



Leibrock
Village

Brite Divinity School
at TCU

brite.edu/leibrockvillage
leibrockvillage@tcu.edu
817-257-7338

Housing Handbook

2024-2025

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INTRODUCTION

Leibrock Mission: *“To foster an inclusive residential community by providing a campus housing environment that promotes academic success and individual development.”*

This handbook contains information and guidelines for applying for and living in graduate student housing at Leibrock Village. Please read it carefully before applying for or renewing housing at Leibrock Village. For additional information refer to the Brite Divinity School Housing License. All Brite policies relating to Common Life, Student Services, and Codes of Conduct, can be found in the Brite Student Handbook found on the Brite website (brite.edu) under Policies and Handbooks.



Brite Divinity School is an institution that values diversity and challenges structures that intentionally or unintentionally encourage discrimination. As such, we do not discriminate on the basis of race, color, national origin, religion, sex, gender identity, gender expression, sexual orientation, social class, age, disability status, citizenship status, membership or application for membership in a uniformed service, or any other category protected by applicable law.

Brite Housing is committed to promoting a diverse and just environment, in which language and practices support the achievement of inclusion. This includes, but is not limited to, respectfully using whatever name and pronouns a person asks us to use.



As a community, we acknowledge the many benefits we have of being in this place. It is a space we share with all living beings, human and non-human. It is an ancient space where others have lived before us. The monument created jointly by TCU and the Wichita and Affiliated Tribes reminds us of our benefits, responsibilities, and relationships.

We pause to reflect on its words: This ancient land, for all our relations.

We respectfully acknowledge all Native American peoples who have lived on this land since time immemorial. TCU and Brite Housing especially acknowledges and pays respect to the Wichita and Affiliated Tribes, upon whose historical homeland our university is located.

LEIBROCK VILLAGE STAFF

Erin Houchin

Director of Housing

Email: erin.houchin@tcu.edu; Office: 817-257-7338

- Assigns apartments, approves moves, issues housing agreements
- Supervises Leibrock staff
- Oversees and implements Leibrock operations
- Oversees and implements housing policy
- Provides support for residents

Service Assistant

- Cleans and maintains public spaces
- Prepares apartments for incoming residents
- Advises Director of Housing concerning building needs and problems

Resident Assistants

Email: leibrockvillage@tcu.edu; On-Call: 817-257-7171

- Provides community support and plans events
- Provides after-hours assistance for urgent issues
- Supports Director of Housing and Service Assistant in Leibrock operations

IMPORTANT TELEPHONE NUMBERS

Brite Housing Office (Moore House #500)..... 817-257-7338
 On-Call Staff (after hours) 817-257-7171

Institutional Compliance Officers

Brite Title IX Officer 817-257-7577
 TCU Title IX Officer 817-257-4969
 TCU Office of Institutional Equity 817-257-4748
 Full list at <https://www.tcu.edu/compliance/officers.php>

Emergency Contacts

Campus Police Emergency **817-257-7777**
Medical Emergency **911**
 Facilities Control Center (TCU emergency maintenance) 817-257-7954
 (call ONLY if the RAs and Director cannot be reached)
 24/7 Phone Counseling Helpline 817-257-7233
[Campus Police](#) (Non-Emergency) 817-257-8400

Student Support Resources

[TCU Dean of Students](#) 817-257-7926
[Brite Director of Community and Spiritual Life](#) 817-257-7513
[Counseling Center](#) 817-257-7863
[Health Center](#) 817-257-7940
[Religious and Spiritual Life](#) 817-257-7830
[Student Access and Accommodation](#) 817-257-6567
[International Student Services](#) 817-257-7292
[Gender Resource Office](#) 817-257-4820
[Substance Use and Recovery Services](#) 817-257-7100

Other Important Numbers

[Student Accounts](#) 817-257-7836
[Financial Aid](#) 817-257-7858
[Parking and Transportation Services](#) 817-257-7930
[Recreation Center](#) 817-257-PLAY
[Health Center](#) 817-257-7940

FWISD Schools

LILY B. CLAYTON ELEMENTARY SCHOOL 817-922-6660
 MCLEAN MIDDLE SCHOOL 817-814-5300
 PASCHAL HIGH SCHOOL 817-814-5000

LEIBROCK VILLAGE MAILING ADDRESS **TCU BOX 298140**
Fort Worth, Texas 76129

LEIBROCK VILLAGE PHYSICAL ADDRESS **2931 SANDAGE AVE.**
Fort Worth, Texas 76109

EMAIL ADDRESS LEIBROCKVILLAGE@TCU.EDU

ELIGIBILITY, APPLICATION, AND MOVE-IN

General Eligibility

Students enrolled full-time, as defined by program, in a graduate degree program of Brite Divinity School or in a TCU graduate program are eligible to live in Leibrock Village for a maximum of forty-eight (48) consecutive months. Proof of eligibility may be requested. Admission to Brite or a TCU Graduate program does not in itself guarantee that housing at Leibrock Village will be available to the student or their family.

Ph.D. students are permitted residency for a maximum of ten consecutive semesters. No one may be in residency longer than sixty months without permission of the Director of Brite Housing.

Students admitted as "Special" students, enrolled for nine semester hours at Brite Divinity School, are eligible for Brite Divinity School Housing for one semester only. To remain eligible for Brite Divinity School Housing, "special" students must be admitted to a degree program of Brite Divinity School.

The apartment is solely for the student, their spouse or committed partner, and two children thereof. Occupancy is limited to two persons per bedroom. No apartment may be sublet.



Housing Commitment

Leibrock Village is designed to function as an inclusive graduate student residential community that promotes academic success and individual development. Therefore, the Housing License functions as a contract designed to protect the interests of both the campus and the residents.

The Housing License is for a **FULL ACADEMIC YEAR**, and expires on May 31st. Housing fees are billed by academic term to the resident's student account. All payment plans and options should be coordinated with [TCU Student Financial Services](#). You are responsible for the full costs for the academic year unless you qualify for one of the exemptions below:

1. Graduation
2. Academic/disciplinary suspension
3. Medical related withdraw

You must remain an enrolled student to live at Leibrock Village. Should a student's course load at Brite Divinity School or TCU drop below the required semester hours, the student and family may be required to vacate the apartment within two (2) weeks. If a student drops all courses, the student and family may be required to vacate the apartment within forty-eight (48) hours. Vacating for any reason other than the three exemptions above, including voluntary withdraw or failure to enroll, forfeits your security deposit and does not release you from responsibility for the housing charges, any additional cleaning costs, and/or damages incurred.

Applications or renewals from students who are delinquent in their financial obligations to Brite or TCU will not be processed until any relevant holds have been lifted and will be considered late applications/renewals if clearance is delayed. The deadline for addressing these obligations is April 1st for renewals and July 1st for applications.

Housing Options

Leibrock Village provides unfurnished one- and two-bedroom apartments for student rental. Housing fees include all utilities (electric, water, trash, recycling), internet, laundry, and one parking space per bedroom. Apartments are supplied with stove, refrigerator, dishwasher, and garbage disposal.

On occasion, furniture and other items donated by community members are available on a first come, first serve basis. To inquire about availability, please email leibrockvillage@tcu.edu. Please be aware that by accepting any items, you are accepting ownership for them and they are your responsibility to make arrangements for them when you vacate.

Most people desiring shared housing are hoping for a greater level of community than they would experience living alone. Those who are interested in a shared two-bedroom apartment primarily for the financial savings, but are not interested in relating intentionally to others, should choose a one-bedroom apartment.

It is understood that those in a shared two-bedroom apartment will make every effort to maintain a healthy living space for all by having intentional and regular communication. We recommend creating a regular time for conversation and check-in, as well as clearly defining the roles and responsibilities within the shared spaces, to avoid misunderstandings. The Director of Housing, as well as other offices on campus, are available for consultation if direct communication is not working. Brite Housing reserves the right to make housing changes if unresolved, unhealthy dynamics between roommates deem it necessary.

Residents have the option of making mutual roommate requests, either on their housing application or by email to the Director of Housing. Requests confirmed by both parties are honored whenever possible. For roommate assignments made by the Director of Housing, while attention is given to any preferences noted on the housing application, assignments are made based on the following primary criteria:

- Gender Inclusive Housing/Same Gender Housing Preference
- Health-related concerns, such as:
 - Smoking or non-smoking preference (Please note that tobacco use is not permitted on campus or in any campus facility)
 - Dietary restrictions
 - Presence of alcohol in the apartment
- Preferred sleeping hours

Brite Housing reserves the right to consolidate two residents who are each renting one-half (1/2) of a two-bedroom apartment, but who have no apartment-mate, during the term of the Housing License. Students who share apartments are entitled to use only the bedroom and bath rented specifically to the student and the common areas (kitchen, dining room, living room). Brite Housing reserves the right to enter shared apartments and prepare the unassigned portion for prospective incoming residents.



Housing Application Process

Students requesting to live in Leibrock Village must complete a [housing application online](#) with a \$350 application deposit, nonrefundable after May 1 for Fall occupancy and November 1 for Spring occupancy. Upon occupancy, the application deposit converts to the security deposit.

A background check is required as part of the application process for all residents over the age of 18. See [Background Check Policy](#).

It is recommended that incoming students interested in housing complete an application upon admission to Brite Divinity School or a TCU Graduate program. Apartments are assigned in the order that applications with housing deposit and completed criminal background check, as applicable, are received.

Housing assignments are made on June 1st for the following Fall Semester and November 1st for the following Spring Semester. The Director of Housing will seek to accommodate students' housing requests indicated on the housing application according to the vacancies available. However, because of limited options for some individuals or families, maintenance and cleaning schedules, and other factors, we cannot guarantee all requests will be met.

Leibrock Village recognizes that students with disabilities may require a housing accommodation to fully participate in the residential component of the campus experience. Student Access & Accommodation actively works with Brite Housing to provide housing accommodations within campus owned housing. Specific housing accommodations due to disability must be identified by a qualified professional and approved through Student Access & Accommodation. For more information, visit <https://www.tcu.edu/access-accommodation>.



Gender Inclusive Housing

Gender inclusive housing refers to roommate pairings where the gender of the roommate is not taken into consideration when the room is assigned through the assignment process. While this is intended to support residents who identify as LGBTQIA+, this is available to all residents who feel they would be more comfortable in a gender inclusive apartment or feel they could provide a safe and inclusive space for another resident regardless of gender identity/expressions, sexual orientation, or any other factor.

We want your apartment to be a safe and comfortable living space and make every effort to assign a roommate with someone who has indicated a similar interest in gender inclusive housing. Your roommate may or may not hold the same gender identity as you.

Residents can indicate their preference for gender inclusive housing on their housing application or, for current residents, by email to the Director of Housing. If a resident does not request gender-inclusive housing, the student will be assigned a same-gender roommate as indicated on the housing application.



Move-In Procedures

BEFORE YOU ARRIVE

1. **Check your email frequently.** Your address, detailed move in instructions, and other important information will be sent to the email address on your housing application ahead of your arrival. Also, do not hesitate to ask any and all questions by emailing leibrockvillage@tcu.edu or calling 817-257-7338.

2. **Please complete any forms sent prior to your arrival.** This helps to expedite your move in process on the day you arrive. If you will be sharing an apartment with a roommate, please connect with them in advance and keep them updated with your plans.
3. **Schedule your arrival.** Incoming residents are responsible for notifying Leibrock Village of their preferred move in date and time. Any changes to this date or time must be communicated in advance with as much notice as possible, preferably by emailing leibrockvillage@tcu.edu.

Move in dates and times are scheduled based on the following parameters:

1. Start of academic/billing term – August 1 or later for Fall, January 1 or later for Spring, June 1 or later for Summer
2. Leibrock Office Hours/Staff Availability
 - a. Leibrock Office Hours are M-F, 8:00 a.m. to 5:00 p.m., except for [University Holidays](#) and Closures
 - b. Move in dates/times outside of office hours may be considered on a case by case basis dependent on staff availability to facilitate the arrival. [After-hours check-in fee](#) will be applied to student account.
3. Apartment availability on the requested move-in date

Requests for earlier move in dates prior to the start of the academic/billing period may be considered if requested a minimum of 30 days in advance in writing to the Director of Brite Housing. An additional housing fee is paid in advance in weekly increments (A week is defined as seven (7) calendar days Sunday through Saturday). If a request is granted, the resident will receive a written confirmation and payment schedule.

Prorating for moving in during an academic/billing term after the start of the term is not permitted – i.e., a resident electing to move in on August 15th is still responsible for the total Fall Housing amount.

If you have special needs related to your move-in date and time, please contact the Leibrock Village office by email at leibrockvillage@tcu.edu and we will do our best to accommodate you.

WHEN YOU ARRIVE

When you arrive at Leibrock, please come to 2931 Sandage Ave (Center Building) to complete any remaining forms and receive your keys. A staff member will accompany you to your apartment to conduct a joint apartment inspection. After your forms and walkthrough are complete, you may begin your move in.

There are a limited number of hand trucks and carts you are welcome to use to assist with the move in, however, they are available on a first come, first serve basis and cannot be reserved. Please return these hand trucks and carts to the location where you found them when you have finished so others can easily access them as well.

Please be mindful that the elevators are passenger elevators and observe the posted weight limit when loading items into the elevator.

For assistance in accessing Wi-Fi, please visit [TCU IT's website](#) or call 817-257-5855.

LIFE AT LEIBROCK

Safety, Security, and Emergencies

The Brite Safety policies can be found in the Brite Student Handbook found on the Brite website (brite.edu) under Policies and Handbooks. Campus health and safety policies may be updated at any time in response to changing conditions or concerns. These updates take precedent over those included in this Handbook. Brite Housing reserves the right to enact health and safety measures above and beyond campus policies in response to the needs or unique concerns of our residential community. Updates or changes will be communicated by campus officials via email and/or website and by Brite Housing via email. Additional information and guidance are available through the TCU Office of Public Safety website at publicsafety.tcu.edu.

BUILDING SECURITY

Since Leibrock Village represents a unique community, everyone shares the responsibility for security of the building and residents. All doors are locked 24 hours a day. You must use your ID card to enter your hall. You should be aware that tampering with the security of Leibrock Village, such as propping doors open, affects the safety of all residents and is taken very seriously. Those who are authorized to access Leibrock Village buildings have a swipe card that permits that access. Do not allow anyone to enter a Leibrock Village building unless they are your personal guest, since you are responsible for their behavior, as well as any damages or policy violations, that may result from granting access. For more information, please consult the [Keys and Lock Out policy](#).

If you notice someone in Leibrock Village that does not belong, is behaving in a suspicious manner, or both, please contact TCU Police immediately (817-257-7777) and a Leibrock staff member. Do not confront the person yourself.

CALL BOXES

Call boxes are positioned at the front door of each building and at the back door of Patterson and Hooks houses. To place a call, push the call button. At the sound of the dial tone, a four-digit TCU extension may be dialed. The red HELP button on the call box rings at the TCU Campus Police office.

Contact phone numbers for Resident Assistants and the Director of Brite Housing, as well as the number and location called from, are posted on a window near the call boxes.

In most instances, calling TCU Police (817-257-7777) in an emergency is the most appropriate approach.

FIRE ALARMS

Whenever a fire alarm sounds, normal evacuation procedures must be followed. All occupants are required to leave the building and may not return until permitted by TCU Police or fire officials. A complete floor-by-floor, room-by-room check will be made of the building by Leibrock staff, TCU Police and/or fire officials whenever possible. Occupants must remain outside the building during this check. Remember that smoke, not heat or flames, is the major cause of casualties in housing facility fires.

Know these procedures in the case of an evacuation:

- Leave the building immediately upon hearing the fire alarm sound. Under normal conditions, all residents are expected to evacuate from Leibrock buildings in less than 3 minutes. All occupants must leave the building and may not return unless told to do so by Texas Christian University Police officers or fire officials.
- Learn the locations of all exits nearest to your room. Do not assume your regular exit is closest or safest. If possible, wear shoes and dress appropriately for the weather conditions. Avoid using the elevator.
- If time allows, turn off potentially hazardous equipment and appliances.
- Meet at designated rally point, which is located near the vehicle entrance on Sandage Ave. (See [TCU Public Safety Rally Point Map](#))
- When you leave your room, close the door.
- If smoke is present, crawl low to the floor or stay in your room.
- Only use stairways; never use an elevator.

If you cannot leave your room for any reason:

- Block all openings with wet towels
- Call TCU police (817-257-7777) or 911 and advise the dispatcher of your location
- Stay close to the window holding a wet towel to your face;
- Do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out the windows

Fire extinguishers are checked annually. To insure prompt replacement, residents must inform the Director of Brite Housing when a fire extinguisher has been used.

Due to the potential fire hazard they create, no personal barbeque grills, smokers, hibachis, etc. are to be stored or operated in Leibrock Village. Halogen lamps and gel candles are not permitted due to the number of fires they have caused in campus housing.

Heat sensors were placed in each apartment according to state fire code. They are very sensitive and can easily be activated. To avoid unnecessarily setting off the fire alarm when cooking, be certain to use the stove hood fan.

LOCKDOWN

When emergency conditions involve an active shooter or a violent situation involving the police, the safest method to protect individuals may be to lockdown and take shelter inside and await further instructions.

When in a [lockdown](#) situation, one must do the following:

- Lock or get into a locked room or hiding place
- Block the doorway with furniture
- Block any view into the room
- Silence cell phones (including the ringer) and remain absolutely quiet
- Do not allow anyone in the space (emergency responders will have keys to open the door)

Once the police arrive:

- Remain calm and follow their instructions
- Drop any items in your hands
- Raise your hands and spread your fingers

- Avoid sudden movements toward the officers
- Avoid pointing screaming or yelling
- Do not ask questions when evacuating

SEVERE WEATHER AND TORNADOS

Texas is subject to tornadoes, particularly (though not exclusively) from March through September.

When the [tornado alert signal sounds](#), you should:

- Move quickly and quietly to the lowest level interior hallway or restroom in the building
 - **No one should remain on the second or higher floors**
- Avoid exterior windows.
- Keep calm and listen for instructions.
- Take one of the following positions:
 - sitting with head between knees and hands covering head, or
 - kneeling with hands covering head.
- Stay in the designated area until the official “clear” is given.

In case of flash flooding warning or watch, residents are urged to move automobiles to higher, safe areas away from storm drains to remove as many items from floor areas as possible as a precaution.

WEAPONS OR DANGEROUS DEVICES

See Campus Policy 2.060 regarding Firearms and Weapons found at <http://hr.tcu.edu/wp-content/uploads/Policy-2.060-Firearms-and-Weapons.pdf>.

COVID-19 PROCEDURE CHANGES

Out of concern for the safety and wellbeing of our community, modified policies and procedures may be in place in response to the COVID-19 pandemic. Please refer to the Leibrock Weekly email and posted notices for current policies and procedures. Campus health and safety policies may be updated at any time in response to changing conditions or concerns. These updates take precedent over those included in this Handbook. Brite Housing reserves the right to enact health and safety measures above and beyond campus policies in response to the needs or unique concerns of our residential community. Updates or changes will be communicated by campus officials via email and/or website and by Brite Housing via email.



Apartment Decoration and Modifications

Use wall hanging devices that are driven into the walls at a slant. Other approved wall hanging devices are drywall anchors (5/16” diameter or less), and wall putty. Do not use Scotch tape, sticky hooks, masking tape, cement, cork squares, decals or bumper stickers as these items cannot be removed without damaging the walls. Contact paper, corkboard, or wallpaper may not be used on walls, shelves, or in cabinets.

Mounted hardware for shelves and window treatments must remain. Decorations should be removed before vacating the apartment. All screws, nails, or other hanging devices should be left in place at move out. Do not attempt to fill holes in the walls.

Do not paint the walls. No structural changes may be made.

Bicycles

Outdoor bicycle racks are conveniently located in the Village. Do not bring a bike unless you plan to ride it frequently or keep it in your apartment. By Fort Worth Ordinance, no bicycles may be stored in hallways or stairwells.

Visit <https://police.tcu.edu/contact-us/register-your-bike/> to register your bike with TCU Police.



Books

Several generous people have donated books to Leibrock Village. The books are loosely organized by subject and are stored in the various reading areas throughout our complex. Examples of the subject groupings are Preaching/Sermons, Bibles/Commentaries, Fiction, Spiritual development, and Popular Theology. Directories can be found on each bookshelf. The books are available to any resident for study, reference, reflection, or pleasure reading. Residents are encouraged to use the books and to return them to the shelves when finished.

The Village has a special collection of books in Moore House. They are typically older books, books signed by the author, books written by or about TCU and/or Brite faculty, or books of local interest. Please check with the Director of Brite Housing regarding use of these books.

Also located in Moore House is a shelf where residents can exchange books. All are welcome to add or take from the books on that shelf at no cost.



Communication

Cell phone and e-mail are two important means of communication on campus, including at Leibrock Village. All apartments are wired for TCU WIFI Internet access, and every Brite/TCU student is issued an e-mail address. All communication from the Leibrock staff will be sent to student resident's TCU e-mail address. For non-student residents, such as partners or spouses, communication will be sent to the email address on record. Important information for residents is shared via email. **Residents are expected to frequently check their email and to make responses as requested.**

Residents are required to have a current cell phone number on record with the Leibrock office for emergency communication purposes.

In order to reduce the volume of emails sent to residents, weekly email updates are sent to keep residents apprised of upcoming events and activities. These emails are your best source of information for an overview of community life at Leibrock.



Maintenance Requests

ROUTINE MAINTENANCE REQUESTS: Complete the Repair Request Form at tinyurl.com/LeibrockRepair. Explain the problem or concern and be as specific as possible. The request will be directed to the proper department for repair during regular office hours (Monday through Friday from 8:00 a.m. until 5:00 p.m.).

EMERGENCY MAINTENANCE after office hours and University holidays:

Emergency maintenance is defined as anything that may pose a threat to residents' health or safety and includes such things as broken water lines, backed-up drains with overflowing water, loss of water, power failure, broken window glass, no heat or air conditioning, lock malfunction, etc.

Call the on-call staff member (817-257-7171) IMMEDIATELY. If you are unsuccessful in reaching a Resident Assistant or the Director of Brite Housing, call TCU Facilities Control Center at (817) 257-7954. This number is answered 24 hours every day. **After you have called the Control Center to report the emergency, continue to try to contact a Resident Assistant or the Director of Brite Housing.**

IT HELP TICKET – If a problem with internet services is experienced, please [submit a help ticket](#) or contact the IT help desk at (817) 257-5855. For more information, visit it.tcu.edu. Email leibrockvillage@tcu.edu or call (817) 257-7338 to notify a staff member of the difficulty to enable the Leibrock staff to coordinate with TCU IT for urgent or complex wide issues.

LAUNDRY ROOM MAINTENANCE – If a problem with a **WASHER** or **DRYER** is experienced, you can request service by either:

- 1) Scanning the QR code on the machine
- 2) Emailing service@caldwellandgregory.com
- 3) Visit <https://customerportal.caldwellandgregory.com/service-request-full/>
- 4) Or call 800.927-9274



Public Areas

COMMUNITY SPACES AND KITCHENETTES

Each Leibrock building offers one larger community room, along with several study and community spaces, for residents' use. Our community spaces are designed for residents to gather and develop meaningful relationships with fellow residents and Leibrock staff. Feel free to talk, study, and relax in our community spaces. When you use one of the community spaces, please respect others who may be using it at the same time.

You are more than welcome to host residents and guests in the common spaces for study groups, game nights, book clubs, etc. Please be mindful of [quiet hours](#) when scheduling gatherings. Email leibrockvillage@tcu.edu for information on how to reserve these spaces.

Residents are responsible for assisting in the care and cleanliness of all community spaces. Although these facilities are cleaned regularly, your help is needed.

Removing furniture from public places without authorization will result in disciplinary action.

Kitchenettes are located next to the community rooms in Abell-Hanger/Beasley and Mabee/Hill. It is the responsibility of the resident using any appliances within to remain while food is cooking. Cleaning is the responsibility of the person who uses it. If residents do not clean up after themselves, kitchenette privileges may be suspended by the Leibrock staff. Keep in mind that this is a privilege and may be restricted if proper use is not followed. Please be considerate.

Often, canned goods and other non-perishable foods can be found in the kitchenette cabinets. Residents are welcome to take or add as they wish and are responsible for monitoring the expiration dates of items they receive or place there.

CHILDREN’S PLAY AREAS AND PLAYGROUND

We strive to provide children with safe and enjoyable places to grow and learn. It is in a child’s nature to play, sometimes loudly, and we ask neighbors for their understanding. Play area and playground hours are 9 am until 10 pm. Families and children should try to limit their children’s active play in the evening hours, being mindful especially of the established [quiet hours](#).

Play areas and a playground for use by Village children have been developed through gifts of friends of Brite, past and current residents, as well as partnership with the School of Education at TCU.

- Play area and playground hours are 9 am until 10 pm.
- Please help children leave the play areas and playground orderly when through playing. Put toys, books, and costume items in appropriate storage areas.
- Children must be supervised in the play areas at all times. Resident children and visiting children are the responsibility of their parents or legal guardians. [See Child Supervision](#).
- For security reasons, children must never be left unattended in the play areas, playground, or in any part of the Leibrock Village complex.
- All play area items must be kept clear of pathways in order to abide by local fire code. Playground toys must not litter sidewalks.

LAUNDRY FACILITIES

Leibrock Village provides convenient laundry facilities in each building for the use of Leibrock residents. No personal clothes washers and/or dryers may be used or stored in apartments in Leibrock Village. Violation of this rule will result in requiring the occupants of the apartment to vacate within 48 hours.

Residents are responsible for assisting in the care and cleanliness of the laundry rooms. Although these facilities are cleaned regularly, your help is needed.

- Use the magnetic labels with your apartment number to indicate which washer(s) or dryer(s) you are using. The labels are located in the laundry room on your floor.
- Leaving laundry products in laundry rooms is not recommended, but must be marked with the owner’s apartment number and stored in a cabinet if left there.
- Allow 15 minutes before removing another’s laundry from a machine. Do not put another’s laundry in the dryer even as a courtesy, as some items are not dryer safe and may be ruined. If abandoned laundry is not identified by an apartment number on the machine and you need to start your laundry, set the items aside on one of the counters (after the given 15 minutes).
- Clean the lint filter before and after each use of a dryer.
- Clean up after yourself Clean spills of detergent, liquid softeners, and bleach.
- Dispose of lint, fabric softener sheets, and empty detergent boxes and bottles in the trashcan provided.
- Watch children Children should not play in the laundry rooms. [See Child Supervision](#).

Laundry Room Maintenance – If a problem with a **WASHER** or **DRYER** is experienced, you can request service by either:

- 5) Scanning the QR code on the machine
- 6) Emailing service@caldwellandgregory.com
- 7) Visit <https://customerportal.caldwellandgregory.com/service-request-full/>
- 8) Or call 800.927-9274

Speed Queen App – Download the Speed Queen mobile app in the [Apple App](#) store or via [Google Play](#). After creating your account using your TCU email account, use the code “BDSTCU” to add the Leibrock Village laundry rooms. You can view machine availability and see remaining cycle times for all laundry rooms from any location with internet access.

EXERCISE ROOM

The Sheet’s Exercise Room is located in the back of Moore House (center building) and houses a workout station, dumbbells, and other exercise equipment. All residents over the age of 18 and who have a signed Participant Release and Indemnity Agreement on file are welcome to make use of this space.

Residents are responsible for assisting in the care and cleanliness of the exercise equipment. Although these facilities are cleaned regularly, it is expected that residents will wipe down equipment before and after use.

If you discover any equipment in need of repair, please immediately cease use and contact a Leibrock staff member at leibrockvillage@tcu.edu.



Parking

Leibrock Village has enacted the following parking regulations for safety and security, as well as to make parking and traffic flow on the property as efficient as possible. They apply to all residents and visitors. Voluntary compliance with these regulations is the goal, rather than to assess fines. Parking fines have been enacted to deter violations.

One parking space is designated for each bedroom in a Leibrock Village apartment. Leibrock Village is unable to provide “close-in” parking for all vehicles. The perceived lack of a preferred parking space does not justify violation of any parking regulation. Extra parking spaces may be rented at \$30 per semester for Fall and Spring and \$15 per semester for Summer and is billed to the student’s account.

Parking permit stickers are issued to all residents who have [registered a vehicle](#) with the Leibrock Office to identify their assigned parking space. Vehicle registration must be renewed annually to remain in compliance. Residents may only register vehicles for which they are the owner or primary driver and proof may be requested at the discretion of Brite Housing. Falsifying or misrepresenting any aspect of vehicle registration or other information provided to Brite Housing is a Code of Conduct violation.

Do not park in a space assigned to another resident. A resident who finds an unauthorized vehicle parked in their parking space should notify the Leibrock Village Office. If the problem persists, the violator may be ticketed by Campus Police. Illegally parked, inoperable or unauthorized vehicles will be ticketed and possibly towed at the owner’s expense.

Six parking spaces are designated for visitors. These spaces may only be used while actively visiting a Leibrock resident and cannot be used in lieu of more appropriate on-campus parking. No resident or

individual with a Leibrock Village parking sticker may park in a parking space designated Visitor. A parking permit must be purchased at the TCU Police Department to park elsewhere on the TCU campus.



Personal Items and Rental Insurance

Recycle bins, bicycles, toys, furniture, strollers, and other items may not be left on walkways, in front of the stairs, or in the parking lot. Any such items, especially those that interfere with the normal hallway travel or block doorways, are considered potential hazards per City of Fort Worth Fire Code. Residents in violation may be fined and/or the items may be discarded.

No personal barbeque grills, smokers, hibachis, washing machines, clothes dryers, etc. are to be stored or operated in the Village. (See [FIRE ALARMS](#))

Residents living in Leibrock Village are responsible to provide insurance coverage for their belongings at the resident's cost. Please check with your personal or local insurance agent as Leibrock Village does not recommend any particular plan or provider.

Brite Housing, Brite Divinity School, and Texas Christian University shall not be liable or responsible for injury to or death of any persons or damage to any property occurring in, upon, about, or at the Leibrock Village premises, which damage or injury is caused by the negligent acts or omissions of, or the breach of any covenant, term or condition of the Housing License, by the student, any member of the student's family, or any person who is in the student's apartment or on the Leibrock Village premises with the student's express or implied consent, and the student, any member of the student's family or such person, shall hold Brite Housing, Brite Divinity School, and Texas Christian University, its trustees, officers, agents, employees, independent contractors and vendors harmless from and defend and indemnify them against, any and all claims, losses, damages, causes of action, suits, proceedings and liabilities of every kind (including but not limited to attorneys' fees and court costs), including claims, losses, damages, causes of action, suits, proceedings, and liabilities caused by any negligent act or omission on the part of Brite Housing, Brite Divinity School and Texas Christian University.



Pest Control

Leibrock Village buildings are routinely monitored and treated, as necessary, for insects and other pests through an external pest control contractor. Residents should report any evidence of pests immediately by completing the Repair Request Form at tinyurl.com/LeibrockRepair. Individual apartments will be treated upon request of the resident.

Due to a growing national concern, Brite Housing takes a proactive approach to the addressing of all pests, including bedbugs. Information regarding the prevention and detection of bedbugs is provided to each resident and additional copies of this information can be requested by calling (817) 257-7338 or emailing leibrockvillage@tcu.edu. It is the resident's responsibility to educate themselves and take action to prevent bedbugs from entering Leibrock Village.

Residents are required to disclose previous exposure to bed bugs, and must certify that their personal property has been treated by a licensed pest control professional and is free of further infestation.

Failure to disclose or bringing in items previously exposed but not properly treated will result in the resident being responsible for all costs associated with treatment. Also, a resident who knowingly allows guests or visitors into their apartment who have been exposed to bed bugs will be responsible for the all costs associated with treatment should the apartment become infested.

In addition, Brite Housing requires all mattresses and box springs to either be rated as bed bug resistant or have a bed bug proof mattress encasement cover upon occupancy. While residents may choose the cover or mattress they wish to purchase, the covers must be “bite proof” and feature a zipper lock of some fashion. Brite Housing reserves the right to require proof from the resident that they have a sufficient encasement cover on mattresses and box springs at any point during occupancy. Failure to comply may result in fines and other financial consequences including, but not limited to, all costs associated with treatment should the apartment become infested.

If a resident suspects they may have bedbugs in their apartment, they are required to immediately notify the Director of Brite Housing via email (erin.houchin@tcu.edu) so that an inspection, and if necessary, treatment will be scheduled. **Failure to notify the Leibrock Village Office via email of evidence of bedbugs or failure to follow all treatment instructions given may result in financial or other consequences.**

Residents Can Help With Pest Control

Evidence of insects and rodents may be a signal to change the way food and water are managed.

- Are food staples in tightly closed, impenetrable containers? Clean glass jars, canisters, and tin boxes are suitable for storing dry foods. Decorated kitchenware is not necessary.
- Are spills and crumbs cleaned up promptly? Is the kitchen floor swept daily? From an insect's eye view, a few crumbs are a feast.
- Is garbage accumulated in a plastic bag that is then closed with a twist tie to prevent pest-drawing odor during the day and taken to the dumpster each night?
- Refrigerate overripe fruits and vegetables.
- Are dirty dishes cleaned promptly or rinsed and put in the dishwasher?
- Are little reservoirs of liquid available? The most unexpected watering holes attract insects. Cover not-quite-empty soft drink bottles. Empty water in plant saucers.

Useful “DON’T” Guidelines

- **Don't** use contact paper. As the glue attracts insect pests, using contact paper on shelves and in cabinets is not permitted in Leibrock Village. Non-adhesive shelf-liners are easy to install and clean.
- **Don't** save paper bags. They are frequently infested, and can be harborage for roaches.
- **Don't** buy beverage cartons with spilled syrup or malt. The spill could contain roach eggs.
- **Don't** buy used furniture unless each piece is inspected carefully. That mellowed dresser or bed could be home to unwanted pests.
- **Don't** place food or trash outside apartment doorways or in hallways.



Postal Service and Package Delivery

U.S. mail is delivered and picked up at post boxes located in front of Moore House. Post boxes are assigned by apartment. Individual post box keys are issued to residents when they move into Leibrock Village. Lost keys should be reported to the Director of Brite Housing. Replacement keys will be issued and the charge (\$10) will be billed to the student's account.

The Trinity River Station, located at 4450 Oak Park Lane, (817-275-8777) is the post office for Leibrock Village.

As a courtesy and convenience for residents, the Leibrock Village Office will accept packages for residents from US Postal Service, UPS, Federal Express, etc. during regular office hours or when contacted by delivery personnel. Residents will be notified by e-mail when a package arrives. Packages may be picked up in the Evans Living Room in Moore House, across from the Village Office.



Recycling Program and Green Apartment Certification

The recycling program relies on resident volunteers to help with the collection of recyclable materials. If there are periods where there are insufficient volunteers, the program may be temporarily suspended. Residents wishing to volunteer should email leibrockvillage@tcu.edu.

Residents can place their recycling in the bins/cans located next to the dumpsters in the enclosures. Boxes should be flattened and placed behind the bins. For more information on what is and is not recyclable, go to <http://fortworthtexas.gov/solidwaste/recycling/>.

The Green Apartment Certification seeks to highlight those who's behavior reflects a commitment to eco-responsibility. Those wishing to participate can complete the survey by [clicking here](#). Those who score above the threshold will receive a certificate that can be displayed.

POLICIES AND PROCEDURES

Open Door and Grievance Policy

All members of the community are free to seek information from the staff members responsible for any aspect of community life on any matter that is troubling them, or call attention to any condition that may appear to be operating to their disadvantage or the disadvantage of the Divinity School. Such informal discussions when a problem first develops can enable many problems to be cleared up without delay.

Some misunderstandings are inevitable, and not every real or imagined cause of personal dissatisfaction can be removed by such discussions. In these circumstances, the following steps are suggested for resolving these problems or concerns:

1. Initiate a discussion with the appropriate or primary staff or faculty member to see if a resolution can be found to the problem or concern (for example, if the problem is related to a housing concern, the student should first speak with the Director of Housing for Brite Divinity School);
2. If the above step is not appropriate or fails to arrive at a satisfactory solution, the student (and, as appropriate, primary staff or faculty member) should place their concerns in writing and deliver the document to the office that constitutes the next level of supervision (in the case of housing, the Vice President of Business and Finance);
3. The student should then meet with the staff member receiving the written document to see what additional solutions can be developed and discussed with the primary staff member to obtain a satisfactory solution;
4. If the process fails after the above steps have been taken, you may request further review with the President. Within a reasonable period of time, a final decision will be made by the President, or other appropriate Brite Divinity official, and reported to all parties concerned.

Concerns related to possible violations of the Divinity School's Equal Employment Opportunity and Harassment Policy or Title IX should be addressed by students through the Complaint Procedure set forth in that policy.

A resident's standing at Leibrock Village will not be adversely affected in any way by their appropriate use of the Open Door Policy.

All Brite policies relating to Common Life, Student Services, and Codes of Conduct, can be found in the Brite Student Handbook found on the Brite website (brite.edu) under Policies and Handbooks.



Policy and Conduct Violations

Leibrock Village seeks **“to foster an inclusive residential community by providing a campus housing environment that promotes academic success and individual development.”** Leibrock Village expects high standards of ethical conduct of all students and staff, and it expects the same from family and household members of student residents, and from others who may be at Leibrock as visitors. Disruptive behavior or other conduct that is at a variance with the education and community values of Leibrock Village or Brite Divinity School will not be tolerated. Violations of ethical conduct standards will be subject to the discipline of the student's institution. Illegal behavior will be subject to local law enforcement and prosecution. Violation of said policies, rules, and regulations does not release residents of Leibrock Village from the financial responsibility for the balance of the term of the Housing License.

For additional information refer to the Brite Divinity School Housing License. All Brite policies relating to Common Life, Student Services, and Codes of Conduct, can be found in the Brite Student Handbook found on the Brite website (brite.edu) under Policies and Handbooks.

The Director of Brite Housing has the authority to make decisions and implement policies in keeping with the rules and regulations of Brite Divinity School. Any housing policy violations will be addressed using the same procedures as outlined in the Brite Student Code of Conduct with Director of Housing serving as the designate. Should the allegations rise to the level of a Code of Conduct violation, generally defined as disruptive, threatening, or harmful behavior, the matter will be elevated to the Dean of Brite, TCU Dean of Students Office, depending on the student's program. In the case of family members, guests, and other non-students, the matter will be referred according to the student resident's program and/or to TCU Human Resources, if any individuals involved are employed by either institution in any capacity.

Appeals for decisions of the Director of Housing must be made in writing to the Vice President of Business and Finance for Brite within five business days.



Alcohol and Drug Abuse

Use of alcohol by persons under 21 years of age or sale and/or distribution of an alcoholic beverage to persons under 21 years of age is not permitted in Leibrock Village and is a violation of State law.

Possession, manufacture, use, sale or distribution (by either sale or gift) of any quantity of a prescription drug or an illegal or otherwise controlled substance (except as directed by a licensed physician) is prohibited in Leibrock Village and is a violation of State law.

All Brite policies relating to Common Life, Student Services, and Codes of Conduct, can be found in the Brite Student Handbook found on the Brite website (brite.edu) under Policies and Handbooks.

On-Campus resources for those experiencing problems related to alcohol and other drug use can be found at <https://surs.tcu.edu/>.



Background Checks

Brite Housing requires all adult applicants to complete a criminal background check that includes criminal history and sexual offender registration check. Background checks conducted as a part of the admissions process for the student's program satisfy this requirement for student residents. Applicants who are citizens of the United States or who are currently living in the United States must complete a criminal background check. The criminal background check must be completed at the time of applying for housing for the application to be considered complete. Further information regarding Brite Divinity School's background check policy can be found at the Brite website (brite.edu) under Policies and Handbooks. Except as noted below, a record of conviction and/or pending criminal charges does not automatically result in the exclusion of an individual's eligibility to reside in Brite Housing.

Brite Housing reserves the right to require background check renewal at any point during occupancy as a condition of continued occupancy.

The President, the Dean of Brite Divinity School, their designate, or the Director of Brite Housing may in their sole discretion and judgment, deny residency at Leibrock Village to a student, their spouse or

partner, family member or visiting guest who is a convicted felon under the laws of the state of Texas or any other state; or has been convicted of a crime of moral turpitude in Texas or any other state.

No student, their spouse or partner, family member or visiting guest shall reside or visit a resident at Leibrock Village who is required to register or report to a local law enforcement authority as provided in Chapter 62, Texas Code of Criminal Procedure, or as amended; or who in the sole judgment of the Brite Divinity School President, the Dean, their designate, or the Director of Brite Housing, may constitute a threat to the safety or health of Brite Divinity School students, individuals who reside at or visit Leibrock Village, or the university community.



Child Supervision

Minor children, defined as any individual under the age of 18, are the responsibility of their parents/legal guardians and should be supervised by a parent/guardian at all times. Parents and guardians must not leave children unattended. This includes both within your apartment, within public spaces, and any events hosted at Leibrock. Should your child be found unsupervised without any knowledge of your whereabouts, Leibrock staff is required to contact TCU Police. TCU Police will determine if Child Protective Services (CPS) need to be contacted.

Children are not permitted to enter the exercise room or use any of the exercise room equipment. It is the parent's responsibility to keep children away from the picnic grills located in the backyards of Abell-Hanger/Beasley and Mabee/Hill houses. Residents are responsible for all damages incurred by their own children and by children who visit them. Toys and other belongings must be put away after use. Items left unattended will be discarded. Except by their gross negligence, Brite Divinity School and its agents are not liable for injury to any child in the Village.



Keys and Lock Outs

One apartment key, mailbox key, and building access swipe card is given to each adult resident at move-in. Student residents are required to return the temporary card issued at move-in once they have received their student ID card.

If you are locked out of the building or your apartment, please follow the following steps:

1. Monday through Friday, from 8:00 a.m. until 5:00 p.m. - Come to the Leibrock Village Office, Moore House #500, to request assistance.
2. After office hours and on weekends, call the on-call staff number (817-257-7171).

As a courtesy to residents, the first after-hours lock out assist is free. Subsequent assists will result in a \$30 charge to the resident's Student Account.

Lost keys and swipe cards must be reported to the Director of Brite Housing immediately, as they compromise Village security. Lost ID Cards should be reported to the ID Center (817-257-7856; idcenter@tcu.edu). When a key is lost, the lock core and all keys for the compromised core must be replaced. Charge for replacement keys, cores, and swipe cards will be billed to the resident's Student Account.



Tobacco Free Campus

In order to encourage a culture of health and wellness for all students, faculty, staff and guests, Leibrock Village prohibits the use of all tobacco products and smoking on Leibrock property. Individuals wishing to use tobacco as part of an established religious ceremony, academic or research activity may contact the Dean of Brite Divinity School to request an exemption for those activities.

Furthermore, all facilities at Leibrock Village are designated “No Smoking” in accordance with City of Fort Worth Ordinance #13009. Smoking in apartments or the buildings at large may result in eviction and forfeiture of the security deposit.



Pet Policy

The only pets that are allowed in Leibrock Village are fish. Fish aquariums are not to exceed 10 gallons in capacity. All other pets or animals are prohibited for health purposes. Having an unauthorized pet in Leibrock Village will subject the resident to a **daily fine of \$50 per animal and immediate removal of the pet** by the resident or local Animal Control Officer or Humane Society. Any charges made by Animal Control Officers or Humane Society will be the responsibility of the resident. Repeat violations could subject the resident to removal from the residence hall. “Visiting” pets are not permitted in Leibrock Village.

If a pet has been in the apartment at any time during a resident’s term of occupancy, with or without the resident’s consent, the resident will be charged for de-fleaing, deodorizing, and/or shampooing the apartment, to protect future residents from possible health hazards.

Questions concerning service animals should be referred to the Office of Student Access and Accommodation, The Harrison, Suite 1200.

Residents wanting to request an emotional support animal accommodation in Leibrock Village are responsible for presenting relevant, verifiable, professional documentation to the Office of Student Access and Accommodation, The Harrison, Suite 1200.



Solicitation

No salespersons, resident or otherwise, are permitted to contact residents personally for commercial purposes. If a vendor bothers you, please notify the Leibrock staff at once. All flyers or announcements by approved campus organizations must be brought to the Leibrock Village Office for approval and distribution. No business enterprises may be operated from a residential room.



Quiet Hours

During quiet hours, all sound must be contained at a reasonable level within the resident's apartment so it does not interfere with neighbors.

- Saturday - Thursday, 10 p.m. to 9 a.m.
- Friday night - from 1 a.m. through 9 a.m. Saturday.
- On special occasions residents may put off quiet hours for a specific period of time with the agreement of occupants of apartments above, below and to the sides of their apartment.

In consideration for residents preparing for mid-term and final examinations, quiet hours will be enforced 24 hours a day during these times. Please do not schedule outdoor activities in the Village at these times as the sound carries into the buildings. Although you may be finished with studying and exams, perhaps your neighbors are not!

WHAT TO DO IF YOU FEEL YOUR NEIGHBOR IS NOT IN COMPLIANCE:

1. First Occurrence: Neighbor to neighbor discussion. Be considerate.
2. Second Occurrence: Call a Resident Assistant and give an accurate account of the noise.
3. Third Occurrence: Put your concern in writing, detailing the time and nature of the disturbance and email it to the Director of Brite Housing to schedule mediation with all parties. Parties will sign a contract agreement particular to the needs of those involved.



Visitors

Visiting guests, including relatives, are permitted for a maximum of one week (seven calendar days). In shared apartments, roommate consent is required for any overnight guest.

Visitors must park in the designated Visitor parking spaces. Individual residents are responsible for all violations of Brite Housing policies by their guests.

Residents with or expecting children have the option of bringing their parents to stay with them for extended periods (up to two months) to help care for their children. No one bedroom apartment may have more than two adults and no two-bedroom apartment may have more than four adults at one time.

Any request for visits in excess of one week must be made in advance in writing to the Director of Brite Housing via email (erin.houchin@tcu.edu). Prior authorization and a completed [background check](#) are required for all visits greater than one week. Failure to complete a background check and receive written approval from the Director of Housing at least one week prior to the arrival of the guest may result in a fine of \$50.00 per person per day and the student, his or her spouse or partner, family member and/or any visiting guest may be required to vacate the apartment within forty-eight (48) hours. SECURITY DEPOSIT WILL BE FORFEITED.

No visiting guest who is required to register or report to a local law enforcement authority as provided in Chapter 62, Texas Code of Criminal Procedure, or as amended; has been convicted of a felony under the laws of the state of Texas or any other state; or has been convicted of a crime of moral turpitude in Texas or any other state; or who in the sole judgment of the Brite Divinity School President, the Dean, or their designate, or the Director of Brite Housing, may constitute a threat to the safety or health of Brite Divinity School students, individuals who reside at or visit Leibrock Village, or the university community.

Schedule of Fines

The following charges, as applicable, will be assessed:

<u>Lock-out assistance 1st time</u>	No Charge
<u>All subsequent times</u>	\$ 30.00
<u>Apartment key lost or not returned at checkout</u>	\$ 100.00
<u>Change Lock (each lock core)</u>	\$ 50.00
<small>(One-bedroom apartments have one core. Two-bedroom apartments have three cores.)</small>	
<u>Mailbox key lost or not returned at checkout</u>	\$ 10.00
<u>Lost Swipe Card</u>	\$ 20.00
<u>Pet Violations</u> (including visitor's pets and strays).....	\$ 50.00 per day per pet
<u>Additional Parking Space</u>	\$ 30.00 per semester
<u>Propped Exterior Door</u>	\$ 50.00
<u>Visitor Policy Violations</u>	\$ 50.00 per day per person
Failure to give 40 day notice.....	\$ 350.00
After hours check-in.....	\$ 50.00
Failure to be ready to check-out at scheduled time.....	\$ 50.00
Use of contact paper (per room).....	\$ 75.00
Excessive Housekeeping.....	\$ 75.00 per hour
Failure to move into apartment.....	Forfeit Security Deposit
Failure to checkout.....	Forfeit Security Deposit
Vacate apartment prior to expiration of Housing License.....	Forfeit Security Deposit
<small>(exception: graduation) Forfeit the balance of housing fee for the license period.</small>	

VACATING LEIBROCK VILLAGE

Move-Out Procedures

Graduating and vacating residents may be granted an extension beyond the expiration of the housing license if the apartment is not leased. An additional housing fee is paid in advance in weekly increments (A week is defined as seven (7) calendar days Sunday through Saturday). Request for extension must be made in writing to the Director of Brite Housing at least forty (40) days prior to the expiration of the Brite Divinity School Housing license. If a request is granted, the resident will receive a written confirmation and payment schedule.

Extensions are limited to a maximum of one calendar month past the expiration date of the housing license or the completion of the academic program the student is actively enrolled in, whichever is the later.

Residents who are vacating due to a loss of eligibility may not be granted an extension and must vacate upon the termination of the Housing License. Failure to vacate on or before the termination date of the housing license will result in building access being removed. Any property left in the apartment after this date may be donated or otherwise disposed of at the discretion of Brite Housing. Failure to vacate does not release the Village of responsibility for all housing charges, any fines for lost keys, or fines for damages to the apartment.



Checkout Instructions

1. Present written notification by submitting Intent to Vacate Form to the Director of Brite Housing at least forty (40) days prior to vacating the apartment or by published deadline, whichever is sooner.
2. As a courtesy to vacating residents, a pre-checkout walkthrough of the apartment is conducted with a staff member to identify potential cleaning needs and evaluate the condition prior to the checkout appointment. This pre-checkout is not mandatory, but highly encouraged.
3. Schedule a checkout appointment at least five business days before checkout. Report all needed repairs prior to checkout.
4. At the time of checkout, the resident and a Resident Assistant or the Director of Brite Housing will conduct an inventory of the apartment to determine the condition of the apartment. The apartment must be clean and in **"move-in"** condition. Cleaning fees, according to the schedule in [Checkout Fees](#), will be charged if the resident fails to properly clean the apartment. An additional fee for Excessive Housekeeping may be charged if more than four hours is required to clean the apartment.
5. All housing fees due to Leibrock Village must be paid in full to the [TCU Financial Services Office](#) prior to the time of checkout.
6. Keys and family swipe cards issued to the resident must be returned at the time of checkout.
7. The resident will be charged \$50.00 for not being ready to leave at the scheduled checkout time.

Failure to follow the above checkout procedure will result in the forfeiture of the security deposit and appropriate charges. Cost to clean, replace, or repair damaged items or property beyond normal wear and tear will be charged to the resident's Student Account.



Apartment Cleaning Expectations, Suggestions, and Cleaning Fees

Fines are per item/instance in apartment, unless otherwise specified

Item	Expectation	Cleaning Suggestion	Charge
Bathtub and tile walls	Clean, soap scum and mildew removed	Vinegar, Tub and Tile Cleaner (powder works better than liquid)	\$ 75.00
Sink	Clean, soap scum and mildew removed	Vinegar, Tub and Tile Cleaner (powder works better than liquid)	\$ 15.00
Commode	Clean, inside and outside, No water rings or mineral build-up	Bleach free toilet cleaner, vinegar, tub and tile cleaner (powder works better than liquid)	\$ 30.00
Bathroom Floor	Swept and mopped	All-purpose cleaner, tile cleaner	\$ 20.00
Door/baseboards	Washed - Clean behind commode. Fingerprints and dirt removed from door.	Wood compatible all-purpose cleaner, avoid abrasive cleaners and pads	\$ 25.00
Stove	Oven and cooktop - De-grease and clean	Liquid dish soap, oven cleaners, all-purpose degreasers	\$ 75.00
	Drip pans - Clean or replace	Liquid dish soap, all-purpose degreasers, avoid abrasive cleaners and pads; Replacement must be for Hot Point/GE stove.	\$ 25.00
Refrigerator	Clean outside, cavity and shelves, drawers, freezer - Do not move or unplug the refrigerator.	Liquid dish soap, food safe all-purpose cleaner	\$ 75.00
Dishwasher	Emptied and wiped out.	Vinegar, dishwasher cleaner	\$ 20.00
Sink/disposal	Clean - food and mineral buildup removed	Liquid dish soap, all-purpose degreasers, avoid abrasive cleaners and pads; ice to clean disposal	\$ 25.00
Cabinets/drawers	Washed inside and outside. No grease or food build-up	Wood compatible all-purpose cleaner, avoid abrasive cleaners and pads	\$ 40.00
Counter Tops	No grease or food build-up on counter top	Wood compatible all-purpose cleaner, avoid abrasive cleaners and pads	\$ 40.00
Windows	Washed inside	Glass cleaner, vinegar	\$ 75.00
Blinds	Brush or dust, then wash with mild soap solution - cleaning/replacement charge each	All-purpose cleaner	\$ 55.00
Floor	Swept and mopped	All-purpose cleaner, do not use Mop & Glow	\$ 25.00
Baseboards	Swept then washed with mild soap solution	Wood compatible all-purpose cleaner, avoid abrasive cleaners and pads	\$ 20.00
Door/baseboards	Washed - all fingerprints removed	Wood compatible all-purpose cleaner, avoid abrasive cleaners and pads	\$ 25.00
Carpet	Vacuumed, spot clean only	Use ONLY hot water and blot until spot is gone.	\$ 25.00
	Use of carpet freshener/cleaner - per room	Do not use	\$200.00
	Replacement fee if beyond normal wear - per room		\$500.00

FAQ/WHAT TO DO IF...

LOCK OUT

If you are locked out of the building or your apartment, don't panic – we can help!

1. If it is during regular office hours, please call 817-257-7338 or come to the Leibrock Office. There's no charge or penalty for lockouts during office hours.
2. If you are locked out after office hours or on a weekend, please call a Resident Assistant (817-257-7171). There is no charge or penalty for your first after hours lockout.



WORK ORDER/EMERGENCY MAINTENANCE

1. **Routine Maintenance:** Complete the Repair Request Form at tinyurl.com/LeibrockRepair. The request will be directed to the proper department for repair.
2. **Emergency Maintenance (after office hours and University holidays):**
 - a. Call a Resident Assistant (817-257-7171) IMMEDIATELY.
 - b. If you are unsuccessful in reaching a Resident Assistant or the Director of Brite Housing, call TCU Facilities Control Center at (817) 257-7954. This number is answered 24 hours every day.
 - c. **After you have called the Control Center to report the emergency, continue to try to contact a Resident Assistant or the Director of Brite Housing.**
3. **Internet/IT** - Please [submit a help ticket](#) or contact the IT help desk at (817) 257-5855.
4. **Laundry Equipment** - Complete the Repair Request Form at tinyurl.com/LeibrockRepair. Have the appliance number (combination of six letters and numbers located on each machine) available when you report the issue.



CONFLICT WITH ROOMMATE/NEIGHBOR

1. Begin by speaking with the other individual(s). For roommates, we recommend creating a regular time for conversation and check-in to avoid misunderstandings from developing. Even after a misunderstanding or during conflict, active listening and intentional conversation can often lead to resolution.
2. Reach out the [Director of Housing](#) for assistance facilitating a conversation or seeking resolution.
3. You can also reach out to TCU Dean of Students (817-257-7926), Brite Director of Community and Spiritual Life (817-257-7513), or the Counseling Center (817-257-7863) for assistance in processing the conflict or thinking through communication strategies.

WHAT IS THAT ALARM?

There are three alerts for “L.E.S.S. is More” Emergency Response Notification Plan. We’ve included a brief summary, but please click the links or review the [Safety, Security, and Emergencies](#) section for more details.

1. [Lockdown](#) – Used when emergency conditions involve an active shooter or a violent situation involving the police
What should you do: Run, Hide, Fight
2. [Evacuate](#) – Used when the emergency conditions involve a fire or gas leak that would require building occupants to exit the building
What should you do: Leave the building via the nearest and safest exit
3. [Seek Shelter](#) – Used when the emergency conditions involve a severe weather event
What should you do: Move to the lowest level of the building, away from exterior windows

The City of Fort Worth tests the [outdoor warning sirens](#) each [Wednesday at 1:00 p.m.](#) (unless there is a potential weather event occurring around that time.



EMOTIONAL/FINANCIAL SUPPORT

Support is available to students from a wide variety of sources. If you are unsure where to reach out to, feel free to contact a member of the Leibrock staff, who can assist in connecting you with the appropriate parties.

- [Brite Director of Community and Spiritual Life \(817-257-7513\)](#) – confidential assistance for Brite students with emotional support, spiritual formation, and vocational discernment
- [TCU Dean of Students \(817-257-7926\)](#) – assist TCU students with student concerns, resolve personal emergencies, promote healthy lifestyles, maintain community and University standards, and help students achieve academic and personal success
- [Counseling Center \(817-257-7863\)](#) – provides Non-clinical services for the student community, drop-in/crisis response services, step-care/multi-track counseling services, specialized services for students with high needs, and after-care & recovery support services.
- [Religious and Spiritual Life \(817-257-7830\)](#) - support student religious organizations, faith communities and individuals who are seeking to explore, practice or develop their faith, provide pastoral care, spiritual support & opportunities to practice one’s faith, during times of celebration, loss and transition, and explore matters of religion, faith, belief & ethics through diverse events & programs.
- **Associate Dean of Your Program**
- [Tarrant Area Food Bank](#) - Tarrant Area Food Bank distributes food to pantries and other nonprofits across North Texas who are ready to serve those in need. They also aid in applying for food benefits for qualifying individuals and families.
- [Frog Family Crisis Fund](#) - Thanks to the ongoing generosity of donors, since 2007 the Frog Family Crisis Fund has provided financial assistance to students affected by catastrophic or emergency situations. These have included circumstances which are sudden, unexpected, and affect a student’s ability to thrive academically and beyond. Examples include, but are not limited to: accident, natural disaster, major illness, theft, unavoidable student loss of income, emergency travel, fire damage, and/or need for temporary housing.
- [Other Forms of Financial Support](#)

IDEA FOR EVENT OR COMMUNITY BUILDING

We love ideas from the community and want to partner with you to see this become part of life at Leibrock! If you have an idea for a way to bring the Leibrock community together, please email leibrockvillage@tcu.edu.



CONCERN BUT AREN'T SURE WHO TO ASK

Please reach out to a Leibrock staff member, either by email (leibrockvillage@tcu.edu; erin.houchin@tcu.edu) or give us a call at 817-257-7338. We are more than happy to help either directly or connecting you with the best person/office to provide support.