CAPFAM LIVES HERE

THEME LIVING APPLICATION 2020-2021

Capital University
RESIDENTIAL & COMMUTER LIFE
Themed Living Community Application Packet Contents

Themed Living Community Overview .................................................. Page 2
Themed Living Community Application Process (Includes application questions) .................................................. Page 2
Themed Living Community Application Process Timeline .................................................. Page 3
Themed Living Community Standards and Expectations .................................................. Page 3
Themed Living Community Requirements and Vacant Spaces .................................................. Page 4
Themed Living Community Group Coordinator Information .................................................. Page 4
Themed Housing Application Form .................................................. Page 5
Themed Living Community Roster .................................................. Page 6
Themed Living Community Overview

Themed Living Communities at Capital are designed to provide a unique living experience for students in a shared interest group. The assignment of the residential space as owned by the University is a privilege awarded to the groups committed to utilizing all space and resources to live its values, objectives, and goals.

Themed Living Communities at Capital University aim to:

- Provide students with a sense of belonging in a community of their peers united by a common interest
- Support students’ intellectual, personal, and social growth by providing them with opportunities to learn in a collaborative, engaging living environment
- Challenge students to test their skills and knowledge through residential experiences outside of the classroom
- Create opportunities for faculty and staff to engage in meaningful mentoring with students outside of the classroom
- Build connections between upperclass students and first year residents at Capital University

Themed Housing Application Process

This process is available for all students interested in living on a floor or in a house with students who share an interest or focus. Students who are approved for this option do not have to participate in the housing selection process. All students applying for Themed Housing should prepare the following information to be submitted by January 31, 2020.

1. Overview of Your Intended Themed Living Community

Responses should be typed, printed and submitted along with the Theme Housing Application Form and Themed Housing Roster included in this packet. Be sure to address each question below thoroughly.

   A. What Themed Living Community are you Applying for?
      
      a. Honors House: Open only to students in the Capital Honors Program, the Honors house
      b. Faith/Spirituality: Residents will be challenged to create a safe space for exploration of beliefs with peers in the community
      c. Nursing: An opportunity to tie classroom to community, this TLC will allow for connection beyond the classroom and create opportunity to support first-year nursing students
      d. Community Engagement: collaborate with students who share an interest in leadership, civic and community engagement by exploring opportunities in the Capital and Columbus communities

   B. Why a Themed Living Community?: Why does your group want to participate as an upperclass Themed Learning Community?

   C. Mission and Goals: What are your goals for the year? What do you hope to accomplish during your themed living experience?

   D. First Year Impact: How will your Themed Living Community impact the experience of first year students?

   E. Programming: What types of programs or initiatives will your group provide to those living in your house, the campus community, and the greater local community?

   F. Benefit of Theme Housing: What will individuals gain in the first year community? What is your impact on the larger Capital community?

   G. House Community Standards: Please list and describe the standards that your housemates will hold each other and how your house will address failure to meet community standards. Standards can range from chores to behavior within the house and should be congruent with the house’s mission.

2. Selection of Themed Living Community Coordinator
The Themed Living Community Coordinator should be named on the Themed Housing Application Form and must complete the items listed in the Theme Housing Standards and Expectations.

3. **Themed Living Community Roster**
Submit a roster of residents that includes: Names, roommate designations and single/double room requests. Each resident in your group applying to live in a theme community must sign the roster.

4. **Submit the Online Housing Intent Form**
Each member must complete an online housing intent form and pay the $100 housing deposit prior to March 6, 2020. Failure to do so will result in immediate cancellation of the unregistered individual(s) request for theme housing.

*Honors House: to qualify for honors housing all residents must be a part of Capital’s honors program.*

### Upperclass Themed Living Community Process Timeline
- **February 5, 2020:** Information Session 11:30am SU 115
- **February 6, 2020:** Information Session 4pm SU 115
- **February 21, 2020:** Completed applications due to the Office of Residential and Commuter Life by 5:00pm
- **March 3, 2020:** Decisions communicated to applicants
- **March 6, 2020:** Housing Intent Form and $100 deposit due

### Upperclass Theme Living Community Standards and Expectations
1. Each individual student must be in good academic standing (cumulative GPA of 2.75) and good conduct standing (no serious alcohol or substance abuse, vandalism or security violations etc.), one year prior to the date of application.
2. Each Themed House will be required to host a minimum of two programs or events per semester. These programs/events must be connected with the house’s theme or mission. The programs/events must be advertised and open to the entire campus. The Office of Residential and Commuter Life Staff must be notified of the event four weeks prior to the event. The house will be required to provide any funds needed for the program. The completion of these programs/events each semester will be taken into consideration during the reapplication process each year.
3. The residents will comply with the policies as outlined in the Student Code of Conduct as well as local, state, and federal laws. Common areas must be alcohol free, unless residents are approved through the Event Registration process. Potential violations of the Student Code of Conduct will be referred to the Director of Residential and Commuter Life for review.
4. Residents of the Theme House will appoint a Theme House Group Coordinator.
5. Residents must contact Residential and Commuter Life staff regarding incidents of policy violations, community conflicts, physical or mental crisis, safety and/or facility concerns. The residents are responsible for the proper protection and care of the Themed Housing/University property, in and around the house, and shall be billed for replacement or repair for damage of University property other than normal wear and tear as judged by Facilities Management.
6. The Office of Residential and Commuter Life reserves the right to assign and re-assign students at its discretion, regardless of theme housing membership, to vacancies within the theme community at any point during the 2020-2021 academic year.

### Failure to Meet Requirements
By completing this application process, all groups understand the importance of, and high expectations for, the Theme Housing at Capital. Groups, or individuals, who fail to live up to the expectations as laid out in this document, the group’s values as laid out in their application, or those in the Student Code of Conduct are subject to review. During the review process, it may be determined that the group, or individual, loses its status as a theme house and will be relocated in University housing. Additionally, pending violation, the group or individual may be forwarded to the Director of Residential and Commuter Life for Student Conduct follow-up.

**Filling of Vacant Spaces**
If a Theme Housing group falls below the agreed upon number of residents, it is their responsibility to find a replacement. Vacancies should be filled with alternate members of the organization and done within 5 business days. Groups who experience a vacancy are encouraged to meet with Residential and Commuter Life for assistance in filling said vacancy. Failure to fill a vacancy could result in the group losing its status as a Theme housing group and the members being reassigned into other University housing.

**Theme Housing Group Coordinator**
The Theme Housing Group Coordinator will serve as a liaison between the group and the University and will be responsible for the following duties:

1. Meet with the Office of Residential and Commuter Life Staff to discuss any concerns, upcoming programming, facilities issues, etc:
   - Beginning of Fall semester on August 26, 2020 at 4pm
   - Middle of Fall semester on October 21, 2020 at 4pm
   - Beginning of Spring semester 2021: TBD
   - Middle of Spring semester 2021: TBD

2. Manage the upkeep of the house. Including, but not limited to:
   - Report all maintenance requests using the University’s maintenance request system.
   - Coordinate regular cleaning and general upkeep efforts among house residents.
   - Report all safety concerns to the Residential and Commuter Life Office and/or Public Safety.

3. Assist as needed with the check-in/check-out process.

4. Have knowledge of the University’s emergency procedures and educate residents of the house appropriately.

5. Refer any roommate issues/concerns to the Residential and Commuter Life Office.

**Questions**
If you have a question about Theme Living Communities for the 2020-2021 academic year, please contact:

**Rose Troyer,** Area Director; Residential and Commuter Life (rtroyer4@capital.edu or 614.236.7103)

**Jon Geyer,** Director of Residential and Commuter Life (jgeyer@capital.edu or 614.236.6955)
2020-2021 Theme Housing Application Form

General Group Information
Group Name/Interest: __________________________________________________________

Number of house residents: ________________________

House Request Information
Please indicate your preference for placement by ranking the available spaces below.
Ranking scale: 1 (most desired) - 3 (least desired). Preferences will be considered when making assignments, but cannot be guaranteed.

_______ College Avenue 737 (Capacity: 4)
   Number of single rooms: 2
   Number of double rooms: 1

_______ College Avenue 761 (Capacity: 5)
   Number of single rooms: 1
   Number of double rooms: 2

_______ College Avenue 767 (Capacity: 5)
   Number of single rooms: 3
   Number of double rooms: 1

Honors Student will be placed in Honors House
   Sheridan Avenue 741 (Capacity: 3)
   Number of single rooms: 3

Number of male spaces requested: __________
Number of female spaces requested: __________

Themed Living Community Coordinator Information
Name: ________________________________ ID: ____________________
Email: ________________________________ Phone: ____________________
Group Coordinator Signature: ________________ Date: ________________
2020-2021 Themed Living Community Roster

Please list all students who intend to live in this Theme Housing community below. By signing below, each student is agreeing to the following statement:

"I have read and agree to abide by the terms and conditions of the Theme Housing Guidelines. I understand that this agreement shall remain in effect throughout my residency in a Theme Housing Community. I may terminate my participation in this agreement by moving to other university housing that is not designated as a Theme Housing Community. If no other space is available, I agree to abide by this agreement and these guidelines until such time as I can locate and move to an open space in other university housing. I understand that violation of this agreement may result in administrative or judicial action which may include mandatory reassignment to other university housing. Further, I understand that standards may be amended or added and that I will receive a written copy of changes made to this agreement."

<table>
<thead>
<tr>
<th>Name</th>
<th>Roommate Name</th>
<th>Single or Double Room</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>