

DALKEITH HOUSE RULES
(Developed January 2005)

SAFETY

1. Due to fire hazard, **NO SMOKING IS PERMITTED IN DALKEITH HOUSE**. If you smoke outside the house, please smoke around the front of the house away from the door and discard cigarette butts in the container provided. Keep in mind that butts are litter and should be treated as such. Burning of incense, candles, etc. is also prohibited.
2. Fire escape routes are posted throughout the building. Please look at the one that applies to your room and learn the exit path. In the event of a fire alarm, all residents **MUST** report to the front courtyard. Fire drills will be conducted.
3. Do not move fire extinguishers, discharge them when there is no fire, or interfere with their use in any way as it puts the entire house at risk.
4. There is only one working fireplace in the house—the one in the dining room. All the other chimneys are closed off. If you would like to build a fire, please obtain permission from a member of staff during regular office hours.
5. Parts of the third floor and some areas of the basement are locked off for safety reasons. Do not attempt to enter these areas. Tours are available on request with a member of the staff.
6. Do not place anything on the heaters. They become very hot and could set clothing on fire. Keep beds and furniture at least 6 inches away from any heater. Do not sit on the heaters, this damages them beyond repair.

SECURITY

7. For your safety and security do not reveal the door code to any non-residents.
8. Only authorized guests staying in the guest rooms are permitted to stay overnight. Day visitors are restricted to the ground floor public areas and the basement recreational rooms **and must be out of the building by 12:00 midnight**. Day visitors *must* sign in with staff in the office and wear their visitors' pass at all times. People not wearing passes will be escorted from the building.

RIGHTS OF OTHER RESIDENTS

9. Foul language, alcohol misuse, discriminatory and other inappropriate behavior will not be tolerated. (See Wisconsin in Scotland Alcohol Policy)
10. Be especially quiet after 11.00 PM. When coming home at night, remember that many of us are sleeping. Also remember that there are many residences along the High Street in Dalkeith where people are sleeping. Keep your voices at a quiet conversational level, please.
11. So that everyone may have full use of the public areas, please leave all furnishings in these rooms. Do not move any furniture from room to room without permission.
12. Please respect the privacy of Jim Smith, the caretaker, who lives in the attached house. Do not use the basement passageway that leads to his house or the stairs outside his house.
13. The library, computer lab, and third floor study lounge are reserved for quiet study at all times. If you want to talk, go somewhere else.

CARE OF HOUSE AND GROUNDS

14. Stay on the public trails when using the estate grounds. Do not litter. Please respect this beautiful park.
15. House rules—same as home—no shoes on furniture, remove dirty shoes before coming in, and wear hard soles in the house at all times (no bare feet or socks).
16. In order to conserve energy, please turn off lights when leaving a room.
17. Like old dwellings, Dalkeith House has rodents. Keep all food tightly covered in rodent-proof containers, such as the ones provided for you. Food is permitted only in the servery, the dining room, movie room, pool room, Willie's Café and the cavern/ping pong room.
18. All beverages must be kept in covered cups when outside the servery or dining room.
19. The video projectors are for classroom use only. Students are not permitted to use them or move them without permission from one of the directors.
20. During weekend meal times please keep the food prep area clean. All dishes, cutlery, pots and pans are to be washed by hand and returned to their proper place.
21. Remember that using the Servery is a privilege, not a right! If the Servery is consistently left messy, it will be shut down—plates, glasses, pots and pans will be locked up and the microwave and stovetop will be turned off.

ILLEGAL ACTIVITY

22. Any illegal activity such as assault or rape will be reported to the police and may result in dismissal from the program.
23. Sexual harassment rules are the same as at home. No means no.
24. Use or possession of illegal drugs may result in dismissal from the program.

WISCONSIN IN SCOTLAND WORK RESPONSIBILITY POLICY

Every student who is enrolled in the Wisconsin in Scotland Program is required to contribute four hours per week assisting in house cleaning, maintenance, administrative support or food service. All program participants will receive a copy of their job responsibilities shortly after arriving, additionally the Associate Director, Program Chef and other staff will ensure that each student is properly trained in their job so they know specifically what is expected of them. Failure to complete jobs satisfactorily or absences from jobs will result in a fine being assessed. Specific fines are outlined in a schedule below.

WORK DEPOSITS/ FINES

Each student has a \$50 work deposit that is part of their over all program fee. All fines for failure to complete work responsibilities will be deducted from this deposit and paid to another individual to ensure that the job is completed. The Associate Director will keep a list of all students willing to fill in for students who do not complete their duty. If an individual is fined on a consistent basis and the deposit money is used up, fines assessed will either be deducted from student security deposits or billed to student accounts. As with any other outstanding balance, students who have not paid this money back will not be allowed to register for the following semester until the outstanding balance is resolved.

SUBSTITUTIONS

Students are allowed to occasionally have another individual “cover” their job; however the duty is still the responsibility to the original job holder. If a warning or a fine is assessed it will not be assessed to the substitute. The substitute will be considered a sub contractor and the two parties involved in any issues arising from a “work switch” will need to resolve all problems on their own.

FOOD SERVICE

Students who hold responsibilities in food service must realize that they are part of a very important team. Henry and all program participants rely on them to consistently show up for their jobs on time. If food service workers do not show up or are late they may affect meal times or their co-workers work load. Food service workers will receive ONLY 1 warning for being late or failure to show up before fines are assessed.

Food Service Fine Schedule:

Failure to report for duty

1 st Offence:	Warning
2 nd and following offence(s):	£5.00

Showing up late

1 st Offence:	Warning
2 nd and following offence(s):	£5.00

CLEANING

All individual cleaning jobs will be checked at the time indicated on the duty. Jobs are assigned and are checked with your course schedule in mind. If it is determined that your job is not finished or has not been done satisfactorily, you will receive a warning slip in your mailbox. You will have three hours to correct the problem. If it is not resolved, you will be fined and another individual will be paid to complete your job. Each student will be allowed two warnings before a fine is automatically assessed when the job is incomplete or unacceptable. Fines will be paid to another individual to ensure the job is completed.

Cleaning Fine Schedule

1 st Offence	Warning (£3.00 if not corrected in 3 hours)
2 nd Offence	Warning (£3.00 if not corrected in 3 hours)
3 rd and following offence(s)	£5.00 each