



**2023 - 2024**

# **STUDENT HOUSING HANDBOOK**

**APPALACHIAN CENTER FOR CRAFT**

**APPALACHIAN CENTER FOR CRAFT  
1560 CRAFT CENTER DR.  
SMITHVILLE, TN 37166**

**P: 931-372-3051 | F: 615-597-6803**

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# Faculty and Staff Directory

## Front Office

931-372-3051. 8:00 a.m. – 4:30 p.m.

## Administrative Staff

Kimberly Winkle, Director	Ext. 6875; <a href="mailto:kwinkle@tntech.edu">kwinkle@tntech.edu</a>
Ashley Lusietto, Program Manager	Ext. 6883; <a href="mailto:alusietto@tntech.edu">alusietto@tntech.edu</a>
Michael Dyer, Financial Analyst	Ext. 6888; <a href="mailto:mrdyer@tntech.edu">mrdyer@tntech.edu</a>
Patrick Faustino, Asst. for Promotions and Event Marketing	Ext. 6891; <a href="mailto:pfaustino@tntech.edu">pfaustino@tntech.edu</a>

## Artists-in-Residence (AIRs)

Sarah Davey – Clay	<a href="mailto:sdavey@tntech.edu">sdavey@tntech.edu</a>
Tabitha Thierjung – Glass	<a href="mailto:tthierjung@tntech.edu">tthierjung@tntech.edu</a>
Stacey Motte – Wood	<a href="mailto:smotte@tntech.edu">smotte@tntech.edu</a>
Eleanor Rose – Metals	<a href="mailto:erose@tntech.edu">erose@tntech.edu</a>
Brad Silk – Exhibitions	<a href="mailto:bsilk@tntech.edu">bsilk@tntech.edu</a>
Gabrielle McHugh – Fibers	<a href="mailto:gmchugh@tntech.edu">gmchugh@tntech.edu</a>

## Facilities Staff

TBD, Facilities Director	Ext. 6887;
Matthew Bennett, Facilities Associate	Ext. 6881; <a href="mailto:mgbennett@tntech.edu">mgbennett@tntech.edu</a>
Oliver Kessels, Facilities Associate	Ext. 6881; <a href="mailto:okessels@tntech.edu">okessels@tntech.edu</a>
Paula Goodwin, Facilities Associate	Ext. 6881; <a href="mailto:pgoodwin@tntech.edu">pgoodwin@tntech.edu</a>

## Faculty

Damon MacNaught, Asst. Professor - Glass	Ext. 6878; <a href="mailto:dmacnaught@tntech.edu">dmacnaught@tntech.edu</a>
TBD, Asst. Professor - Wood	Ext. 6879;
Daniel Randall, Assoc. Professor - Metals	Ext. 6880; <a href="mailto:drandall@tntech.edu">drandall@tntech.edu</a>
Jessica Wilson, Assoc. Professor - Clay	Ext. 6884; <a href="mailto:jlwilson@tntech.edu">jlwilson@tntech.edu</a>
Rena Wood, Asst. Professor - Fibers	Ext. 6876; <a href="mailto:rwood@tntech.edu">rwood@tntech.edu</a>

## Gallery Staff

Charlene Lachicotte, Gallery Coordinator	Ext. 6882; <a href="mailto:craftcentergallery@tntech.edu">craftcentergallery@tntech.edu</a>
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## Security Staff

TBD, Facilities Director

Ext. 6887;

Christopher Kincaid, Protective Services Assoc.

[ckincaid@tnitech.edu](mailto:ckincaid@tnitech.edu)

Bud Machamer, After Hours/Weekend Security

(931) 267-1086

## General Tech Numbers

Campus Police

931-372-3234

IT Helpdesk

931-372-3975

Student Affairs

931-372-3411

Counseling Center

931-372-3331

## About the Craft Center

### Craft Center Campus

The Appalachian Center for Craft (ACC) is located in scenic Middle Tennessee on more than 500 wooded acres overlooking Center Hill Lake. The facility was built in 1979 and has more than 87,000 square feet of space which includes studios, student housing, a sales gallery, exhibition space, a café, audio/visual lecture rooms, meeting rooms, a library, and administration offices. The craft center campus is 23 miles from the Tennessee Tech main campus in Cookeville and nine miles from downtown Smithville.

### Craft Center Administration Office

The Administration Office is located in the administration building and is open Monday–Friday, 8:00 a.m.–4:30 p.m. (closed for lunch 12:00 p.m.–1:00 p.m.).

The ACC Director and administrative staff are located in this office, and mail-boxes for housing residents are here. There is also a copy/fax machine which is available on a limited basis.

### Gallery and Exhibitions

The Craft Center Gallery is one of the finest and most diverse fine craft galleries in the Southeast. It features the artwork of more than 150 regional and national artists as well as work by craft center faculty, artists-in-residence, and advanced students.

The craft center annually hosts multiple exhibitions featuring functional and sculptural works of traditional and contemporary fine craft and mixed media. International, national, and regional artists, including artists from the craft center, are selected for exhibitions through a jurying process. Senior students typically show their thesis exhibitions in the Craft Center Gallery as well.

The gallery offers most of the studio materials required for studies in all five studios (clay, fibers, glass, metals, and wood). Bagged clay and clay mixes are available from the clay studio, a variety of wood is available from the wood cage in the wood studio, and various metal and steel stocks are available in the metals studio. All items are purchased through the gallery.

Gallery and exhibition hours are Monday–Saturday, 10:00 a.m.–5:00 p.m. and Sunday, 12:00 p.m.–5:00 p.m.

### Workshops

The craft center offers evening and weekend workshops during the fall and spring semesters and week-long workshops in the summer. Students and Tennessee Tech staff can receive a discount on week-long summer workshops.

## Craft Center Services & Amenities

### Computer and Internet Accessibility

The Mac Lab (Room AV2) in the lower level of the administration building has 13 Mac computers.

EagleNet provides Wi-Fi access for both the main campus and the craft center campus. Instructions for registering for EagleNet access are available at [its.tnitech.edu](http://its.tnitech.edu). If you have any problems with Wi-Fi access or outages, call the IT Help Desk

at (931) 372-3975 or submit a service request form online at [its.tntech.edu](https://its.tntech.edu).

## Dining

A café is located in the administration building. There is currently no vendor, however, the dining area may be used to eat. Tennessee Tech meal plans are not accepted in the café, and craft center housing residents are not required to buy a meal plan.

## Gardening

Garden plots are located next to the paved parking area close to the housing units and are available for craft center students and artists-in-residence to grow flowers and vegetables.

## Laundry Facilities

A laundry room with coin-operated washers and dryers is located at the end of the fibers building closest to housing. It is open 24/7. If needed, the gallery has coins for the machines. For the protection of your personal belongings, please do not leave them unattended.

## Library

The craft center has a library that is electronically-connected to the Angelo & Jennette Volpe Library on the main campus. Your Eagle card allows access to resources in both locations. The craft center library is located on the lower level of the administration building, and library hours are posted on the door.

## Lost and Found Items

Please check at the Administration Office or with security staff regarding lost and found items.

## Mail Service

The U.S. Postal Service delivers all mail to the Administration Office for distribution to the students, staff, and faculty. Everyone residing in housing will be assigned a mailbox for incoming mail. Outgoing mail should be placed in the designated location.

Your address at the craft center will be:

Your Name  
Appalachian Center for Craft  
1560 Craft Center Dr.  
Smithville, TN 37166

When you move out of housing, mail cannot be automatically forwarded to you by the post office since your craft center address is considered a business address. Please leave a forwarding address and contact information with Administration Office staff.

## Outdoor Recreation

We have several trails for jogging, hiking, and biking. Two of these trails lead to the lake with swimming access. Life jackets must be worn while canoeing or boating. Lifeguards and supervision are *not* available, so always swim with a companion.

A trail guide is available in the administration building lobby or the Administration Office. The craft center also provides equipment for volleyball, horseshoes, basketball, disc golf, and croquet. Swimming, boating, golfing, camping, and fishing are available at nearby recreation areas.

All recreational activities are at the individual's own risk.

## Shipping and Receiving Packages

UPS and FedEx pick up and deliver packages at the Facilities Office. If you receive a package from UPS or FedEx, facilities staff will bring it to the Administration Office or place a notice in your mailbox informing you that you have a package to pick up. The Facilities Office is open Monday–Friday, 7:00 a.m.–3:00 p.m.

You can ship from the craft center using UPS or FedEx. To ship by UPS, facilities staff can help you in the shipping/receiving area of the Facilities Office. To ship by FedEx, see gallery staff. All shipping charges are paid immediately in the gallery.

## Snow and Ice Removal

Craft center facilities staff will clean snow and ice from around buildings, parking lots, walks, and steps. See the Winter Storms section for more details. Use extreme caution walking and driving in wet or freezing weather since roadways and other surfaces can be very slippery.

## Student Employment Opportunities

The Craft Center Gallery, Administration Office, workshop/outreach programs, Facilities Office, and some instructors provide opportunities for employment at the craft center. Please see the appropriate staff or faculty member for specific information and availability.

### Work-Study Programs

Work-study assignments may be available through federal financial aid. Details about applying for the work-study program are located at [www.tntech.edu/financialaid](http://www.tntech.edu/financialaid).

## Student Shuttle

The craft center operates a shuttle to campus and back Monday through Thursday when classes are in session for the spring and fall semesters. The shuttle does not run during finals week.

The current shuttle schedule is:

Departs Craft Center	Departs Roaden University Center
7:15 a.m.	8:00 a.m.
11:55 a.m.	12:30 p.m.
4:30 p.m.	5:10 p.m.

## Communication and Respect

Always strive to keep lines of communication open between you and your neighbors. If something about your living situation is bothering you, chances are it is also bothering your neighbors. Talk about it.

Living in shared housing requires respect for other residents. Your enjoyment of living in shared housing will depend to a large extent on the thoughtful consideration that you show other members of your unit and the entire craft center.

### Cleaning

Make an agreement as to who cleans what and when. Divide all the cleaning responsibilities. If someone is not doing their part, do not wait around or write notes complaining. Talk with each other.

### Community Bill of Rights

Everyone has a right to be able to sleep and study in their room. This right supersedes all other rights that pertain to residential life. The Community Bill of Rights is a reminder to you of your rights as an individual and your responsibility to your fellow community members.

1. The right to read and study free from undue interference. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of other residents, etc.
3. The right to expect that one's personal belongings will be respected.
4. The right to a clean environment in which to live. This includes shared bedrooms and bathrooms as well as common areas.
5. The right to free access to one's unit.
6. The right to privacy.
7. The right to host guests with the expectation that those guests respect the rights of other residents. Guests must comply with the policies in this handbook and the Tennessee Tech Student Handbook.
8. The right to redress of grievances. Craft center staff are available for assistance in settling conflicts and negotiating differences.
9. The right to be free from fear of intimidation and physical or emotional harm.
10. The right to expect reasonable cooperation in the use of "shared" equipment and a commitment to honor agreed-upon living standards (e.g., sharing refrigerator space, temperature settings in the common area, etc.).
11. The right to expect reasonable cooperation from other residents.
12. The right to be free from peer pressure or ridicule regarding one's beliefs, interests, and habits.



# Craft Center Housing

## Assignment Process

Tennessee Tech accepts student applications for housing beginning October 1 proceeding the academic year for when the housing is sought. Housing is assigned using the date on which Tennessee Tech received a completed housing application. Every effort is made to provide students with a room and/or roommate choice. Students who are currently living on campus will receive priority before new students. Since assignments are made based on date of application, there is no guarantee for housing or roommate preferences. Roommate preferences must be mutually requested. Residents may only reside in their assigned location.

## Cancellation of Housing Application/Lease Agreement

Written notification is required to cancel a housing application. Please review the residency requirement information prior to requesting your housing application to be canceled. All requests for release must be submitted in writing to the Craft Center office

## Availability

Current capacity, enrollment levels, priority placements, and the needs of workshop and outreach programs determine the availability of student housing.

## Changing Room Assignments

Every person staying in housing is to reside in their assigned room. Only the person(s) to whom a room is assigned may live there. Anyone wishing to change rooms may make a request for the following housing period. Priority is given to continuing residents. If you feel you need to request a room change due to problems or concerns, please see the ACC Director. All room changes must be approved and are at the discretion of the craft center administration.

## Check-In Procedures

Students may move into their housing unit two business days before classes start. Housing move-in days will be sent to you via e-mail. If you are unsure about the date, visit or call the craft center Administration Office at (931) 372-3051.

If you arrive to check into craft center housing on a weekday between 8:00 a.m. and 2:00 p.m., check in with the craft center Administration Office to get your key and to review and sign the check-in sheet. If you arrive on the weekend or during the week after 4:30 p.m., ACC security will let you in to your housing unit. However, you must officially check-in through the craft center Administration Office the next business day.

Review the check-in sheet carefully before signing. Every resident should make a careful examination of the physical condition of the unit and ensure that notations are made of damaged or missing furniture and/or equipment on the check-in sheet. You are responsible for the accuracy of all information on the check-in sheet, and your signature indicates that you agree with the stated condition of the unit and furnishings. Residents are held responsible for damages to their unit during their period of occupancy.

### Late Check-In

Upon written request, the craft center will hold your unit assignment until the first day of classes.

### No Shows/Forfeiture of Room Assignment

Your room assignment will be held until 4:30 p.m. on the evening of the scheduled check-in date. It is your responsibility to notify the craft center Administration Office in advance if you are unable to check in by this time (see Late Check-In). Students who fail to properly notify our office may forfeit their room assignment; additionally, your contract will be canceled and the \$100 prepayment will be forfeited.

## Check-Out Procedures

### If You Are Returning the Next Semester

Unless you are staying in housing for the break between semesters (see Holiday Housing), then:

- At the end of the fall semester, you only need to turn in your key; or

- At the end of spring or summer semester, you must move out and turn in your key by 2:00 p.m. on the Thursday before commencement.

### If You Are Not Returning the Next Semester

You are required to move out of your housing unit by 2:00 p.m. on the Thursday before commencement unless you are graduating. Graduating students must be moved out of their housing units by 5:00 p.m. on the Saturday of commencement.

### Scheduling a Check-Out Time

Check-out times must be arranged with the Administration Office. Students who have arranged to check out when the Administration Office is closed should leave their key with security staff.

Failure to complete a proper check-out will result in a \$50 charge. If you are unsure about the check-out dates or procedures, visit or call the Administration Office at (931) 372-3051.

### Additional Responsibilities When Checking Out

Remove all personal belongings. The housing unit should be restored to the original check-in condition.

Clean your housing unit by properly disposing of trash, removing all personalization, cleaning the bathroom and kitchen, cleaning surfaces, sweeping, and mopping the floors.

### Damage Charges

Residents are responsible for any damages to their housing unit and its furnishings. If responsibility cannot be determined, then the damage charges will be divided among all residents who share the space.

If the unit is not properly cleaned, a cleaning fee will be assessed.

For a list of potential charges, see the Damage Charge Price List below.

### Abandoned Property

Personal belongings that are left unclaimed in a housing unit will be removed and discarded. Any items of value that are left behind are declared surplus property.

Surplus item(s) will be tagged with pertinent information, e.g., location and time/date, and turned into the Administration Office. Administration Office staff will attempt to contact the owner by phone or email. Once notified, the owner has 7 days to claim their property.

### General Information

When preparing for check-out, you are responsible for:

- Scheduling a check out time with Maintenance.
- Removing all personal belongings and restoring the room/apartment to the original check in condition.
- Cleaning your room/apartment by properly disposing of trash, removing any and all personalization, sweeping and mopping the floors.
- Working out cleaning schedules with your roommate(s) to avoid collective billing charges for cleaning and restoration.

### Withdrawing

- Complete a withdrawal form with the Office of Records, Jere Whitson – room 221.
- Schedule a check-out time with Maintenance.
- Follow all check out expectations.

### Other

- If extenuating circumstances occur, schedule an appointment with maintenance to complete your checkout at a time that is convenient for both you and the staff member.

## **Conditions for Release from Agreement**

Any housing agreement shall terminate at the discretion of the University and/or the ACC in the event of any of the following:

1. The premises or the unit are destroyed or, in the opinion of the University and/or the ACC, unsuitable for occupancy for any reason;
2. The occupant thereof ceases to remain a student in good standing during any regular academic term within the period of the housing agreement;
3. The student or other occupant violates any covenant, term, or condition of the agreement and/or any other rule or

regulation incorporated into this agreement by reference; or

4. The institution gives the student or other occupant written notice of termination at least 30 days prior to the date when such termination will be effective.

## Damage Charge Price List

Damage charges are subject to change. Damages not covered by this list will be assessed and charged on a case-by-case basis to cover replacement or repair costs.

Blinds	\$50
Chair Replacement	\$170
Chest of Drawers	\$300
Cleaning	\$30/hour with a \$30 minimum
Commode	\$210
Commode Seat	\$20
Door	\$200
Door Glass	\$100
Faucet	\$45
Fire Extinguisher	\$25
Headboards	\$100
Improper Checkout	\$50
Labor (per hour)	\$30
Lock Repair	\$50
Lost key	\$35
Mattress	\$200
Mattress Pad (disposable)	\$50
Medicine Cabinet	\$50
Mirrors	\$50
New Bedframe	\$100
Night Stand	\$195
Painting (per wall)	\$75
Shower Curtain	\$15
Showerhead	\$45
Sink	\$75
Smoke Detector Battery	\$10
Smoke Detector	\$165
Thermostats	\$85
Tile (per sq. ft.)	\$4
Towel Bar Re-hang	\$20
Towel Bar Replacement	\$20
Window Pane	\$100
Window Screen	\$50

## Double or Single Room Assignment

Students can state a preference on the housing agreement between having their own bedroom and bathroom (a single room) or sharing a bedroom and bathroom (a double room). Students cannot be guaranteed a single room simply because they prefer it; single room assignments are only possible when space and program needs permit it.

Room assignments in craft center housing units will be made based on student classification (i.e., senior, junior, etc.) as well

as the date the contract was received by the craft center.

Roommate preferences may be honored when mutually requested ahead of time and both persons have submitted a signed housing agreement.

## Eligibility

To be eligible for housing, students must:

- be admitted to Tennessee Tech;
- be classified as a sophomore, junior, senior, or post baccalaureate;
- be in good academic standing;
- remain enrolled for at least six credit hours during the fall and spring semesters or at least three credit hours during the summer semester through Tennessee Tech; and
- meet and comply with all Tennessee Tech and ACC requirements and policies listed in the Tennessee Tech Student Housing Policy, Tennessee Tech Student Handbook, ACC Student Housing Handbook, and ACC Housing Application/Agreement.

Note: Freshmen are required to live on the main campus unless they are over the age of 21.

After graduating from the craft center/Tennessee Tech, students are no longer eligible for craft center housing unless they return to the University and are enrolled for the required number of credit hours.

## Guests

A guest is defined as a person who does not live in the housing unit they are visiting.

Host students must accompany their guest(s) at all times and should coordinate guest visits with their roommate(s).

The host student is responsible for all actions of their guest(s). The guest(s) may be asked to leave or may be prohibited from visiting if found to be violating policies.

### Daytime Guests

Standard visitation hours are as follows:

- Sunday–Thursday, 11:00 a.m.–Midnight
- Friday–Saturday, 11:00 a.m.–1:00 a.m.

### Overnight Guests

Housing residents can have a same-gender overnight guest in their room at no charge for up to three nights per semester. This does not mean three nights per guest—this means you get three nights per semester in which to have a guest at no charge. You must receive prior permission from the ACC Director to exceed this three-night limit.

Overnight guests must be 18 years of age or older unless approved in writing by the ACC Director. Every overnight guest in housing **MUST** register by completing the Overnight Guest Registration Form *before spending the night*. You should register your guests in the Administration Office during regular office hours. After office hours or on weekends, see ACC security to register your guest.

Craft center visitors can sometimes stay in a guest unit if it is available. Check with the Administration Office at least a week before your guest arrives to ensure that the guest unit is both available and that it can be prepared in time. **\$50/night fee**

### Cohabitation

Cohabitation is not permitted in housing. For this policy, cohabitation is defined as “physically residing in a resident’s unit on a semi-permanent basis, usually associated with a sexual or personal relationship.”

All residents are assigned a room, and they are expected to reside permanently in their room/unit for the duration of their current housing application and keep their personal belongings there. Residents may move their personal belongings into another room only as part of an authorized room transfer.

For those who are married or have children, Tech Village, located on Tennessee Tech’s main campus in Cookeville, is the appropriate option.

Use of an adjacent unit not paid for will result in a penalty fee of up to **\$500**

### Children

Children may not stay overnight or live in residence halls unless approved in writing by the Director. Residents are not permitted to use his/her assigned room or apartment for babysitting.

## Health and Safety Checks

Each month the maintenance staff will inspect apartments and rooms for cleanliness, sanitation, and safety. Failure to maintain a sanitary and clean housing unit will result in removal from housing. The times and dates for the health and safety checks will be posted 24 hours prior to each inspection. Additionally, please note the craft center staff reserves the right to check your room to ensure proper health and safety standards at times other than those posted.

To limit the likelihood of insects becoming a problem; perishable items should be stored in sealed containers. It is your responsibility to keep your room, including your bathrooms clean and to properly dispose of trash in outside dumpsters.

## Holiday Housing (Housing Between Semesters)

Holiday housing refers to the breaks between:

- Fall and spring semesters,
- Spring and summer semesters, and
- Summer and fall semesters.

Holiday housing is only for students who reside at the craft center during the semesters prior to and following the holiday housing period. New students cannot move in during holiday housing periods.

The fee for holiday housing is a flat rate of \$100, regardless of how long the break between semesters is or how many days you stay in housing during the break. The \$100 holiday housing fee is charged to your student account once your application is approved.

A Holiday Housing Agreement can be requested from the Administration Office and should be submitted with your Housing Application/Agreement for the next semester.

You may reside in housing between semesters if:

- space is available,
- you have submitted the prepayment and a signed Housing Application/Agreement for the following semester,
- you have submitted the Holiday Housing Agreement,
- you are registered for the next semester with a minimum of six hours for fall and spring semesters or three hours for summer semester, and
- you have received permission from the Administration Office.

## Housing Application/Agreement

A Housing Application/Agreement and a \$100 prepayment must be submitted to the Administration Office for every semester you wish to live at the craft center. The prepayment is applied toward your total housing fees and is NOT a refundable deposit. Financial aid or scholarship funds cannot be used to cover the housing prepayment. The remainder of the housing charges will be added to your student account after the housing agreement and prepayment are received; you will not receive a separate bill for housing fees.

Before signing your agreement, you should read over the stated terms and conditions. The agreement outlines the responsibilities of both the resident and the craft center. The terms of the agreement cannot be modified in any way by the verbal comments of a University or an ACC employee or student.

Please note that single room assignments are only possible when space and program needs permit it.

Also see Summer Housing.

## Housing Application/Agreement Deadlines

Housing Period	Preferred Deadline
Fall semester	July 15
Holiday housing between fall and spring semesters	November 15
Spring semester	November 15
Holiday housing between spring and summer semesters	April 1
Summer semester	April 1
Holiday housing between summer fall semesters	July 15

## Housing Fees

The fee for each semester (fall, spring, and summer) for the 2022-2023 academic year are:

- Double (two people per bedroom): \$1,500 per semester
- Single (one person per bedroom): \$2,600 per semester

The fee for each holiday housing period is \$100 (see Holiday Housing).

Water and electricity are included in the basic housing fees and are not billed separately.

Fees are subject to change. The most current semester fees will be posted on the Appalachian Center for Craft website.

## Housing Deposit

A reservation deposit of \$100 is due at the time of application, which is applied to the housing fee. Note that when the reservation deposit is paid, it is then credited to the semester housing fee.

NOTE: Housing deposit subject to change without notice.

## Housing Units

The housing units consist of suites of two or four bedrooms with a common area and a deck. The shared kitchen/living area is equipped with:

- A kitchenette containing a stove/oven, a refrigerator, a dining table, and dining chairs
- Living room furniture
- Lamp(s)
- Trash can
- Broom and dustpan

Each bedroom is furnished with:

- 2 twin XL beds, with disposable mattress protector
- 2 chests of drawers
- A large walk-in closet
- A bathroom with a shower and shower curtain
- Waste basket

All housing units have central heat and air. There are separate thermostats for each bedroom and for the shared living space. All units have Wi-Fi access.

### Items Not Provided

These items are not provided by the craft center:

- Bed linens, blankets, pillows (bed size is twin XL)
- Clothes hangars
- Towels, washcloths, bathmat
- Toilet tissue, paper towels, trash bags
- Kitchen towels, sponges
- Dishes, flatware, pots, utensils, other kitchen items
- Cleaners, laundry bag, laundry detergent, etc.

### Appliances and Electronics Approved for Use in Housing

The following are permitted provided they are UL/FM-approved and their state of repair is not a fire hazard:

- Clocks
- Coffee makers
- Crock-pots
- Curling irons with an auto shut-off feature
- Electric blankets
- Electric kettles with an auto shut-off feature
- Electric razors
- Fans
- Hair dryers
- Heating pads
- Irons with an auto shut-off feature
- Lamps (also see Appliances NOT Approved for Use in Housing below)
- Microwave ovens (up to 1,000 watts)
- Personal computers, laptops, iPads, printers
- Stereos and radios with self-contained antennas
- Television sets with self-contained antennas, DVD players

These items should be placed on non-combustible surfaces and should not be closer than 18 inches to any combustible

surface or item. If an electrical problem develops and becomes persistent, craft center staff may require the removal of some of the electrical appliances.

### Appliances NOT Approved for Use in Housing

The following are not permitted:

- Toasters and toaster ovens
- Halogen lamps
- Lava lamps
- Sun lamps
- Any type of fuel-burning appliances
- Space heaters
- Any electric indoor grills (including George Foreman grills)
- Outdoor grills other than the ones provided in the housing area

### Additional Prohibited Items

Additional prohibited items include:

- Alcohol
- Candles
- Decorative or real traffic/road signs
- Drugs and drug paraphernalia
- Firearms
- Fireworks
- Fish tanks larger than 20 gallons
- Incense
- Loft or bunk beds
- Television antennas, stereo antennas, and satellite dishes are not to be installed in or on a housing unit
- Tobacco products
- Waterbeds
- Weapons of any kind

Also see General Policies and Expectations.

The ACC reserves the right to prohibit any item or appliance that creates undue disturbances or that constitutes a danger to people, infrastructure, or the environment. If you have questions about what is permitted in your unit, please contact the Administration Office.

## **How to Connect to EagleNet (WiFi)**

EagleNet Wireless Service is available to all residents and across the campus. To use this service, students must have Wi-Fi capable devices. The Information Technology Services Helpdesk ([helpdesk@tntech.edu](mailto:helpdesk@tntech.edu) or x3975) will assist students, if needed, in connecting to the EagleNet Wireless service.

1. Go to <https://express.tntech.edu>. Log in with your Tennessee Tech username and password.
2. In your Information area (on the left), there is a section labeled EagleNet WiFi Key. To see your EagleNet key, click Show Existing Key.
3. On your device, connect to the WiFi network called EagleNet.
4. You will be prompted to enter a security key. This is where you enter the key you obtained from TechExpress (in step 2). Enter your key.
5. Choose Connect.

## **Inspection of Rooms**

All rooms will be inspected by staff prior to occupancy. The condition of the room will be noted clearly on the residence hall check-in/check-out inventory form. You are advised to review carefully the condition of the room as indicated on the form. Your signature indicates that you agree with the condition stated.

When you vacate the room, any damages or discrepancies from the original inspection will be noted, and you will be charged for the damage. You will receive a bill from the University that must be paid before you can re-enroll or receive any official University credentials.

**The University reserves the right to inspect rooms for health, safety and standards of maintenance at any time.**

## Intent to Return

Residents will be asked to complete the intent form, allowing the Craft Center Office to plan for the following semester; note that this does NOT supersede the initial housing application. Failure to complete the intent could result in a housing hold.

## Interim Housing

Students needing to stay during Christmas break, between spring and summer terms and between the summer and fall terms must apply for interim housing in the Craft Center Office. When approved, an interim fee will be assessed.

The Appalachian Center for Craft reserves the right to limit the number of students housed, the time that housing will be provided, services provided, where students will be housed, and/or not to provide interim housing. The residence halls will remain open for fall break, Thanksgiving break and spring break.

## Maximum Occupancy

Each bedroom within the craft center housing units can accommodate a maximum of two occupants.

## Posting

Information flyers (posters, etc.) must be approved by administration and only posted on approved areas, the posters must be removed the day after the event. All other non-approved posting will be removed.

## Personalization

After you have moved into your unit, you may personalize your unit within the guidelines set by the craft center.

No permanent alterations are allowed (e.g., no painting, wallpaper, etc.). Removable tape, poster putty, and Command™ strips/hooks can be used to affix items to walls. Do not use staples, nails, tacks, pins, or non-removeable adhesives.

Wall hangings such as fish netting, posters, and tapestries may not be hung from ceiling light fixtures or block vents or electrical outlets. Wall decorations may not cover more than 25% of the surface of any wall.

Residents are responsible for any damage caused by items hung on the walls and will be charged for any damage.

No alterations of light fixtures or existing appliances is permitted.

All housing furniture and appliances must remain inside the housing unit.

At check-out time, all personalization items must be removed and all bedroom furniture must be in place and all common area furniture must be in the unit.

Holiday decorations are permitted as long as these rules are followed:

- Cut or live trees are fire hazards and are not permitted in craft center housing.
- Holiday decorations are limited to the interior of student housing; outside decorations are prohibited.
- Lights are permitted only on the inside of your window; exterior lights are not permitted.
- All electrical decorations must be UL/FM-approved and only used in accordance with their rated applications. They must also be 18 inches from any combustible materials.

## Refund of Housing Fee

A refund of housing fees after registration will be prorated on a weekday calendar basis when the student withdraws from craft center housing due to:

- Personal medical reasons confirmed by in writing by a licensed medical practitioner, or
- For special circumstance, other than disciplinary reasons, approved by Tennessee Tech.

Refunds resulting from withdrawals from Tennessee Tech for reasons other than disciplinary or those described in the preceding section will be made consistent with Tennessee Tech's policy or practice relating to refunds of student fees.

A full refund will be made in case of death.

## Refund of Prepayment

A refund of the \$100 prepayment will be made under the following conditions:

1. Written cancellation is received in the craft center Administration Office by:
  - a. July 31<sup>st</sup> for the fall semester,
  - b. December 1<sup>st</sup> for the spring semester, and
  - c. April 15<sup>th</sup> for either summer session,
2. The student is prevented from entering the University because of medical reasons confirmed in writing by a licensed physician;



3. Housing space is not available, or
4. In case of the death of the student.

## Relocation and Room Consolidation of Residents

The University and/or the ACC reserves the right to move residents from unit to unit when we determine it is in the best interest of the community or the goals of the craft center and/or the University.

## Summer Housing

Housing availability during the summer depends upon the needs of workshop and outreach programs. Any student who wishes to stay over the summer must be enrolled for a minimum of three credit hours through Tennessee Tech and should apply for housing no later than April 1<sup>st</sup>, as a limited number of spaces will be available.

To consolidate space, summer residents should expect to have a different housing assignment than the previous semester. Remember, students cannot be guaranteed a single room simply because they prefer it. Single room assignments are only possible when space and program needs permit it.

If space is available, you can apply for housing for a single summer session as long as you are enrolled for a minimum of three credit hours. The housing fee for a single summer session is half of the normal semester fee. See Administration Office staff for more details.

## Vending

Carbonated beverages, juice and snack machines are located in the student lounge lobby at the far-left end of the clay building.

## Visiting Artists/Artists-in-Residence/Summer Workshop Participants

Artists-in-residence and visiting artists reside in housing units during their contract periods. Artists-in-residence are furnished single rooms as part of their contractual agreement.

Workshop participants stay in the housing units during summer workshops.

## Windows

Residents are encouraged to keep his/her windows closed when the heating/cooling system is operating. For personal security windows should remain locked and blinds drawn when no one is home. No items shall be stored, thrown and/or passed from any residence hall windows.

## Withdrawal from Tennessee Tech

Any craft center resident withdrawing from the University must notify the craft center Administration Office and vacate their assigned unit within 24 hours after withdrawing. All requests for exceptions should be submitted in writing to the ACC Director.

## General Policies and Expectations (A– Z)

The purpose of the Student Housing Handbook is to inform and share information that may specifically apply to the ACC campus. It is not intended to change or replace any regulations for the main campus mentioned in the Tennessee Tech Student Handbook ([www.tntech.edu/handbooks/student](http://www.tntech.edu/handbooks/student)). Students should read and become familiar with both publications. The general policies and expectations listed here are in addition to any other policies, requirements, and expectations referred to elsewhere in this handbook.

## Alcohol and Containers

The possession or use of alcoholic beverages on University-owned or -controlled property is prohibited. Empty alcoholic beverage containers, either on one's person or in one's unit/room, will constitute a violation. Alcoholic beverage containers are not permitted as room decorations. If an alcoholic container is found in your possession, the container will be confiscated and disposed of, and disciplinary action will be taken. Also, remember that residents are responsible for their guests during their stay.

## Babysitting

Residents are not permitted to use their assigned unit/room for babysitting.

## Confiscation of Items

Illegal substances and items found to represent a health and safety violation or which in other ways constitute a violation of either the ACC General Policies and Expectations or University policies will be immediately removed by the ACC staff or

other appropriate University officials.

Items which will be confiscated by Tennessee Tech Police include but are not limited to:

- Alcohol Containers
- Drugs or other illegal substance and/or paraphernalia;
- Fireworks/firecrackers;
- Firearms/Weapons of any type;
- Open coiled appliances
- Traffic and safety regulation signs; and
- Beer kegs and taps
- Candles/incense

## Disability Housing Requests

If you have a physical disability or medical condition warranting special housing accommodations, contact the Accessible Education Center at 931-372-3414 or [disability@tnitech.edu](mailto:disability@tnitech.edu).

## Disciplinary Process

The craft center is committed to providing a safe and comfortable environment for all students. When a student violates one of the policies designed to ensure the safety and comfort of others, the student will be held responsible for their actions through the disciplinary process. The disciplinary process is designed to be fair and uphold students' rights. Please refer to the Tennessee Tech Student Handbook for additional information regarding your rights, due process, and the disciplinary process.

## Drones (Unmanned Aircraft)

All unmanned aircraft operations on or above University property, including the ACC, must comply with applicable local, state, and federal laws as well as University policies. See TTU Policy 190

## Drugs

The use, manufacture, distribution, or possession of illicit drugs or drug paraphernalia on campus is prohibited. See Tennessee Tech Policy No. 172 Alcohol and Drugs for more information.

## Extension Cords, Multi-Plugs, and Power Strips

Multi-plugs and extension cords are prohibited. If additional plugs are needed, UL/FM-approved power strips with circuit breakers are allowed.

## Fire Drills

At the beginning of each semester, a fire drill is held in all four housing buildings. If you happen to be in any building when the fire alarms sound, exit as quickly as possible and do not return until told to do so. Cooperation is expected and appreciated.

## Fire Safety

### Open Flames

Items that produce heat, use flammable liquids, or need an open flame to operate are not allowed in the housing units. This includes, but is not limited to, Bunsen burners, lighted candles, alcohol burners, and incense.

Candles, incense, and all incense paraphernalia are not allowed in housing because the odor may be offensive to some people and because they constitute a fire hazard.

### Fire Extinguishers

Fire extinguishers are furnished in all housing units and inspected monthly. If it is necessary to use one to extinguish a fire, please fill out a work order request form after the incident so that a replacement can be provided. Also, if you discover a malfunctioning or missing fire extinguisher, please report it using a work order request form.

Tampering with or unnecessary discharging of a fire extinguisher will result in a damage charge for recharging or replacing the fire extinguisher and applicable disciplinary action.

### Smoke Detectors

Smoke detectors are provided in all residential living areas. Do not tamper with smoke detectors. Altering your smoke detector in any way IS EXPRESSLY PROHIBITED.

All smoke detectors are linked to a central system. Do not try to reset or adjust an individual smoke detector. The fire alarms cannot be cleared or reset if a smoke detector is not properly in place. Always exit the building when a fire alarm is sounding, then notify the Administration Office or security staff. Call 911 if there is a fire.

### Stoves, Grills, and Fires

Do not leave your stove, grill, or oven unattended when you are cooking.

Only the grills provided in the housing area are allowed. Chimney charcoal starters and self-starting charcoal briquets are permitted. Flammable liquids and bottled gases such as charcoal lighter fluid and propane are NOT permitted on the craft center campus.

Outdoor fires are NOT permitted at the craft center.

## **Firearms and Weapons**

Weapons of any kind, including but not limited to, actual weapons, martial arts weapons, toy weapons, air guns, paint guns, knives (over four inches), etc. are not allowed on the ACC campus. These restrictions also apply to vehicles in parking lots on Tennessee Tech property.

Additionally, according to Tennessee Code § 39-17-1309 (2019), “it is an offense for any person to possess or carry, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any other property owned, operated, or while in use by any board of education, school, college or university board of trustees, regents or directors for the administration of any public or private educational institution.” Violation of this policy is considered a Class E felony.

Per Tennessee Tech Policy No. 422 Weapons on Tennessee Tech Property, only authorized employees are permitted to carry weapons on University property.

## **Fireworks/Explosives**

The unauthorized possession, ignition, or detonation of any object or article that could cause damage by fire or other means to persons or property is prohibited, as is the possession of fireworks or any substance or material that could be considered to be used as fireworks.

## **Fundraising**

Fundraising in craft center housing is limited to official residential life organizations and approved University organizations.

## **Gambling**

Gambling in any student residence facility is prohibited.

## **Games**

Balls, golf and other such similar items are prohibited in any indoor student residence facility space.

## **Grievances**

A student who has a grievance against a craft center staff member should, if appropriate, first discuss the matter with the staff member and/or the ACC Director.

## **Housekeeping**

Each resident will be held responsible for their unit and its furnishings. Cleanliness, general housekeeping practices, and general appearance are important to maintain a safe, healthy environment. A broom and dustpan are in each housing unit. Vacuums can be borrowed overnight from the facilities staff. Residents are responsible for supplying all other cleaning materials—toilet tissue, trash bags, cleaners, etc. Residents must take any garbage directly to the housing area dumpster. See Recycling for recycling information and locations. Porch areas should be kept clear of garbage and trash. No flammable liquids should be stored in or around housing.

The residents of each room/apartment are responsible for the cleanliness and general appearances of all areas of his/her room or apartment. Please dispose of your room trash in the dumpsters located outside of your building, do not leave your trash in public areas. Monthly health and safety checks are conducted by maintenance staff to ensure compliance in living areas with health and safety standards.

If the differences cannot be resolved, the student can file a complaint in accordance with the procedures set forth in the applicable Tennessee Tech policies. Details about the complaint process and policies can be found on the Student Affairs webpage at [www.tntech.edu/sa/stucomplaint](http://www.tntech.edu/sa/stucomplaint).

## Keys

If you misplace your key and need to get into your housing unit, contact the Administration Office or security staff.

If you lose your key, contact facilities staff. You will be charged a \$35 replacement fee.

## Liability

All facilities and equipment provided by the University and/or the ACC are routinely checked for safety and security.

However, residents and their guests are advised that the use of facilities and equipment is at the risk of each individual, and the University, including the craft center, is not liable for any accident or injury resulting from their use.

## Light Bulbs

If bulbs in your unit need to be replaced, please complete a work order request form.

## Maintenance

Submit a work order request form to report a non-emergency problem, either in a housing unit or in another area on campus. Forms are available in the Administration Office or on the door leading into the Facilities Office at the end of the wood studio hallway. If you have a question about the status of your repair request, contact the Facilities Director.

A 24-hour notice will be given for planned maintenance and inspections. While every attempt is made to respect your privacy, by reporting maintenance needs in your unit you are authorizing access to your living space by facilities staff during their normal working hours of Monday–Friday, 7:00 a.m.–3:00 p.m. without notice. Please plan accordingly.

If an emergency repair is necessary during the evening, holiday, or weekend hours, contact ACC security at (931) 267-1086. Security will help you if they can, but emergency repairs are limited. Security will call facilities staff when necessary.

## Monthly Safety the Inspections

Monthly safety checks of each housing unit are conducted by craft center staff. A 24-hour notice will be posted for each inspection.

## Noise

Quiet and courtesy hours provide standards of acceptable noise levels for study, sleep, and privacy.

During quiet hours, which are 10:00 p.m.–10:00 a.m., all noise must be contained within individual rooms and at a level that is not disruptive to other residents. During final exams, 24-hour quiet hours are in effect beginning at 6:00 p.m. two days before the first day of exams and extending until after the last exam.

Courtesy hours are in effect at all times. During courtesy hours, noise levels must be appropriate for complex living and must not be disruptive to others. This policy applies to activities in individual units as well as to outside activities near housing.

Craft center staff members, the ACC Director, and/or security personnel are available to assist you in resolving noise-related problems. It is always best to attempt to resolve such problems directly before asking staff to intervene.

## Parking

Parking spaces in or near the vicinity of craft center housing are only for housing residents. Parking spaces are not reserved, and all parking at housing must be done in a manner so that it does not block the roadway for emergency vehicle access. The speed limit in and around housing is 15 mph. Do not leave valuable possessions in your car.

Commuter parking is available in the main parking lot at the craft center. Parking for visitors, faculty, and staff is also available there.

Parking spaces for persons with disabilities are provided in the main parking lot at the end closest to the administration building. Additional spaces are located at the west end of the wood studio by the Facilities Office and near the side entrance of the café by the mailbox.

Motorcycles must remain on established roadways and should be parked in regular parking areas.

Parking is not allowed in designated no-parking zones or on the emergency vehicle service roads at the back of ceramics, metals, glass, and wood. Only authorized parking is allowed at the back of the administration building.

Keep vehicles off of the grass areas — do not drive, park, load, or unload vehicles on the lawns. Loading docks are not parking areas; keep them open for vehicles to load and unload only. Once you are finished loading/unloading, promptly move your vehicle.

Traffic and parking are monitored by ACC security. Vehicles parked illegally or blocking traffic may be towed at the owner's expense. The vehicle of drivers with repeated and/or flagrant parking violations may also be towed at the owner's expense.

Parking permits are not required at the craft center. Parking permits are required when parking on the Tennessee Tech main campus and can be obtained from Parking & Transportation Services.

## Personal Property Insurance

The ACC and the University do not assume responsibility at any time for the private property of its residents and are not liable for the loss or damage of any article of personal property anywhere on campus. You or your parents are encouraged to carry appropriate insurance to cover your personal belongings.

## Pest Control

Keeping your doors and windows closed is the single most important form of pest control. To limit the likelihood of insects becoming a problem, perishable items should be stored in sealed containers. If there is a specific pest control problem, fill out a work order request form and maintenance will come help to resolve the issue.

Bird feeders are not permitted. Do not feed any of the wildlife that may approach housing from the surrounding woodlands. Leaving food scraps and garbage out can attract rodents and other pests, which in turn can attract their predators. When you leave, they no longer have a food supply and their natural habits are disrupted. Be kind to them. Let them find food naturally.

## Pets and Other Animals

Animals are not permitted in ACC housing with the exception of:

- Service animals (Under the Americans with Disabilities Act, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.)
- Approved emotional support/comfort animals
- Fish in aquariums not to exceed 20 gallons

No pets may be kept outside of the student's housing unit. Only service animals are allowed on campus outside of the housing area.

### Emotional Support/Comfort Animals

Only approved emotional support/comfort animals (ESAs) are permitted. Approvals for ESAs are processed through the Accessible Education Center on the Tennessee Tech main campus. Information about the application process is available at [www.tntech.edu/disability/clinicalproviders.php](http://www.tntech.edu/disability/clinicalproviders.php). Once you submit the required documentation, a housing committee decides whether you will be allowed to keep an ESA. You will be notified about the decision through your student email.

Once you receive approval from the housing committee, you must do the following:

- If someone in the craft center Administration Office is not copied on the approval email you receive from the housing committee, you must submit a copy of the email to the Administration Office.
- Arrange to meet with the maintenance Director to discuss your responsibilities and to sign the Owner's Responsibilities agreement. Everyone who lives in your housing unit must also sign the agreement attesting that they will allow your support animal to live in your unit.

In accordance with local ordinances and regulations, your ESA must be registered if required by law and must also be immunized against diseases common to that type of animal. Dogs and cats must have a current vaccination against rabies and wear a rabies vaccination tag. ESAs other than cats and dogs must have an annual clean bill of health from a licensed veterinarian.

If any aspect or circumstance of the condition, health, or behavior of any animal on campus is deemed by Tennessee Tech or the ACC to be a threat to the health or safety of any member of the craft center community, then that animal may be impounded in accordance with applicable laws and regulations.

ESAs may not be left overnight in ACC housing to be cared for by another student. If the owner leaves campus overnight or for a prolonged period during the day, the owner must take the ESA with them.

Note: ESAs are not service animals recognized by the Americans with Disabilities Act. Therefore, they are only allowed in the student's housing unit; they are not permitted in other buildings or classrooms.

## Posting

A bulletin board is available in the Administration Office. All information posted must comply with the rules and regulations for posting as outlined by the University. ACC staff will remove information that is improperly posted.

## Public Areas

Public areas at the craft center are for the use and enjoyment of all program participants.

To use the craft center facilities, a Facility Use Application (available in the Administration Office) must be submitted and the date and space must be available.

## Recycling

Aluminum cans, plastic (#1 and #2), green glass, clear glass, brown glass, and tin cans can be recycled in the bins provided in the housing area. Aluminum cans and plastic bottles are also collected in receptacles in the studios and administration building.

Mixed paper and cardboard are collected in the wood studio hallway next to the Facilities Office. Usable boxes and packing materials can also be left here to be re-used as needed by the craft center community.

Contact the facilities staff with any recycling questions.

## Restricted Areas

Certain areas in and around the craft center are off-limits to students. These include but are not limited to roofs, ledges, mechanical spaces, crawl spaces, craft center storage areas, etc.

## Safety Policies

### Appliances

All appliances must be UL/FM approved. Any electrical appliance that has an open heating element may not be used in the room. Restricted appliances include but are not limited to: Toaster and toaster ovens, Skillets and Hot Plates, "George Forman" grills, Space heaters, Window air conditioners Halogen lamps

### False Fire Alarms

Pulling a false fire alarm is a criminal offense. Withholding information concerning a false fire alarm is a criminal offense.

Putnam County Crime Stoppers (931-520-7867) may give a reward of up to \$500 for information leading to the arrest and conviction of a person pulling a false fire alarm in the residence halls.

### Holiday Decorations (specific types)

Cut or live Christmas trees are prohibited in the student residence facilities.

All electrical decorations must be UL/FM approved and only used in accordance with its rated application. Electrical decorations will be for interior room use only and must be 18 inches from combustible materials.

Outside decorations are prohibited. The resident must remove decorations covered in this section prior to the student leaving for vacation/Winter break.

### Microwaves

Microwaves must be 1,000 watts or less Multi-plugs and Extension Cords:

Multi-plugs and extension cords are prohibited in the student residence facilities.

Power strips with circuit breaker are acceptable, if UL/FM approved.

### Needles and Other Sharps Instruments

Proper sharps containers must be used for any contaminated needles or other contaminated sharps instruments. Needles and sharps instruments must not be bent, recapped, sheared or broken.

Containers must be closeable, puncture resistant, color-coded red or labeled with a biohazard symbol, leak-proof on the side and bottom, maintained in an upright position, replaced routinely.

### Open Flames

Open flames or live embers, including but not limited to, candles, Bunsen burners, and incense, are strictly prohibited.

## Screens

Window screens are to remain properly secured in window frames at all times. Removal or damage of a screen will result in a damage charge being assessed.

## Smoking/Tobacco Products

The University and the ACC are smoke-free institutions. The following are not permitted:

- Smoking, regardless of the substance smoked
- Use of tobacco
- Use of electronic nicotine delivery systems (ENDS), including, but not limited to, electronic cigarettes, electronic

hookahs, electronic cigars, and vape pens

These restrictions apply to the entire ACC campus including all outdoor spaces, restrooms, housing areas, classrooms, studios, hallways, administration buildings, student lounge, maintenance, parking lots, and the laundry room. Smoking on the decks is absolutely prohibited. Smoking and the use of tobacco or nicotine products are also prohibited in craft center vehicles, on or off campus.

## **Solicitation**

Solicitation for purely commercial purposes by off-campus agencies or commercial enterprises, or by persons acting on their behalf, is prohibited at the craft center. This includes door-to-door soliciting and magazine sales. Please contact the Administration Office or security personnel if you witness any solicitation at the craft center.

The following activities are also prohibited at the craft center:

- Sectarian promulgation
- Political propaganda distribution

## **State Board of Claims (Injury or Property Damage)**

If you feel you have suffered property damage or a personal injury due to negligence by University officials or University equipment, you may wish to file a claim as outlined in Tennessee Code § 9-8-307. The State Board of Claims will hear the case and decide if the complaint is legitimate. All claims must be properly filed within one year from the date of the damage or injury. Any student who wishes to file such a claim should notify the Business Office at (931) 372-3311.

## **Storage**

Lofted areas in the housing units are not designed for storage. Using these locations for storage may cause damage and violates fire safety codes and is prohibited. A \$100 fee will be charged if the loft is used for storage and the items will be discarded. The craft center does not have the capacity to store your personal belongings.

## **Transportation**

Due to the craft center's unique location, all transportation needs are the sole responsibility of the student. A student shuttle to the main campus and back is available during fall and spring semesters; see Student Shuttle under Amenities for more information.

## **Trash**

All residents are responsible for removing their trash and disposing of it in the housing area dumpster. See Recycling for recycling information and locations.

## **Weapons**

Weapons of any kind, including but not limited to, actual weapons, martial arts weapons, toy weapons, air guns, paint guns, knives (over 4 inches), etc. are not allowed in the residence halls, apartments, or grounds.

## **Windows**

Residents are encouraged to keep windows closed when the heating/cooling system is operating.

## **Yard Sales**

Yard sales are not permitted.

# **Personal Health and Safety**

## **Health Services at Tennessee Tech**

Location: Main campus, Bell Hall Room 105

Phone: (931) 372-3320

Hours: Monday–Friday, 8:00 a.m.–4:30 p.m.

Website: [www.tntech.edu/healthservices](http://www.tntech.edu/healthservices)

Health care services are available to full-time and part-time registered students as well as faculty and staff. Health care providers are experienced in treating various medical problems and offer acute care, urgent care, preventative care, and immunizations. It is best to make an appointment, but walk-ins are accepted as time permits.

## **Immunization Requirements**

The University's immunization requirements are listed at [www.tntech.edu/healthservices/immunization.php](http://www.tntech.edu/healthservices/immunization.php).



## Local Hospitals and Urgent Care

The hospitals in Smithville and Cookeville are:

### SMITHVILLE

Ascension St. Thomas Dekalb Hospital  
520 West Main St.  
Smithville, TN 37166  
(615) 215-5000

### COOKEVILLE

Cookeville Regional Medical Center (open 24 hours)  
1 Medical Center Blvd.  
Cookeville, TN 38501  
(931) 528-2541

Here are some of the urgent care facilities in Smithville and Cookeville:

### SMITHVILLE

Advanced Urgent Care (inside Webb's Pharmacy)  
608 South Congress Blvd.  
Smithville, TN 37166  
(615) 580-8481

Fast Pace Health Urgent Care  
101 W Broad St  
Smithville, Tennessee 37166  
(615) 318-1220

### COOKEVILLE

Cookeville Regional Urgent Care Clinic  
201 West 5th St.  
Cookeville, TN 38506  
(931) 783-5353

Fast Pace Urgent Care Clinic  
562 West Main St.  
Cookeville, TN 38506  
(931) 854-9601

Physicians Urgent Care  
225 N. Willow Ave.  
Cookeville, TN 38501  
(931) 525-5454

Satellite Med  
1120 Sams St.  
Cookeville, TN 38506  
(931) 528-7312

Please note that, other than scheduled student shuttle trips to the main campus, ACC staff are not permitted to transport students under any circumstance.

## Personal Safety

### Student Personal Property Insurance

The protection of personal property is the individual's responsibility. Students are encouraged to review their parents' homeowner's insurance policies for adequate coverage and to obtain personal renter's insurance

### General Personal Safety Tips

- Follow health and safety regulations listed in your handbook.
- Keep your door locked at all times for personal safety and to keep your valuables safe.

### General Resident Security

All residents share responsibility for maintaining a safe and secure community.

- Residents are encouraged to keep his/her door and window(s) locked.

Holiday/break period

- Doors and windows should be locked and mini blinds should be open.
- Items of value should not be left in a room.



Guest(s) and visitor(s) may only gain access to student room/apartment/floor when escorted by the resident of the room/apartment.

- The staff will not unlock a room/apartment for anyone other than the resident of the Room/Apartment

Residents are reminded to refrain from allowing anyone they do not know into the secured areas.

## Emergency Situations

### General Information

#### First Aid Supplies and Equipment

All studios are equipped with first aid supplies and eye wash stations. Most minor injuries can be handled with these supplies.

More serious injuries may require supplies that are kept in the emergency/ disaster cabinets in the shipping/receiving area of the Facilities Office.

The most serious accidents can be best handled by calling 911 for an ambulance and EMT personnel. Please note that, other than scheduled student shuttle trips to the main campus, ACC staff are not permitted to transport students under any circumstance.

#### Automatic External Defibrillators (AEDs)

There are two AEDs at the ACC. One is located in the clay building's student lounge. The other one is located in the laundry room next to the fibers studio.

#### Emergencies

Call 911 for life-threatening emergencies or emergency assistance from police, fire, or ambulance personnel.

The University Police can be reached at (931) 372-3234. Also, the elevator has an emergency call button that is a direct line to the University Police.

If an emergency arises during office hours (Monday–Friday, 8:00 a.m.–4:30 p.m.), contact the craft center administrative staff at (931) 372-3051. After office hours, call ACC security at (931) 267-1086.

#### Transportation for Emergencies

When transportation assistance for an emergency is required, notify administrative staff and/or security personnel. A 911 call can be made for ambulance service.

#### Emergency Shelter

See the Tornado Watch section for immediate emergency shelter locations.

For longer-term shelter, AV1 or AV2 can be used on the lower level of the administration building. Restrooms, a drinking fountain, tables, and chairs are located here. If people must spend the night, pillows, blankets, and sheets are available in the linen room next to the fibers studio.

If the administration building is being evacuated, the student lounge in the clay building can be used for shelter. Restrooms, couches, chairs, and a drinking fountain are available here.

### Fire

In case of fire:

1. Clear persons from the area.
2. Activate the fire alarm if in place or call 911.
3. If the fire is manageable, it may be extinguished by using a fire extinguisher.

#### Fire Safety Reminders

- If there is smoke in the room, keep low to the floor.
- Before passing through any doorway, feel the door. If it is hot, do not open the door.
- Before opening a door, brace yourself against the door and open it slightly. If heat or smoke is present, close the door and stay in the room.
- If you cannot leave the room or all exits are blocked, open the window.
- If you are trapped, wave an object out the window. Call ACC security or 911 and report you are trapped.

## Fire Safety – Fire Drills/Alarms

ACC conducts fire drills to acquaint residents with the proper evacuation procedures in case of a fire emergency. The staff will conduct fire drills in accordance with the Department of EHS policies. Occupants should leave the buildings as quickly as possible, and do not return until told to do so. Failure to leave the premises during a fire drill will result in disciplinary action. Cooperation is expected and appreciated.

When you have been alerted by the alarm or the sensation of smoke or fire, please follow these instructions:

1. Immediately and orderly exit the building.
  - Please be sure to dress for the weather and take with you anything that you must have (wallet, purse, phone, etc.); in the case of an actual fire you may not be able to return to your room right away.
2. Close all doors behind you as you exit.
3. Go to the nearest exit or stairwell.
4. If there is smoke in the room, keep low to the floor.
5. Before passing through any doorway, feel the door. If it is hot, do not open the door.
6. Before opening a door, brace yourself against the door and open it slightly. If heat or smoke is present, close the door and stay in the room.
7. If you cannot leave the room or all exits are blocked open the window. To attract the fire department's attention if you are trapped, wave an object out the window. Call University police or 911 and report you are trapped; give the room number and specific location.
8. If the nearest exit is blocked by fire, heat, or smoke go to an alternate exit.

## Thunderstorms, Tornadoes and Earthquakes

The craft center's main severe weather shelter is in the wood studio hallway.

When severe weather threatens Middle Tennessee, the television in the wood studio hallway should be turned on, weather radios should be monitored, and computer weather reports should be checked by staff members. This situation requires cooperation between office, security, and facilities staff members.

### Thunderstorm Watch

A severe thunderstorm watch is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm (damaging winds of 58 miles per hour or more or hail with a  $\frac{3}{4}$ " diameter or greater) is likely to develop.

### Thunderstorm Warning

A severe thunderstorm warning is issued when a severe thunderstorm has been sighted or indicated by weather radar.

If you are outside when a thunderstorm warning is issued, take shelter in a sturdy building immediately. When inside, stay away from windows, water faucets, sinks, and bathtubs.

If you are caught outside, stay away from tall trees, open fields, and open water. Avoid isolated sheds or other small structures in open areas.

### Tornado Watch

A tornado watch is given when weather conditions are favorable to the formation of a tornado (often during severe thunderstorms). During a tornado watch, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

### Tornado Warning

A tornado warning is issued when a tornado has been sighted or indicated by weather radar. There is imminent danger to life and property, and you may only have a few minutes to get to safety. When a tornado WARNING is issued covering DeKalb County, all instructional activities, group activities, meetings, and work must cease so that everyone can seek shelter immediately.

During a tornado warning, follow these general rules for the given locations:

#### Administration Building

People in the administration building should leave through the lower level and enter the wood studio hallway. If necessary, AV1 and AV2 (the Mac Lab) on the lower level of the administration building can also be used as shelter.

#### Clay Building

People in the clay building should go to the wood studio hallway if at all possible. If it is not possible to leave the building, seek out a small, windowless room with doors that shut.

### Fiber Studio

People in the fiber studio should proceed to the wood studio hallway on the ground floor of the building.

### Glass/Metals Building

People in the glass/metals building should proceed immediately to the wood studio hallway if at all possible. If it is not possible to leave the building, seek out a small, windowless room with doors that shut.

### Housing

People in housing should proceed immediately to the wood studio hallway using the wood studio's exterior door closest to housing if at all possible. If the weather is too severe to leave your housing unit, take shelter in a bathroom.

### Wood Studio

People in the wood studio should move into the main hallway away from glass windows and doors.

## Winter Storms

Severely cold weather, ice storms, and snow can all combine to strand housing residents at the craft center. Residents are encouraged to stay aware of such conditions and make plans for their food, shelter, and travel needs.

The salt spreader and snowplow are used to clear the road leading to Highway 56 when necessary. During the regular workweek, the facilities staff is responsible for clearing the drive. At other times, if required, please ask the security staff to contact the on-call facilities staff.

Under the severest of conditions, people may be stranded here. See Emergency Shelter above.

## During an Earthquake

- Stay calm. Think through the consequences of any action you take.
- If you outdoors, stay outdoors; if you are indoors, stay indoors. Most injuries during earthquakes happen as people are entering or leaving buildings.
- If you are indoors, take cover under a heavy desk or table, or in doorways, halls, or against inside walls. Stay away from glass.
- If you are outdoors, move away from buildings and utility wire. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until the shaking stops.
- If you are in a moving car, stop as soon as you can, but stay in your car. A car may shake violently on its springs, but it is a good place to stay until the shaking stops. When you drive on, watch for hazards created by the quake. Some of these hazards include fallen or falling objects, downed electrical wires, or broken or undermined roadways.

## After an Earthquake

- Be prepared for additional earthquake "after-shocks." Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
- Stay out of severely damaged buildings. After-shocks can shake them down. University officials and hall staff will inform you when it is safe to reenter the building.
- Check for injuries. Don't attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Don't smoke. Don't use candles, matches, or other open flames because of possible gas leaks. Douse all fires. Don't turn on the lights.

For additional information regarding inclement weather and university policies you can go to the following link:

<https://www.tntech.edu/safety/inclement-weather.php>.

## **Flooding**

If a housing unit floods, the occupants should be offered temporary housing in any unoccupied room or empty bed in an occupied room.

If the flooding occurs in one of the studio buildings, extreme caution needs to be exercised. Touching electrical switches, tools, and appliances when the floor is wet can lead to electrocution. Hot sticks are located in each studio area to provide an insulated tool for moving anything or anyone that comes into contact with an electric current.

## **Active Shooter**

In teaching Response to Critical Incidents, the University Police Department follows the recommendation of the Federal Bureau of Investigation by teaching Run, Hide, or Fight techniques. These techniques and information were chosen for their simplicity and ease of learning but also because no one answer is correct for every individual that may be on or near our

campus in the event of a critical situation such as an active shooter. Individuals must make the determination of what course of action provides them with the best chance of survival for an incident of this nature.

### Run

If possible, evacuate the area and call 911. This option should be chosen if you can evacuate the area without placing yourself in the line of fire from the active shooter(s).

### Hide

If evacuation from the area is not an option, then you should hide. Make every effort to stay out of sight and in a locked room. Barricade the doorway with whatever is available; the idea is to make it as difficult as possible for the individual to encounter you.

### Fight

Should you have no other option, as a last resort, fight. Remember, this individual is attempting to take your life; be as aggressive as possible. Use whatever you have available as a weapon and stop the threat to you.

## **Missing Student Protocol Statement**

On the Housing Agreement/Application, a student has the option of identifying an individual(s) to be contacted if the student is determined to be missing for more than 24 hours. Access to information regarding a student's confidential contact will only be provided to authorized University officials and law enforcement personnel.

If an ACC staff member has reason to believe that a housing student is missing, or receives a report that a housing student is missing, he/she shall immediately contact the ACC Administration Office or ACC security.

A student may be determined to be missing if the student has not been seen or heard from for more than 24 hours without any known reason, that the reported information is credible, and that circumstances warrant declaring the person missing. Unless there is evidence to the contrary, a housing student will not necessarily be considered missing if the student provided information about their intended whereabouts to ACC staff or if the student is absent during recognized University holidays or breaks. Nothing in the policy is intended to preclude the ACC from determining that a student is missing before a full 24 hours, or initiating notification and investigative procedures, as soon as it is determined that a student is missing.

Once a student is determined to be missing, the investigative procedures in Tennessee Tech Policy No. 418 Reporting Students as Missing Persons will be implemented in cooperation with the University Police, the Office of Residential Life, and Student Affairs. These procedures include but are not limited to:

- Attempting to call the alleged missing person using the phone numbers supplied to the ACC and the University.
- Checking the housing unit for health and safety purposes.
- Talking with staff, roommates, neighbors, classmates, and friends to determine when the missing person was last seen.
- Contacting the missing person's faculty members to determine class attendance.
- Checking the missing person's email account to determine the last time it was used.
- Consulting with the Counseling Center staff and Health Center staff to see if the missing person has been seen at either location.
- If the missing student is over the age of 18 and has registered a confidential contact person, that person will be contacted within 24 hours by University Police.
- NOTE: Every effort will be made to balance the right to privacy with compliance with federal regulations and the interest of public safety.

Nothing in the protocol is intended to preclude Tennessee Tech University from determining that a student is missing before the student residing in on-campus housing has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student residing in on-campus housing is missing.

Campus Contacts:

- Office: (931) 372-3052

