



# Single women Resident Manual



“What is the greatest secret of life? Is it not that the Creator has a plan for every person born into the world?”

- Gordon Lindsay



## *Dear Ladies*

Welcome to Christ For The Nations,

You are about to begin an incredible journey that will challenge you both spiritually and emotionally. It is our prayer that you take advantage of this time of preparation to allow God to minister to you and to establish a spirit of excellence within you.

You will have many opportunities to meet people with different backgrounds and ideas. We pray that that your stay here will be one of spiritual enrichment and cultural learning as you mix and mingle with fellow students from all over the world.

During your stay in single female housing please remember to adhere to the scriptural principle of esteeming others above yourself. As you read this manual, please keep in mind that we are not trying to burden you with unreasonable rules and regulations, nor are we trying to discourage or frustrate you. Instead, we hope to instill within you an attitude of responsibility that will remain with you for the rest of your life.

Both the Assistant Dean and I are here to serve you. Please feel free to speak to us whenever the need arises. Once again, welcome to one of the greatest experiences in your life - Christ For The Nations Institute.

Sincerely,  
Dean of Women

## CAMPUS LIVING

### Who to Contact

If you have a problem, start by going to your RA. If the problem is of a serious nature, they will refer it to the Deans.

Women's Department: (214) 302-6318

Location: Freda Lindsay Missions Building

**Office Hours: Monday - Friday**

8:30 a.m. - 12:00 p.m. & 1:00 p.m. - 5:00 p.m.



### Laundry

The Laundry rooms are located in each complex. Hours are 8:00 a.m. - 11:00 p.m. daily. Please do not start your laundry after 10:00 p.m.; you may not have enough time to finish drying your clothes. Your clothes are your responsibility.



### Mail

Outgoing mail should be placed in the slots marked 'Outgoing Mail' in the mailbox area.

Normally, incoming mail, which is handled by the U.S. Post Office (Hampton Road Station), is in the mailboxes by 2:00 p.m. Changes of address are handled through the post office.



### Male/Female Relationships

Single students are expected to refrain from public displays of affection. Please familiarize yourself with the social rules for singles and engagement policies in your Student Handbook. Men are allowed in the common areas of women's complexes beginning at 1:00 p.m. on weekdays and 8:00 a.m. on weekends, and ending 30 minutes before curfew.

Permission for mixed-company dinners or parties must be obtained from the Men's and Women's Departments in advance. An RA must be present, curtains must be kept open, and guests must remain in the front room.



using

When mixed-company groups are the Mary Martha Lounge, curtains must be open at all times and lights on when in use.

### Curfew

Curfew is at 11:00 p.m. on Sunday-Thursday and 1:00 a.m. on Friday and Saturday for Mary Martha and Agape. Students may not leave their complexes before 6:00 a.m. Do not walk around campus after dark. Never take walks down South Conway St. Never go to the woods at night, and if you go to the woods during the day, you must have at least one other female with you.

### Visiting Alumni Housing

Visiting a female apartment is permissible at any time before curfew. If at any time you would like to visit a male living in alumni housing, a pass must be obtained from the Women's Department. All applicable instructions can be obtained in the Women's Department.



### PASSES

ALL REQUESTS ARE MADE ONLINE AT [WWW.CFNI.ORG/INFORMER](http://WWW.CFNI.ORG/INFORMER)

- Student Life
- Women's Department
- Forms

### Curfew Passes

If you must be out past curfew hours, you must fill out a curfew extension form and it must be approved at least one day in advance.

### Express Lunch Passes

A new work or express lunch pass must be obtained each semester from the Student Center Receptionist by filling out the appropriate form.

## Weekend Passes

Permission for weekend passes must be requested at least **24 hours in advance** (Thursday by 5:00 p.m. before the weekend that you would like to leave).

## APARTMENT LIVING

You will now be sharing your living space with one to five other women. You may not be accustomed to living in such close quarters, but if you are willing to let God use you, you can be a tremendous blessing to your roommates.

### Respect Your Neighbors

Quiet Hours begin nightly at 10:00 p.m. Also, keep your morning music and your prayer voice down to a proper volume. Please be aware of daytime sleepers who work a night shift and keep noise to a minimum. (Refrain honking your horn in the parking lots.) No running or screaming in your apartment or in the apartment area.

### Rules of the Room

- Males are not allowed in female apartments unless it has been approved by the Dean's Office in advance.
- Turn off all lights and radios and adjust air conditioners/heaters when you leave your room to conserve energy.
- No open flames, including candles or incense are allowed.
- Do not stand in the doorways with the door open to visit. This is in consideration for your roommates' privacy and it saves on air conditioning/heating costs.
- Curtains in complexes must be closed at the time of curfew. All doors and windows must be closed and locked when you are not in your apartment.
- No babysitting in the apartments.

- Please wrap sanitary napkins or tampons in paper and put them in the trash. Do not flush them.
- Pajamas must be worn for sleeping and you must always wear clothing in your apartment.

### Internet Policy



The CFNI policy for internet usage is detailed in the Student Handbook. In addition to those policies, all internet usage in each complex will be monitored. Any inappropriate internet usage will be reported to the Women's Department.

### Keys



Each student will be issued an apartment key. Keep this key with you at all times. You will be charged for a replacement key if it is lost. If you are locked out of your dorm room, contact Security at **(214) 302-6200**. A charge for each lock-out will be assessed to your student account.

### Locking Doors



Every night at curfew your door must be locked.

### Housing

Changing your room is only allowed with proper approval from the Women's Department and proper clearance from the Housing Department. A moving fee is applicable.

Always sleep in your own apartment.

If you must withdraw from CFNI for any reason, please check out properly with the Women's Department.

### Visitor Policy



To receive visitors other than fellow students, you must get a Guest Housing Form from the Women's Department, fill it out completely, have the Dean or Asst. Dean sign it and then take the form to Housing as soon as possible.

Guests staying for more than 3 days will be assessed a charge by the housing department. Students are not allowed to bring people in off of the streets and into their rooms for ministry.

### Swimming Pool



No radios or CD players allowed in the pool area or courtyard area without headphones. Tanning oil, glass bottles, and food are not allowed in the pool area. Swimming after 10:00 p.m. is not permitted.

### Work Orders



Occasionally, something in your room may break down or wear out. If such a problem should arise, please fill out an online Work Order (found on the Student Informer).

Please allow the Maintenance Department to fix problems instead of doing it yourself. Please also remember that they have the entire campus to maintain and will fix the issue in your room as soon as possible.



### ROOM INSPECTIONS

Room inspections are as follows: Wednesdays-Agape; Thursdays-Mary Martha; Fridays Gospel Courts & Cornerstone. Times of inspection are from 1:00 pm-4:00 pm. The inspections are designed to ensure that each room is kept in the same condition as when you entered it. The rooms are to be kept clean and in a neat, orderly fashion. You may be present if you like.

A 'Room Inspection Guidelines' sheet has been placed in your apartment for your convenience.

Vacuum cleaners belonging to the complex should be used and returned within 30 minutes.

### Smoke Alarms/Fire Alarms



There is a smoke alarm in each room for your safety and protection. If the battery starts to run down, the detector will beep as a signal to change the battery. When this happens, please fill out a Work Order and maintenance will replace it as soon as possible. We are required to have smoke alarms in every room because of fire regulations, so please be sure your room has one, and that it is functioning properly.

### MAILING ADDRESSES

Your new mailing address is as follows:

#### Mary Martha

3434 Conway St.

Apt. #

Dallas, TX 75224

#### Mark House

3350 Tribune Dr.

Apt. #

Dallas, TX 75224

#### Cornerstone

3430 M.D. Love Fwy

Apt. #

Dallas, TX 75224

#### Agape

3522 Conway St.

Apt. #

Dallas, TX 75224

#### John House

3434 Tribune Dr.

Apt. #

Dallas, TX 75224

### EMERGENCY EVACUATION



#### Fire

In case of a fire emergency, call 911 and inform an RA immediately. Please exit the complex as quickly and calmly as possible using the stairs closest to your apartment. Please leave your door open as you leave. An RA will shut your door as she ensures your room is empty.



#### Tornado

If you hear air horns in your housing area, the Public Warning Systems Sirens, or if RAs ask you to; move quickly to the apartment directly below yours. Go to an area inside the apartment away from the exterior doors and windows (bathroom, hallway or closet). If you are not in an apartment at the time -

get away from the outside windows/doors. Do not be in large open areas. Get low to the ground and cover your head.

During these emergency situations, it is imperative that you follow the direction of the Women's Department and the RAs. Do not return to your apartment or leave from any building until you have been given permission from the Women's Department.



### Public Areas on Campus

#### (Outside of your apartment)

Media viewed or listened to in public places on campus must not contain vulgarity, inappropriate sexual content or offensive material. Therefore, no movies over a PG Rating may be viewed without prior approval from the Women's Department.

### Apartment/Off Campus

- No media over PG-13 may be viewed without prior approval from the Deans Department
- Due to limited space in apartments, computer/TV screens may not exceed 32 inches

## LIFE CLUSTERS

All single women are required to attend their monthly Life Cluster meetings, which occur the third Monday evening of each month in your RA's Room. Your Lead RA will communicate the time of the Life Cluster with you. Life Clusters are organized by apartment blocks, and you are in the Life Cluster that corresponds with your apartment number.

### AGAPE:

**RA Room 105:** 102, 103, 104, 106, 201, 202, 203, 204, 205, 206

**RA Room 118:** 114, 115, 116, 117, 119, 214, 215, 216, 217, 218, 219

**RA Room 208:** 107, 108, 109, 110, 111, 112, 207, 209, 210, 211, 212

**RA Room 220:** 121, 122, 123, 124, 125, 221, 222, 223, 224, 225

### MARY MARTHA:

**RA Room 105:** 103, 104, 106, 107, 108, 203, 204, 205, 206, 207

**RA Room 116:** 101, 102, 117, 118, 119, 201, 202, 216, 217, 218, 219

**RA Room 209:** 109, 110, 111, 112, 114, 115, 210, 211, 212, 214, 215

### CORNERSTONE:

**RA Room 124:** All of Cornerstone

### JOHN:

**RA Room 418:** All of John

### MARK:

**RA Rooms 202:** All of Mark

### OFF-CAMPUS:

Off-campus students will meet in the Women's Department.

# WOMEN'S DEPARTMENT

## Dean of Women

**Name:** Shannon Johnson

**Phone Number:** (214)302-6319

**Email:** deanofwomen@cfni.org

**Assistant Dean of Women**

**Name:** Kimberly Taylor

**Phone Number:** (214)302-6322

**Email:** asst.women@cfni.org