCE REQUESTS

**Routine Maintenance Requests:** Monday through Friday from 8:00 a.m. until 5:00 p.m. - Call (817) 257-7338 or e-mail [leibrockvillage@tcu.edu](mailto:leibrockvillage@tcu.edu). Explain the problem or concern. Be specific. Include your name, apartment number, room in the apartment (i.e., Bedroom A or B, Bathroom A or B), and phone number. The request will be directed to the proper department for repair.

**Routine maintenance after office hours and University holidays:** For SIMPLE repairs or other non-emergency maintenance (such as a burned-out light bulb or dripping faucet), follow the procedure above.

**EMERGENCY MAINTENANCE after office hours and University holidays:**

*Emergency maintenance is defined as anything that may pose a threat to residents' health or safety and includes such things as broken water lines, backed-up drains with overflowing water, loss of water, power failure, broken window glass, no heat or air conditioning, lock malfunction, etc.*

Call a Resident Assistant or the Director of Brite Housing IMMEDIATELY. If you are unsuccessful in reaching a Resident Assistant or the Director of Brite Housing, call Heating, Ventilation, and Air Conditioning (HVAC) at (817) 257-7956. This number is answered 24 hours every day. **After you have called HVAC to report the emergency, continue to try to contact a Resident Assistant or the Director of Brite Housing.**

**IT HELP TICKET** – If a problem with internet or cables services is experienced, please [submit a help ticket](#) or contact the IT help desk at (817) 257-5855. For more information, visit [it.tcu.edu](http://it.tcu.edu). Email [leibrockvillage@tcu.edu](mailto:leibrockvillage@tcu.edu) or call (817) 257-7338 to notify a staff member of the difficulty to enable the Leibrock staff to coordinate with TCU IT for urgent or complex wide issues.

**LAUNDRY ROOM MAINTENANCE** – If a problem with a **WASHER** or **DRYER** is experienced, call (817) 257-7338 or e-mail [leibrockvillage@tcu.edu](mailto:leibrockvillage@tcu.edu). Have the appliance number (combination of six letters and numbers located on each machine) available when you report the issue. For refund of money lost in a machine, follow the procedure outlined above.

## PUBLIC AREAS

### Community Spaces and Kitchenettes

Each Leibrock building offers one larger community room, along with several study and community spaces, for residents' use. Our community spaces are designed for residents to gather and develop meaningful relationships with fellow residents and Leibrock staff. Feel free to talk, study, and relax in our community spaces. When you use one of the community spaces, please respect others who may be using it at the same time.

You are more than welcome to host residents and guests in the common spaces for study groups, game nights, book clubs, etc. Please be mindful of [quiet hours](#) when scheduling gatherings. Email [leibrockvillage@tcu.edu](mailto:leibrockvillage@tcu.edu) for information on how to reserve these spaces.

Residents are responsible for assisting in the care and cleanliness of all community spaces. Although these facilities are cleaned once a week, your help is needed.

Removing furniture from public places subjects a resident to disciplinary action.

Kitchenettes are located next to the community rooms in Abell-Hanger/Beasley and Mabee/Hill. It is the responsibility of the resident using any appliances within to remain while food is cooking. Cleaning is the responsibility of the person who uses it. If residents do not clean up after themselves, kitchenette privileges may be suspended by the Leibrock staff. Keep in mind that this is a privilege and may be restricted if proper use is not followed. Please be considerate.

## Children's Play Areas And Playground

We strive to provide children with safe and enjoyable places to grow and learn. It is in a child's nature to play, sometimes loudly, and we ask neighbors for their understanding. Play area and playground hours are 9 am until 10 pm. Families and children should try to limit their children's active play in the evening hours, being mindful especially of the established [quiet hours](#).

Play areas and a playground for use by Village children have been developed through gifts of friends of Brite, past and current residents, as well as partnership with the School of Education at TCU.

- Play area and playground hours are 9 am until 10 pm.
- Please help children leave the play areas and playground orderly when through playing. Put toys, books, and costume items in appropriate storage areas.
- Children must be supervised in the play areas at all times. Resident children and visiting children are the responsibility of their parents or guardians.
- For security reasons, children must never be left unattended in the play areas, playground, or in any part of the Leibrock Village complex.
- All play area items must be kept clear of pathways in order to abide by local fire code. Playground toys must not litter sidewalks.

## Laundry Facilities

Leibrock Village provides convenient laundry facilities in each building for the use of Leibrock residents. No personal clothes washers and/or dryers may be used or stored in apartments in Leibrock Village. Violation of this rule will result in requiring the occupants of the apartment to vacate within 48 hours.

Residents are responsible for assisting in the care and cleanliness of the laundry rooms. Although these facilities are cleaned once a week, your help is needed.

- Use the magnetic labels with your apartment number to indicate which washer(s) or dryer(s) you are using. The labels are located in the laundry room on your floor.
- Leaving laundry products in laundry rooms is not recommended, but must be marked with the owner's apartment number and stored in a cabinet if left there.
- Allow 15 minutes before removing another's laundry from a machine. Do not put another's laundry in the dryer even as a courtesy, as some items are not dryer safe and may be ruined. If abandoned laundry is not identified by an apartment number on the machine and you need to start your laundry, set the items aside on one of the counters (after the given 15 minutes).
- Clean the lint filter before and after each use of a dryer.
- Clean up after yourself Clean spills of detergent, liquid softeners, and bleach.
- Dispose of lint, fabric softener sheets, and empty detergent boxes and bottles in the trashcan provided.
- Watch children Children should not play in the laundry rooms.

**Laundry Room Maintenance** – If a problem with a **WASHER** or **DRYER** is experienced, call (817) 257-7338 or e-mail [leibrockvillage@tcu.edu](mailto:leibrockvillage@tcu.edu). Have the appliance number (combination of six letters and numbers located on each machine) available when you report the issue. For refund of money lost in a machine, follow the procedure outlined above.

## Exercise Room

The Sheet's Exercise Room is located in the back of Moore House (center building) and houses a workout station, dumbbells, and other exercise equipment. All residents over the age of 18 and who have a signed Participant Release and Indemnity Agreement on file are welcome to make use of this space.

If you discover any equipment in need of repair, please immediately cease use and contact a Leibrock staff member at [leibrockvillage@tcu.edu](mailto:leibrockvillage@tcu.edu).

## **SAFETY, SECURITY, AND EMERGENCIES**

The Brite Safety policies can be found in the Brite Student Handbook found on the Brite website ([brite.edu](http://brite.edu)) under Policies and Handbooks. Additional information and guidance is available through the TCU Office of Public Safety website at [publicsafety.tcu.edu](http://publicsafety.tcu.edu).

### **Building Security**

Since Leibrock Village represents a unique community, everyone shares the responsibility for security of the building and residents. All doors are locked 24 hours a day. You must use your ID card to enter your hall. You should be aware that tampering with the security of Leibrock Village, such as propping doors open, affects the safety of all residents and is taken very seriously. Those who are authorized to access Leibrock Village buildings have a swipe card that permits that access. Do not allow anyone to enter a Leibrock Village building unless they are your personal guest.

If you notice someone in Leibrock Village that does not belong, is behaving in a suspicious manner, or both, please contact TCU Police immediately (817-257-7777) and a Leibrock staff member. Do not confront the person yourself.

### **Call Boxes**

Call boxes are positioned at the front door of each building and at the back door of Patterson and Hooks houses. To place a call, push the call button. At the sound of the dial tone, a four-digit TCU extension may be dialed. The red HELP button on the call box rings at the TCU Campus Police office.

Contact phone numbers for Resident Assistants and the Director of Brite Housing, as well as the number and location called from, are posted on a window near the call boxes.

In most instances, calling TCU Police (817-257- 7777) in an emergency is the most appropriate approach.

### **Fire Alarms**

Whenever a fire alarm sounds, normal evacuation procedures must be followed. All occupants are required to leave the building and may not return until permitted by TCU Police or fire officials. A complete floor-by-floor, room-by-room check will be made of the building by Leibrock staff, TCU Police and/or fire officials whenever possible. Occupants must remain outside the building during this check. Remember that smoke, not heat or flames, is the major cause of casualties in housing facility fires.

Know these procedures in the case of an evacuation:

- Leave the building immediately upon hearing the fire alarm sound. Under normal conditions, all residents are expected to evacuate from Leibrock buildings in less than 3 minutes. All occupants must leave the building and may not return unless told to do so by Texas Christian University Police officers or fire officials.
- Learn the locations of all exits nearest to your room. Do not assume your regular exit is closest or safest. If possible, wear shoes and dress appropriately for the weather conditions. Avoid using the elevator.
- If time allows, turn off potentially hazardous equipment and appliances
- Meet at designated rally point, which is located near the vehicle entrance on Sandage Ave. (See [TCU Public Safety Rally Point Map](#))
- When you leave your room, close the door.

- If smoke is present, crawl low to the floor or stay in your room.
- Only use stairways; never use an elevator.

If you cannot leave your room for any reason:

- Block all openings with wet towels
- Call TCU police (817-257-7777) or 911 and advise the dispatcher of your location
- Stay close to the window holding a wet towel to your face;
- Do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out the windows

Fire extinguishers are checked annually. To insure prompt replacement, residents must inform the Director of Brite Housing when a fire extinguisher has been used.

Due to the potential fire hazard they create, no personal barbeque grills, smokers, hibachis, etc. are to be stored or operated in Leibrock Village. Halogen lamps and gel candles are not permitted due to the number of fires they have caused in campus housing.

Heat sensors were placed in each apartment according to state fire code. They are very sensitive and can easily be activated. To avoid unnecessarily setting off the fire alarm when cooking, be certain to use the stove hood fan.

### Lockdown

When emergency conditions involve an active shooter or a violent situation involving the police, the safest method to protect individuals may be to lockdown and take shelter inside and await further instructions.

When in a [lockdown](#) situation, one must do the following:

- Lock or get into a locked room or hiding place
- Block the doorway with furniture
- Block any view into the room
- Silence cell phones (including the ringer) and remain absolutely quiet
- Do not allow anyone in the space (emergency responders will have keys to open the door)

Once the police arrive:

- Remain calm and follow their instructions
- Drop any items in your hands
- Raise your hands and spread your fingers
- Avoid sudden movements toward the officers
- Avoid pointing screaming or yelling
- Do not ask questions when evacuating

### Severe Weather and Tornadoes

Texas is subject to tornadoes, particularly (though not exclusively) from March through September. When the [tornado alert signal sounds](#), you should:

- Move quickly and quietly to the lowest level interior hallway or restroom in the building
  - **No one should remain on the second or higher floors**
- Keep calm and listen for instructions.
- Take one of the following positions:
  - sitting with head between knees and hands covering head, or



- kneeling with hands covering head.
- Stay in the designated area until the official “clear” is given.

In case of flash flooding warning or watch, residents are urged to move automobiles to higher, safe areas away from storm drains to remove as many items from floor areas as possible as a precaution.

### **Weapons Or Dangerous Devices**

See Campus Policy 2.060 regarding Firearms and Weapons found at <http://hr.tcu.edu/wp-content/uploads/Policy-2.060-Firearms-and-Weapons.pdf>.

## **TOBACCO FREE POLICY**

In order to encourage a culture of health and wellness for all students, faculty, staff and guests, Leibrock Village prohibits the use of all tobacco products and smoking on Leibrock property. Individuals wishing to use tobacco as part of an established religious ceremony, academic or research activity may contact the Dean of Brite Divinity School to request an exemption for those activities.

Furthermore, all facilities at Leibrock Village are designated “No Smoking” in accordance with City of Fort Worth Ordinance #13009. Smoking in apartments or the buildings at large may result in eviction and forfeiture of the security deposit.

## **OPEN DOOR AND GRIEVANCE POLICY**

All members of the community are free to seek information from the staff members responsible for any aspect of community life on any matter that is troubling them, or call attention to any condition that may appear to be operating to their disadvantage or the disadvantage of the Divinity School. Such informal discussions when a problem first develops can enable many problems to be cleared up without delay.

Some misunderstandings are inevitable, and not every real or imagined cause of personal dissatisfaction can be removed by such discussions. In these circumstances, the following steps are suggested for resolving these problems or concerns:

1. Initiate a discussion with the appropriate or primary staff or faculty member to see if a resolution can be found to the problem or concern (for example, if the problem is related to a housing concern, the student should first speak with the Director of Housing for Brite Divinity School);
2. If the above step is not appropriate or fails to arrive at a satisfactory solution, the student (and, as appropriate, primary staff or faculty member) should place their concerns in writing and deliver the document to the office that constitutes the next level of supervision (in the case of housing, the Vice President of Business and Finance);
3. The student should then meet with the staff member receiving the written document to see what additional solutions can be developed and discussed with the primary staff member to obtain a satisfactory solution;
4. If the process fails after the above steps have been taken, you may request further review with the President. Within a reasonable period of time, a final decision will be made by the President, or other appropriate Brite Divinity official, and reported to all parties concerned.

Concerns related to possible violations of the Divinity School's Equal Employment Opportunity and Harassment Policy or Title IX should be addressed by students through the Complaint Procedure set forth in that policy.

A resident's standing at Leibrock Village will not be adversely affected in any way by his or her appropriate use of the Open Door Policy.

All Brite policies relating to Common Life, Student Services, and Codes of Conduct, can be found in the Brite Student Handbook found on the Brite website ([brite.edu](http://brite.edu)) under Policies and Handbooks.

## PARKING

One parking space is designated for each bedroom in a Leibrock Village apartment. Extra parking spaces may be rented at \$30 per semester. Parking permit stickers are issued to all residents, to identify their assigned parking space. Do not park in a space assigned to another resident. A parking permit must be purchased at the TCU Police Department to park elsewhere on the TCU campus.

A resident who finds an unauthorized vehicle parked in their parking space should notify the Village Office. If the problem persists, the violator may be ticketed by Campus Police. Illegally parked, inoperable or unauthorized vehicles will be ticketed and possibly towed at the owner's expense.

Six parking spaces are designated for visitors. These spaces may only be used while actively visiting a Leibrock resident and cannot be used in lieu of more appropriate on-campus parking. No one with a Leibrock Village parking sticker may park in a parking space designated Visitor.

## PERSONAL ITEMS

Recycle bins, bicycles, toys, furniture, strollers, and other items may not be left on walkways, in front of the stairs, or in the parking lot. Any such items, especially those that interfere with the normal hallway travel or block doorways, are considered potential hazards per City of Fort Worth Fire Code. Residents in violation may be fined and/or the items may be discarded.

No personal barbeque grills, smokers, hibachis, washing machines, clothes dryers, etc. are to be stored or operated in the Village. (See [FIRE ALARMS](#))

## PEST CONTROL

Leibrock Village buildings are routinely monitored and treated, as necessary, for insects and other pests through an external pest control contractor. Residents should report any evidence of pests immediately via email to [leibrockvillage@tcu.edu](mailto:leibrockvillage@tcu.edu). Individual apartments will be treated upon request of the resident. To arrange for treatment, contact the Leibrock staff via email ([leibrockvillage@tcu.edu](mailto:leibrockvillage@tcu.edu)). An appointment will be scheduled with the pest control representative.

Due to a growing national concern, Brite Housing takes a proactive approach to the addressing all pests, including bedbugs. Information regarding the prevention and detection of bedbugs is provided to each resident and additional copies of this information can be requested by calling (817) 257-7338 or

emailing [leibrocvillage@tcu.edu](mailto:leibrocvillage@tcu.edu). It is the resident's responsibility to educate themselves and take action to prevent bedbugs from entering Leibrock Village.

Residents are required to disclose previous exposure to bed bugs, and must certify that their personal property has been treated by a licensed pest control professional and is free of further infestation. Failure to disclose or bringing in items previously exposed but not properly treated will result in the resident being responsible for all costs associated with treatment. Also, a resident who knowingly allows guests or visitors into their apartment who have been exposed to bed bugs will be responsible for the all costs associated with treatment should the apartment become infested.

In addition, Brite Housing requires all mattresses and box springs to either be rated as bed bug resistant or have a bed bug proof mattress encasement cover upon occupancy. While residents may choose the cover or mattress they wish to purchase, the covers must be "bite proof" and feature a zipper lock of some fashion. Brite Housing reserves the right to require proof from the resident that they have a sufficient encasement cover on mattresses and box springs at any point during occupancy. Failure to comply may result in fines and other financial consequences including, but not limited to, all costs associated with treatment should the apartment become infested.

If a resident suspects they may have bedbugs in their apartment, they are required to immediately notify the Director of Brite Housing via email ([erin.houchin@tcu.edu](mailto:erin.houchin@tcu.edu)) so that an inspection, and if necessary, treatment will be scheduled. **Failure to notify the Leibrock Village Office via email of evidence of bedbugs or failure to follow all treatment instructions given may result in financial or other consequences.**

## Residents Can Help With Pest Control

Evidence of insects and rodents may be a signal to change the way food and water are managed.

- Are food staples in tightly closed, impenetrable containers? Clean glass jars, canisters, and tin boxes are suitable for storing dry foods. Decorated kitchenware is not necessary.
- Are spills and crumbs cleaned up promptly? Is the kitchen floor swept daily? From an insect's eye view, a few crumbs are a feast.
- Is garbage accumulated in a plastic bag that is then closed with a twist tie to prevent pest-drawing odor during the day and taken to the dumpster each night?
- Refrigerate overripe fruits and vegetables.
- Are dirty dishes cleaned promptly or rinsed and put in the dishwasher?
- Are little reservoirs of liquid available? The most unexpected watering holes attract insects. Cover not-quite-empty soft drink bottles. Empty water in plant saucers.

## Useful "DON'T" Guidelines

- **Don't** use contact paper. As the glue attracts insect pests, using contact paper on shelves and in cabinets is not permitted in Leibrock Village. Non-adhesive shelf-liners are easy to install and clean.
- **Don't** save paper bags. They are frequently infested, and can be harborage for roaches.
- **Don't** buy beverage cartons with spilled syrup or malt. The spill could contain roach eggs.
- **Don't** buy used furniture unless each piece is inspected carefully. That mellowed dresser or bed could be home to unwanted pests.
- **Don't** place food or trash outside apartment doorways or in hallways.

## PET POLICY

The only pets that are allowed in Leibrock Village are fish. Fish aquariums are not to exceed 10 gallons in capacity. All other pets or animals are prohibited for health purposes. Having an unauthorized pet in Leibrock Village will subject the resident to a **daily fine of \$50 per animal and immediate removal of the pet** by the resident or local Animal Control Officer or Humane Society. Any charges made by Animal Control Officers or Humane Society will be the responsibility of the resident. Repeat violations could subject the resident to removal from the residence hall. "Visiting" pets are not permitted in Leibrock Village.

If a pet has been in the apartment at any time during a resident's term of occupancy, with or without their consent, the resident will be charged for de-fleaing, deodorizing, and/or shampooing the apartment, to protect future residents from possible health hazards.

Service Animals Questions concerning service dogs should be referred to the Center for Academic Services – Student Disability Services, Sadler Hall, Room 1010.

Residents wanting to request an emotional support animal accommodation in Leibrock Village are responsible for presenting relevant, verifiable, professional documentation to the Center for Academic Services – Student Disability Services, Sadler Hall, Room 1010.

## POSTAL SERVICE AND PACKAGE DELIVERY

U.S. mail is delivered and picked up at post boxes located in front of Moore House. Post boxes are assigned by apartment. Individual post box keys are issued to residents when they move into Leibrock Village. Lost keys should be reported to the Director of Brite Housing. Replacement keys will be issued and the charge (\$10) will be billed to the student's account.

The Trinity River Station, located at 4450 Oak Park Lane, (817-275-8777) is the post office for Leibrock Village.

As a courtesy and convenience for residents, the Leibrock Village Office will accept packages for residents from US Postal Service, UPS, Federal Express, etc. during regular office hours or when contacted by delivery personnel. Residents will be notified by e-mail when a package arrives. Packages may be picked up in the Evans Living Room in Moore House, across from the Village Office.

## QUIET HOURS

During quiet hours, all sound must be contained at a reasonable level within the resident's apartment so it does not interfere with neighbors.

- Saturday - Thursday, 10 p.m. to 9 a.m.
- Friday night - from 1 a.m. through 9 a.m. Saturday.
- On special occasions residents may put off quiet hours for a specific period of time with the agreement of occupants of apartments above, below and to the sides of their apartment.

In consideration for residents preparing for mid-term and final examinations, quiet hours will be enforced 24 hours a day during these times. Please do not schedule outdoor activities in the Village at these times as the sound carries into the buildings. Although you may be finished with studying and exams, perhaps your neighbors are not!

**WHAT TO DO IF YOU FEEL YOUR NEIGHBOR IS NOT IN COMPLIANCE:**

1. First Offense: Neighbor to neighbor discussion. Be considerate.
2. Second Offense: Call a Resident Assistant and give an accurate account of the noise.
3. Third Offense: Put your concern in writing, detailing the time and nature of the disturbance and email it to the Director of Brite Housing to schedule mediation with all parties. Parties will sign a contract agreement particular to the needs of those involved.

**RECYCLING PROGRAM**

Leibrock Village has an active recycling program which follows the rules set by the City of Fort Worth. For more information go to <http://fortworthtexas.gov/solidwaste/recycling/>

**SOLICITATION POLICY**

No salespersons, resident or otherwise, are permitted to contact residents personally for commercial purposes. If a vendor bothers you, please notify the Leibrock staff at once. All flyers or announcements by approved campus organizations must be brought to the Leibrock Village Office for approval and distribution. No business enterprises may be operated from a residential room.

**VISITORS**

No student, their spouse or partner, family member or visiting guest shall reside or visit a resident at Leibrock Village who is required to register or report to a local law enforcement authority as provided in Chapter 62, Texas Code of Criminal Procedure, or as amended; or who in the sole judgment of the Brite Divinity School President, the Dean, or their designate, or the Director of Brite Housing, may constitute a threat to the safety or health of Brite Divinity School students, individuals who reside at or visit Leibrock Village, or the university community.

The President, or the Dean of Brite Divinity School, or their designate, or the Director of Brite Housing may in their sole discretion and judgment, deny residency at Leibrock Village to a student, their spouse or partner, family member or visiting guest who is a convicted felon under the laws of the state of Texas or any other state; or has been convicted of a crime of moral turpitude in Texas or any other state.

Visiting guests, including relatives, are permitted for a maximum of one week. In shared apartments, roommate consent is required for any overnight guest.

Residents with or expecting children have the option of bringing their parents to stay with them for extended periods (up to two months) to help care for their children. No one bedroom apartment may have more than two adults and no two bedroom apartment may have more than four adults at one time.

Any request for visits in excess of one week must be made in advance in writing to the Director of Brite Housing via email ([erin.houchin@tcu.edu](mailto:erin.houchin@tcu.edu)). Prior authorization and a completed [background check](#) are required for all visits greater than one week. Failure to complete a background check and receive written approval from the Director of Housing at least one week prior to the arrival of the guest may result in a fine of \$200.00 per person per day and the student, his or her spouse or partner, family

member and/or any visiting guest may be required to vacate the apartment within forty-eight (48) hours. SECURITY DEPOSIT WILL BE FORFEITED.

Visitors must park in the designated Visitor parking spaces. Individual residents are responsible for all violations of Brite Housing policies by their guests.

## **WALLS**

Use wall hanging devices that are driven into the walls at a slant. Other approved wall hanging devices are “Wall Grab” anchors, and wall putty. Do not use Scotch tape, sticky hooks, masking tape, cement, cork squares, decals or bumper stickers as these items cannot be removed without damaging the walls. Contact paper, corkboard, or wallpaper may not be used on walls, shelves, or in cabinets. Mounted hardware for shelves and window treatments must remain.

Do not paint the walls. No structural changes may be made.