

INSTITUTE OF BUDDHIST STUDIES
Policies and Procedures
(Version of September, 2009)

CHECK-IN/CHECK-OUT

Residents will be able to move into the residence hall one week prior to the start of classes, unless other arrangements have been made with the Institute of Buddhist Studies (IBS) dorm manager. The housing contract is for the academic year (September 1 through the following May). The resident will not have to move out during the winter and spring breaks; he or she is obligated however, to **PAY MONTHLY RENTALS DURING THE BREAKS. SUBLETTING IS NOT PERMITTED.**

When the resident checks in with the dorm manager, he or she will be issued two keys -- one to the front door and the other to his or her room. Try not to lose these keys. Do not make duplicates of them. Residents will also receive a dormitory policy and information booklet. Residents must sign a contract and pay a \$200 cleaning deposit upon moving in. A cleaning fee of \$25.00 will be deducted from the cleaning deposit upon moving out of the IBS dorm.

Residents have until the **LAST DAY OF MAY** to check out. Residents graduating in December have until December 31 to check out. At the time of check out, the dorm manager will inspect the room for any damages or cleaning that must be done. The resident will be responsible for damage that is clearly beyond what is considered normal use. If repairs are necessary, the expense will be deducted from the resident's deposit. The room must be, with the exception of prior furnishings, completely emptied. The room must be cleaned. If the room is not cleaned, IBS will hire someone to clean the room. The cleaning cost incurred will be deducted from the resident's deposit. Keys must be returned, and forwarding addresses left with the manager.

Residents are not permitted to move any furniture out of their assigned rooms without notifying and approval of the dorm manager. Any residents who have not notified and received approval from the dorm manager will be held responsible for any items missing and will need to pay for the replacement of such items.

Residents must reapply for residence every year. If residents wish to remain in the dorm over the summer, they must apply for summer residence separately.

RENTAL FEES COLLECTION

Rental fees are due on the **FIRST DAY OF THE MONTH**. If rent payment is over 5 days late, a late fee of \$25.00 will be applied in addition to the monthly rent unless prior arrangements has been made with IBS. A \$30.00 fee will be charged on any returned checks made out to Institute of Buddhist Studies. Rent is for the entire month. Rentals include basic utilities (excessive water use separate), use of the kitchen, garbage collection fees, maintenance, repair, wireless internet service, and cleaning of the IBS dormitory facilities. Also included are laundry, and any extra items (such as food and kitchen supplies) purchased for the convenience of the residents.

Monthly rental checks will be made out to "**Institute of Buddhist Studies**". If rental payment

is over 15 days late and deferred payment permission is not obtained from IBS, the resident may be subject to eviction.

SECURITY

Every attempt will be made to ensure that the resident's stay be a safe and pleasant one. Precautions, however, must be taken to insure the security and safety of the residents and their property. Below is a list of some simple guidelines:

1. No visitor will be allowed in the house unless escorted by a resident. Visitors are not allowed in a resident's room unless accompanied by resident.
2. When leaving the dorm, lock your room. Your valuables should always be secured in a safe place.
3. Make sure that the front door is locked at all times.
4. Secure your door before retiring for the night.

Please contact the dorm manager if there are any questions regarding your safety.

EMERGENCY EVACUATION PROCEDURE

Each resident must familiarize himself or herself with evacuation routes from the building, the locations of first-aid kit, fire extinguishers, and emergency telephone numbers. Please familiarize yourself with the warning sound of the smoke alarm. You should each have a working smoke alarm in your room. This handbook includes a map of evacuation routes and the location of the fire extinguishers. Should you need batteries for your smoke alarm, see dorm manager. See below for emergency evacuation floor plan.

IBS FUNCTIONS

From time to time, the IBS may hold activities at the dorm. These may include classes, meetings, hosting visiting scholars and guest, as well as religious gatherings. Please give your utmost consideration when these events are taking place. You will be notified should the dormitory be used as a venue for these functions.

RESIDENCE HALL RULES

Resident manager has the authority to enforce all regulations established by the Institute of Buddhist Studies.

1. Use and/or possession of illegal drugs are prohibited.
2. Smoking is not permitted in the building.

3. Use and/or possession of firearms are prohibited.
4. Visitors are **NOT** allowed upstairs unless they are accompanied by a resident. Visitors are permitted in the resident's room when accompanied by a resident-host. When entertaining guests in your room, please be considerate of the other residents.
5. Guest wishing to use the guest room must make prior arrangements with the dorm manager. The room will be made available on a first come first served basis. Guest room will not be overused. Extended stays must the approval of the dorm manager and IBS. Guest of the IBS have priority.

Guests of residents using the guest room will pay a fee of \$65.00 per night plus a \$25.00 cleaning fee. Rates are posted on the 1st floor bulletin board. Residents must inform their guest of the costs and that their guest **MUST** see the dorm manager when upon checking into the dorm for IBS dormitory rules. Resident must make sure that payment is made out to "Institute of Buddhist Studies" and given directly to the dorm manager before receiving guest room and front door keys.

6. No pets are allowed in the house. Fish may be kept.
7. Personal items are not to be stored in the common areas. All common areas, kitchen, lounge, dining/rec. rooms, hallways, bathrooms, etc., are to be kept free of items which may inhibit safe exit during emergencies.
8. **THE INSTITUTE OF BUDDHIST STUDIES AND THE BUDDHIST CHURCHES OF AMERICA WILL NOT BE HELD LIABLE FOR THEFT, DAMAGE, OR INJURY OF PERSONS OR PERSONAL PROPERTY ON THESE PREMISES.** The IBS recommends that resident get renter's insurance to protect against loss or damage of possessions.

KITCHEN AREA GUIDELINES

Community living requires everyone to maintain a clean, healthy and safe cooking environment.

1. Each resident will be assigned personal space in the refrigerators. There are also public spaces, which can be used by anyone. Please label all items left in the public areas with your name or initials. Do not leave food in public areas when it is no longer good. Throw it away.
2. Residents take turns taking out the trash from the two trash cans in the kitchen. Garbage pickup is on Monday mornings.
3. Each person is assigned a cabinet storage space.
4. Residents are allowed use of the stove, rice cooker/warmer, toaster, and microwave, and other community items. Please clean and wipe any or all units that you use. Please wipe off the table, stove, and counter areas you have used.
5. Each person will clean up after him or herself. A dishwasher is available. Please see dorm manager for instructions on how to properly use the dorm dishwasher. He/she will also advise you of the procedure of washing and putting away the dish when they are done. Please

return the dishes to their proper storage areas in a timely fashion. Hard to clean items may be left to the side to soak but must be cleaned by the next day. Also, remember to make certain that your guests' dishes are also washed.

6. Please help each other to keep the kitchen clean. If you notice anyone continually abusing their privileges and avoiding their responsibilities speak to the resident manager. Please see **DISCIPLINE PROCEDURE**.

COMMON USE ITEMS

1. You will find your own mail/message box in the dorm library. Please distribute the mail, if you find it unsorted. Staples, stapler, hole puncher, scissors and other supplies are kept on the table for everyone's use. Do not remove them from the table.

2. Messages/memos from the manager to the resident(s) will be posted on the main bulletin board closest to the entrance way as well as a email will be sent. The manager will post notices of any events taking place in the dorm.

3. A washer and a dryer are available. They are located in the back stairwell by the kitchen. Please supply your own detergents. If you leave your detergents in a public area, please label them. The IBS is not responsible for the use by others. Use of the washer /dryer is included in the rental fee. Note: Remove laundry from the washer and dryer immediately. Someone may be waiting to use the machines.

4. If you have a request for an item you think the dorm needs or the residents can use to make our community living more comfortable, please let the dorm manager know.

BICYCLE/MOPED POLICY

Bicycles/mopeds are not permitted in rooms or common areas. Residents having bicycles or mopeds may store them where space is available. When locking your bicycle on the front porch, please do not block the handicap ramp or front entry. This is for the safety of the tenants and/or visitors as well as a City of Berkeley ordinance.

VEHICLE PARKING POLICY

1. All residents and guests using the driveway must pull in as far as possible to maximize use of limited driveway space. It is the residents' responsibility to inform their guest(s) of this rule.

2. If you or your guest leaves a car in the driveway, one set of car keys, marked with the owner's name must be kept on the bulletin board. We may need to move your car during your absence. Visitors' car keys will be pinned on to the main bulletin board.

3. Unidentified vehicles will be towed away at the owner's expense.

4. The IBS dorm and IBS is not responsible for any damage or theft to vehicles. Park at your own risk. To avoid theft or damage, do not leave items in plain sight inside your vehicle to

tempt robbers.

PREMISE MAINTENANCE

Once a week the IBS custodian cleans the common areas. Restrooms, bathrooms, and hallways are cleaned and vacuumed. The garbage and recyclable items are the responsibilities of all dorm tenants to put into the bins located outside the rear door. The dorm manager and/or tenants are responsible to put the garbage and recycle bin on the sidewalk of the dorm on pickup days. If you notice that a light is out in a common area, let the dorm manager know. He/she will change them as soon as possible. When you notice that the supplies of trash bags, dish washing liquid, hand soap liquid, toilet paper, toilet seat sanitary cover, paper towels, light bulbs, or other items are running low, inform the dorm manager. These supplies will be replenished as soon as possible.

The IBS employs a grounds keeper who comes once a week (usually on Fridays) to water the plants, cut the grass, and do general maintenance of the yard.

REPAIRS

Residents requesting repairs please speak to or leave a note for the dorm manager or contact Michael Ishikawa who oversees all dorm repairs. His contact information is as follows.

Office phone: 510-809-1464

Cell Phone: 415-407-5093

Email michaelishikawa@yahoo.com.

Remember safety first.

RESERVING MEETING ROOM

Residents may have social events with approval from the dorm manager and IBS. IBS functions have priority.

A resident who wishes to reserve a space must complete a **Meeting Room Request Form** at least ten days in advance. Reservations are needed for gatherings of five or more people. The lounge, dining/rec. room, kitchen, or chapel may be reserved. This form is required by the IBS for insurance purposes.

The resident-host of a function is responsible for the behavior of their guests. The resident is also responsible for cleaning the premises and keeping the proceeding at a reasonable noise level so as not to disturb fellow residents. If you require the kitchen, remember the residents must have access to the kitchen during mealtimes.

Residents who plan to use the dorm must post a notice on the main bulletin board in a timely fashion to let fellow residents know of the specifics of the gathering.

RECYCLING PROGRAM

1. Newspapers will be placed in the appropriate recycling bin. Pack the papers periodically so that the kitchen table is free of clutter.
2. Place glass, clear and colored, and plastic containers directly into the recycling bins located outside the back door. **DO NOT LEAVE THEM LYING AROUND.**
3. Smash and place aluminum cans in recycling bins located outside the back door.
4. Only #1 and #2 rinsed plastics are accepted for recycling. Throw away any other plastics with the regular trash.

QUIET HOURS

Quiet hours are from 10:00 p.m. to 8:00 a.m. daily. During finals week quiet hour is observed 24 hours a day. At all times, please refrain from loud music or socializing that might disturb the other residents. Generally, just be courteous and try not to bother the other residents.

DISCIPLINE PROCEDURE

Should the need arise, discipline procedures will be initiated. Disregarding house rules, neglect of community responsibilities, abusive behavior are grounds for discipline. Discipline procedure will include the following stages:

1. Verbal warning (1)
2. Written warning (2)
3. Probation period of 14 days with counseling with the IBS Student Advisor
4. Eviction

I have read these policies and guidelines, and had an opportunity to ask for clarification of any questions I may have had about them.

Resident's signature: _____

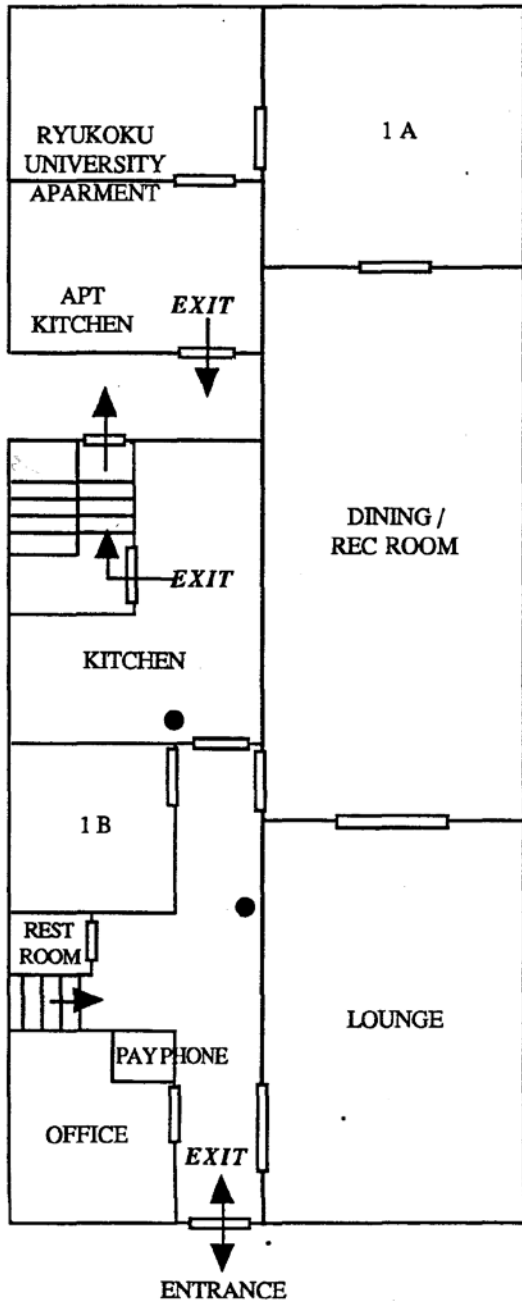
Date:

Institute Of Buddhist Studies Representative's signature:

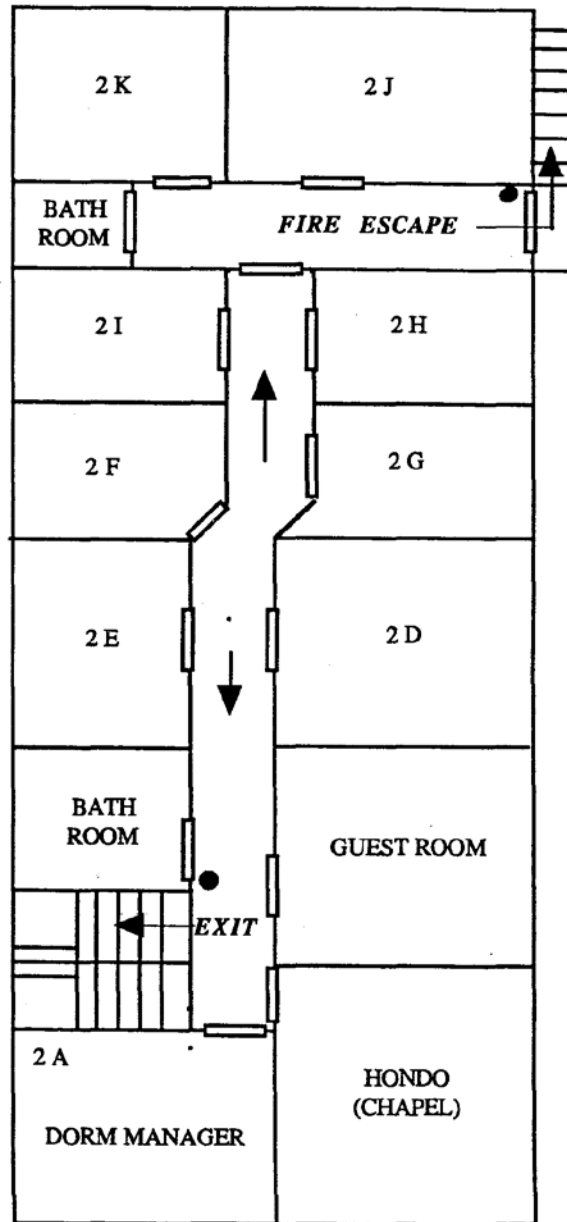
Date:

IBS GRADUATE RESIDENCE HALL EMERGENCY EVACUATION

FIRST FLOOR



SECOND FLOOR



● = FIRE EXTINGUISHER