

## WVSOM ROTATION HOUSE RULES and PROCEDURES

### A. DESCRIPTION OF WVSOM ROTATION HOUSE:

1. The Rotation House is located at 284 Country Club Lane, Lewisburg. Parking is available in front of the Rotation House. Please note that there are only three (3) spaces available, possible carpooling may be used.
2. A maximum of eight (8) students can be accommodated.
3. Four (4) bedrooms have two (2) twin beds each. There is a full bath on each floor; the main floor bathroom is equipped with two (2) bathrooms with showers and a communal sink area.
4. There is a telephone in the kitchen area on the main floor.

### B. HOW TO SECURE HOUSING:

1. Arrangements for housing must be made in advance through the Office for Student Affairs. Students will be given priority in the following order: WVSOM students on required rotations; WVSOM students on elective rotations; students from other West Virginia medical schools on RHEP (Rural Health Education Program) rotations; students from other osteopathic schools participating in rotations at the Robert C. Byrd Clinic. Students will be assigned on a first come, first serve basis. **RESERVATIONS SHOULD BE MADE AT LEAST 30 DAYS IN ADVANCE.**

WVSOM interns and residents participating in special training programs on campus may be allowed to stay in rotation housing. They shall be given last priority and shall be bound by all rules and regulations. **WVSOM GRADUATE TEACHING ASSISTANTS MAY NOT STAY IN THE ROTATION HOUSE UNLESS ON APPROVED ROTATIONS.**

2. Keys must be picked up and returned between 8:00 a.m. and 4:30 p.m. weekdays in the Office for Student Affairs. Accommodations for after hour key pickup must be arranged individually through the Office for Student Affairs.

**A \$20.00 non- refundable deposit must be paid at the time the keys are picked up.**

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RHEP students, interns, residents, students from other West Virginia medical schools and students from other osteopathic schools must provide an \$85.00 room non – refundable deposit.

3. Students must indicate expected day and time of arrival and departure when arrangements are made with the Office for Student Affairs. Students must contact the Office for Student Affairs in advance if these dates change.
4. Male and female students will not be assigned to the same room unless married and on scheduled rotations.
5. Students must cancel reservations with the Office for Student Affairs if they decide not to use WVSOM housing. **Failure to cancel reservations may negate the privilege of using the house in the future.** Remember, by holding a reservation you do not intend to keep, you may be preventing someone else from using that space. No one may reserve a room in which to store belongings.

**RULES:**

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1. Persons violating the WVSOM parking regulations shall be given a ticket or towed at the student's expense without warning.
2. Occupants must supply their own mattress pads, bed sheets (twin beds), blankets, towels and other personal items, i.e., soap, toothpaste, etc
3. As this is a WVSOM Campus facility, **no tobacco products, alcohol, drugs, or weapons** are permitted in this house, the designated parking area or on the WVSOM campus. If items are found while student is staying in the rotation house, items will be confiscated and the student may be asked to vacate the premises. This is considered a violation of WVSOM Polices GA-08, GA-19 and PP-05. Administrative action will occur and could lead to dismissal.
4. **Absolutely no entertaining of guests may be done in the student rotation house at any time.**
5. Quiet hours are observed beginning at 7:00pm daily and continue until 8:00am. Courtesy hours are in effect at all times in order to preserve an appropriate living/learning environment.
6. Institutional Services will maintain the Rotation House. Occupants are to leave the kitchen clean (including the inside of the microwave) and dispose of trash in the proper receptacles. They are also asked to keep their rooms in such a manner that housekeeping can sweep the floor. Rooms should be left in a clean and orderly state at check out.
7. **Registered occupants will be held financially responsible for any destruction of property. Additionally, an occupant who destroys property will not be allowed to stay in the rotation house for any other rotation.**
8. The Office for Student Affairs shall oversee the housing. Problems shall be reported to the Office for Student Affairs.
9. An institutional representative will make periodic and unannounced visits to the rooms (including bathrooms and kitchen) to assure compliance with the house rules, check for damage and hazards, and to assure comfortable and safe accommodations for all the occupants.
10. Problems with plumbing, heating, electricity, etc., should be reported to the Office for Student Affairs during regular working hours at Ext. 6401.  
After hours, please call:  
Jeff Dowdy at 304-645-6270 Ext 6243 Monday through Friday 3pm to 11pm  
Will Alder after 11pm weeknights, week-ends and holidays at  
304-647-0401.
11. Personal belongings left after the end date of the reservation will be removed and stored for a period of 5 days; if they are not claimed by the end of the fifth day the items will be discarded. WVSOM will not be held responsible for personal belongings left behind after

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check-out.

12. **Mail should be received at the rotation site or at the student's home address**, not at the rotation housing or the school; no mail will be forwarded.
13. No pets of any kind are allowed.
14. No personal cooking appliances are allowed. Such items will be confiscated.
15. Personal care appliances (such as hair dryers, hot curlers, heating pads, etc.) and personal computers are permitted. Students are; however, cautioned to be sure these items are unplugged before leaving for any extended period. Two (2) ironing boards and two auto shut-off irons are available on each floor.
16. Occupants are responsible for securing personal items, such as money, jewelry, etc.
17. In case of an emergency situation, please call 9-911. Review of the WVSOM Security Information and Emergency Procedures pamphlet should be done upon check-in.
18. **As part of the WVSOM campus, all policies and rules apply to the WVSOM Rotation House and the designated parking areas.**
19. **Failure to adhere to the rules set forth in this document will lead to eviction from the rotation house and possibly be subjected to further student discipline including but not limited to; Student Promotions, Student Judicial, and dismissed from WVSOM.**

**IN CASE OF AN EMERGENCY PLEASE CONTACT CAMPUS SECURITY AT 304-647-8911**

### ADMINISTRATIVE GUIDELINES:

1. Students will request housing through the Director of their SWC site. The Director will

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make arrangements with the Office of Student Affairs regarding room assignment and length of stay.

- 2. The Office for Student Affairs will notify Institutional Services and Dean when appropriate.
- 3. The Office for Student Affairs shall oversee the housing. Problems should be reported to the Office for Student Affairs.
- 4. Rules will be posted in the rotation house.
- 5. Graduating students will terminate residency in the rotation housing at the end of the week preceding graduation week. No graduating student will be allowed to reside in the rotation housing during graduation festivities.
- 6. Each person checking into the rotation house must read and sign a copy of these rules upon check in.

**WVSOM RESERVES THE RIGHT TO DENY HOUSING PRIVILEGES IF YOU DO NOT COMPLY WITH ALL HOUSING RULES AND WVSOM REGULATIONS.**

I HAVE READ AND UNDERSTAND THIS DOCUMENT.

\_\_\_\_\_  
NAME/SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STAFF SIGNATURE

\_\_\_\_\_  
DATE