



## Thompson-Markward Hall

# House Rules

*Welcome to Thompson-Markward Hall! The following pages provide an overview of the rules you are expected to follow while living at TMH, as well as health, safety and other information to ensure you have a wonderful stay.*

*Please be sure to initial each page and sign where noted.*

### **House Rules At A Glance:**

- Possession, storage or usage of alcohol or illicit drugs may result in eviction.
- TMH is a smoke-free facility. Smoking, vaping or use of tobacco products or plant intended for inhalation is strictly prohibited and may result in eviction.
- Kitchen appliances, space heaters and halogen lamps create a fire hazard and are forbidden. Possession and use of these items can result in eviction.
- Residents who allow male guests above or below the lobby level may be evicted.
- Nonpayment of room and board may result in eviction.
- Any resident who creates a health or safety hazard for residents and/or staff will be disciplined, up to and including eviction.
- Residents who violate the non-discrimination and non-harassment policy may be asked to leave TMH.
- Sleepwear and bare feet are strictly prohibited on the lobby level and in the kitchen and dining hall. Violators will not be served.
- Do not remove food, mugs, cups, trays, plates or silverware from the dining hall. A \$25 fee will be assessed per incident.

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## TMH Overview

Welcome to Thompson-Markward Hall, formerly known as the Young Woman's Christian Home! We are glad that you are here and hope you enjoy your stay at TMH, a dynamic and exciting place to live. Women from all over the world stay with us while they intern, work, or attend undergraduate and graduate school, creating a diverse and caring community. Our goal is to provide you with much more than a place to live. Rather, TMH affords a dynamic, supportive and vibrant community where you can find success in Washington, DC while you make friendships that last a lifetime. We hope that you will take advantage of the opportunities afforded within our community, including organized and ad hoc events and programs, movie nights and community engagement and volunteer projects.

To ensure that all residents feel safe and supported within the community living structure, the TMH House Rules and Procedures have been developed and modified over the years by the administrative staff and Resident Managers and approved by our Board of Trustees. It is important to familiarize yourself with the information included in this packet and ask the Assistant Director or Executive Director for clarification because **by signing the last page, you agree to abide by these rules and procedures while living here.**

### TMH Staff and Key Contact Information

**Executive Director**      Jennifer Sharp  
[executivedirector@tmhdc.org](mailto:executivedirector@tmhdc.org)  
202-546-3255 ext. 3693

**Assistant Director**      Katie Proch  
[assistantdirector@tmhdc.org](mailto:assistantdirector@tmhdc.org)  
202-546-3255 ext. 3703

**Resident Managers**  
[managers@tmhdc.org](mailto:managers@tmhdc.org)

**Front Desk**                      202-546-3255 or [frontdesk@tmhdc.org](mailto:frontdesk@tmhdc.org)

## Reservation Policies

### Room and Board Fees

Residents are responsible for payment of the Room & Board fee on the first of each month. Current nightly rates are available on the TMH website at <https://tmhdc.org/what-we-offer/rates/>. TMH does not issue bills or reminders. The Board reserves the rights to modify the room and board rates and other fees annually.

### Late Payments

If the full Room & Board is not paid by 9:00 p.m. on the fifth (5<sup>th</sup>) day of the month, a \$20.00 late fee will be charged per day until the Room & Board is paid. If a check is returned due to insufficient funds, the resident must immediately pay the full amount by money order, cashier's check or credit card plus a \$50.00 non-sufficient funds fee.

Additionally, TMH management reserves the right to require you to pay all future payments by credit card, cashier's check or money order. If for any reason you cannot make your R&B payment on time, it is your responsibility to have a discussion with the Assistant Director or Executive Director in advance of the due date.

### **NONPAYMENT OF ROOM & BOARD WILL RESULT IN EVICTION.**

### Checking Out

At least one month before your scheduled check-out date, you will receive a notice in your TMH mailbox confirming your check-out date, the amount you will owe, and procedures for checking out of your room.

If you wish to check out earlier than your original reservation date, you are required to give a minimum of two weeks (14 days) notice by submitting an "Arrival/Departure Date Change Form" via <http://www.tmhdc.org/> BEFORE your check-out date. If written notice is not given, residents will be liable for fourteen (14) days of Room & Board from the day that written notice is given.

Residents are required to provide written notice to the Assistant Director to make reservation changes. Such changes will only be allowed with written permission from the Assistant Director.

**When checking out, rooms must be cleared and vacated by 10:00 a.m.** to avoid being charged a \$50.00 late check out fee, unless special arrangements are made in advance in writing. Upon checkout, a resident must see the manager on duty to pay all outstanding bills or Room & Board, leave a forwarding address, and turn in your room key.

### Room Changes

Residents may request a room change by submitting a request via email to [assistantdirector@tmhdc.org](mailto:assistantdirector@tmhdc.org). TMH has a few larger rooms available on occasion. Residents may request to be added to the waiting list to move into a larger room when one becomes available. There is a \$50.00 fee for room changes. Room changes cannot be guaranteed and are subject to availability.

## Rules of Conduct

Thompson-Markward Hall, founded and chartered by Congress as the Young Woman's Christian Home in 1887, houses 120 women between the ages of 18 and 34 years of age. Residents may stay at TMH for a minimum of two weeks and up to a maximum stay of two years. The following Rules of Conduct have evolved over our 130 years of experience housing young women in our nation's capital. These rules help ensure the safety, security and comfort of all TMH residents. Living in a safe and healthy community while at TMH depends on each resident's respect for their fellow residents, TMH staff and property, the personal property of other residents, and a commitment to abide by and follow all of the following TMH Rules.

TMH maintains a "Zero Tolerance Policy." Rules violations can and will have consequences up to and including eviction.

### Nondiscrimination and Non-Harassment Policy

Our goal at TMH is to provide a home that is free from discrimination or harassment. Any behavior by a TMH resident that contributes to an intimidating, abusive, hostile, or offensive environment is expressly prohibited and will result in dismissal from TMH. Anyone who feels that she has been the object of such behavior should immediately report it to the manager on duty. Anyone whose behavior is deemed inappropriate will be required to leave. TMH reserves the right to refuse residence to anyone at its discretion.

### Alcoholic Beverages

The consumption and/or storage of alcoholic beverages or their containers are strictly prohibited anywhere on the property of TMH. Violation may result in immediate eviction.

### Illicit Drugs

The possession, use, or storage of illegal or illicit drugs or any related paraphernalia, including marijuana in any form, is strictly prohibited anywhere on the property of TMH. Violation may result in immediate eviction.

### Unruly, Intoxicated Behavior

While alcohol and drugs are explicitly prohibited at TMH, we understand that some residents will use substances while in the community and return to TMH under the influence. As noted in the nondiscrimination and non-harassment policy above, exhibiting uncivil, antagonistic, or threatening behavior toward other residents or staff is grounds for eviction. It is important to note that intoxication does not excuse this behavior.

### Smoking Policy

## Definitions

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or form.

“Electronic Smoking Device” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

### TMH is a Smoke-Free Facility

Effective October 1, 2019, Thompson-Markward Hall is a smoke-free facility. Smoking is prohibited in all resident rooms and in all common areas of the building and the Carriage House, including, but not limited to, the 2<sup>nd</sup> floor sundeck, garden patio, front porch, bathrooms, dining hall, lobby, laundry room, stairwells, offices and elevator. Smoking is prohibited within 25 feet of the building.

This policy applies to all residents, employees, visitors, contractors, volunteers and vendors.

Residents shall be responsible to enforce this policy with their guests and visitors. Further, a resident shall promptly provide TMH Management with a written statement of any incident where tobacco or marijuana smoke, or vapor from an electronic cigarette, is migrating into the Resident’s room from outside the unit.

### Smoking Policy Violations

A violation of this smokefree policy shall be considered a material breach of the Resident’s agreement to abide by the rules of TMH and grounds for enforcement actions, including eviction. A resident who violates the policy shall be liable to TMH for the costs of repair to the resident’s room or other area of the building due to damage from smoke odors or residue and will be assessed a \$250 cleaning fine. Smoking on the property, including in individual rooms, may result in eviction.

## Male Guests

Male guests, including relatives, are strictly prohibited to go above or below the lobby level of TMH. Male guests may visit in the public areas, located on the north side of the front lobby, or in the garden when accompanied by a resident. The only exception to this rule applies to male TMH employees and contractors during regular business hours for maintenance and emergencies. Violation may result in immediate eviction.

## Quiet Hours

Quiet hours are observed between 11:00 p.m. and 7:00 a.m. seven days a week. Radios, stereos, computers and televisions should be kept at low volume, as well as any conversation in the hallways. During quiet hours, resident need to use the stairs instead of the elevator. Exceptions will be made for residents with a disability that prevents them from using the stairway.

## Resident Attire

Residents and guest(s) are required to wear street clothes and shoes on the lobby level. Bare feet, bathing suits, and nightclothes are not permitted. Wearing nightclothes and bare feet to the dining room are health code violations and are not permitted. Residents wearing sleepwear (including bathrobes or “onesies”) or having bare feet will not be served a meal. For health reasons, shoes are required in the basement.

## Animals

No animals are allowed on the premises at any time, with the exception of service animals, which are permitted. Service animals must be properly registered, licensed and vaccinated. Service animals that cause a danger to other residents or staff must undergo training or be removed. Biting anyone will be cause to contact animal control.

## Health and Safety Policies

TMH reserves the right to enter any room at any time without advance notice to maintain the health and safety of the community. TMH reserves the right to photograph resident’s rooms.

## Fire Hazards

### Candles and Incense Prohibited

Candles, incense and fragrance burners are a fire hazard and are prohibited. TMH Management will confiscate any items found.

### Smoking Cigarettes or Cigars is Prohibited

TMH is a smoke-free facility and smoking of any kind is prohibited in the building and on the grounds. See the smoking policy for details.



## Household Appliances Prohibited

Residents may not have any type of kitchen appliances, space heaters or halogen lamps in their rooms. Prohibited appliances include, but are not limited to:

Hot plates or electric skillets	Toasters
Crock pots	Toaster ovens
Instant pots	George Foreman grills/griddles
Air fryers	Sandwich makers
Bread machines	Popcorn poppers
Electric kettles	Blenders of any kind, including handheld
Electric coffee-makers	Microwave
Waffle irons	Refrigerators
Rice cookers	Irons

All of these items present a fire hazard and are **STRICTLY PROHIBITED**.

No items should be hung or draped over lampshades, smoke detectors, or from drop ceiling tiles in your room because it presents a fire hazard. Residents should not leave items on their bedroom floors or in the hallways outside their room door because it is a safety hazard. Creating a safety or fire hazard can result in eviction.

## Health Hazards

Body fluids and waste constitute a biohazard and pose a significant health risk. In the shared bathrooms, clean up any body fluids or waste you leave in the toilet areas and stalls, sinks and showers to prevent spreading germs and posing a health risk to the community. Clean up after yourself in your bedroom, ensuring that all food and personal waste items are disposed of properly. Disposal containers for used medical sharps are located in each of the bathrooms. Residents who become sick must attempt to clean up after themselves and inform a TMH manager to request gloves and cleaning supplies to sanitize the affected area.

## Resident Medications Requiring Refrigeration

For safety and security, resident medication that requires refrigeration is stored in containers marked with the resident's name in a refrigerator located in the package room (locked). Residents may request the medication from the front desk operator 24 hours a day. Residents will not be given a key to the package room under any circumstance.

## Resident Rooms and Bathrooms

### Room and Furnishings

TMH provides the following: 1. Pillow 2. Pillow Encasement 3. Blanket 4. Bedspread 5. Bible 6. Flashlight 7. Mattress & Box Spring Encasements 8. Window Curtain Valance 9. Curtain Rod. Furniture may be rearranged, but no bedding or furniture provided by TMH should be removed from your room.

Residents must keep the floor clear of clothing and other materials that could create a trip hazard for exiting the room in an emergency. Decorations may be secured to the room walls with a non-defacing adhesive, 3M Command Strips, or removable adhesive picture hangers. Please do not attach anything to the outside of your room door.

TMH Management reserves the right to enter any room at any time without advance notice, as it deems necessary to maintain health and safety for the community. Regular inspections will be conducted upon 48 hours written or emailed notice. Photos will be taken.

### Room Keys

Room keys are the responsibility of each resident. There is a \$25.00 replacement fee for lost keys. An emergency room key is available for temporary use at the front desk.

### Room Damages

Each room is inspected by Resident Managers for damages 24 to 72 hours prior to check-in and check-out. At the check-out inspection, if furnishings are found to be damaged or if the room is unreasonably dirty, the resident will be liable for a fine of \$50 plus the cost of repairing or replacing any damage to the room or furnishings. Notification of damage charges will be provided via the front desk operator upon checkout and payment will be due at that time.

To avoid incurring fees at check out, please notify Building Services of damage that occurs due to natural wear and tear as soon as possible by submitting an online Maintenance Request Form located under the “Resident Resources” tab via <http://www.tmhdc.org/> or notify the front desk if it is an emergency.

### Heating and Air Conditioning

Resident rooms are equipped with individual heating & air conditioning units. The building’s heat is turned on in November and turned off in May or June. The air conditioning will be turned on when the heat is turned off and will remain on until November. Heat will run only when the outside temperature is below 55 degrees Fahrenheit and the air conditioning will run only when the outside temperature is above 70 degrees Fahrenheit. When the heat or air conditioning is not running, a fan will blow room temperature air through the unit. Residents should turn off their unit during mild weather if the room is too cool.

To reduce moisture and mildew in resident rooms, TMH Management requests that residents keep their windows tightly closed when running their air conditioner.

### Personal Items

TMH is not responsible for a resident’s valuables or personal belongings. Please keep your room locked when you are not there.

## Absence or Illness

If you become ill, or if you will be away from TMH longer than a weekend, please inform the front desk.

## Community Bathrooms

The bathrooms, while designed for individual privacy, are shared by up to 20 women. As such, they require a special level of common courtesy and attention and respect of these spaces for those who follow behind you. The TMH Housekeeping staff works hard to keep the bathrooms clean, but it is the responsibility of each resident to clean up each time you use the sinks, showers and toilets.

The toilets at TMH are energy efficient models designed to use minimum water, requiring users to hold down the handles for at least three seconds. Plungers are available in each of the bathrooms for your use and convenience if a toilet becomes clogged when you are using it.

## Food at TMH

### Meals Provided by TMH

Meal hours served in the dining room are:

Monday – Friday	Breakfast	6:30 AM – 9:00 AM
	Dinner	5:45 PM – 8:00 PM
Saturday	Brunch	8:00 AM – 11:00 AM
Sunday	Brunch	8:00 AM – 11:00 AM
	Dinner	4:30 PM – 6:00 PM

Food served by TMH may not be removed from the Dining Hall. TMH trays, plates, bowls, cups, mugs and silverware may not be removed from the Dining Hall. Violations will result in a \$25 fine per incident and consistent violations may lead to eviction.

### Guest Meals

Guests must present a meal ticket to the kitchen staff before they will be served. Guest meal tickets may be purchased from the front desk. The guest meal ticket prices are the following: Breakfast \$5.00; Dinner \$10.00; Brunch \$5.00. It is the responsibility of the resident to ensure that this policy is followed.

### Late Plates

Residents who miss dinner because of work or attendance at an accredited class may pay a \$3.00 late plate fee and sign-up for a late plate at the front desk no later than 4:30 p.m. on Monday through Friday. Late plates are NOT available on holidays, weekends, or during inclement weather. The late plate must be paid for at time of order and requests for late plates may not be called in.

## Personal Food

All non-perishable food kept in rooms must be stored in airtight containers. A refrigerator is located on each resident floor, and one freezer is available in the T.V. Room. All food stored in the refrigerators or freezers must be labeled with the resident's name, room number, and date the food was stored. The refrigerators and freezers are cleaned weekly, and old or unlabeled food is discarded. TMH is not responsible for loss or theft of any food items left in the refrigerators or freezers.

TMH provides ice, hot and cold water, coffee, tea, milk, and a microwave for resident use in the dining room. Food product waste on resident floors must be only be disposed of in waste cans located near the refrigerators. Drinks may be taken from the dining room in your own container or in the disposable cups provided by TMH.

Residents are reminded to only consume food that they purchased and not to remove or consume food purchased by other residents.

No cooking of any kind is allowed inside resident rooms. Refer to the section on Fire Hazards for details.

## Guest Policies

All guests are required to report to the front desk immediately upon entering TMH, where they will leave their picture IDs and wait for the resident to be notified of their arrival. For security purposes, all guests must stay in the main lobby unless they are accompanied by a resident. Male guests are welcome on the lobby level only. Men are not allowed in the basement or on residence floors.

## Guest Hours

Guests who are not staying overnight must leave their picture ID at the front desk while they are in the building. Guests must exit the building by 11:00 p.m. on weekdays and 12:00 a.m. on weekends. No guests are allowed in the building before 7:00 a.m.

## Overnight Guests, Fees and Reservations

A resident may have one female overnight visitor in her room per night provided the resident is present. Guests may not stay longer than seven nights consecutively. All overnight guests must be registered at the front desk 24 hours prior to the guest's arrival and the guest fee payment must be made upon arrival. The guest fee is \$10.00 per night, if your guest plans to bring an air mattress or sleep on the floor in your room. If your guest would prefer a cot to use in your room, the guest fee is \$25.00 per night. The cot includes sheets, a blanket, and towels.

A guest room may be reserved, upon availability, for up to two female guests for a guest fee of \$100.00 per room per night. The Carriage House guest suite above the garage may be reserved for your guest(s) for a nightly rate. Inquire at the front desk about the current nightly rate for the Carriage House. Male guests are allowed in the Carriage

House, which includes a small kitchen, living and sleeping area, walk-in closet, and private bathroom.

A guest reservation form must be submitted at least 24 hours in advance of the guest's arrival. The guest reservation form is located under the "Resident Resources" tab via <http://www.tmhdc.org/>. Guest rooms and the guest suite are not guaranteed; reservations in advance are encouraged.

NOTE: Children under age 12 are not permitted to stay at TMH, except in the Carriage House. Residents are responsible for ensuring that their guests abide by TMH rules. **THE GUEST ROOM FEES DO NOT INCLUDE MEALS.**

## Amenities

### Internet

Residents may use TMH's wireless Internet network, which provides Internet access in most places throughout the building. To use this service, complete the Internet service agreement form and obtain the current Wi-Fi network password from the front desk.

### Telephones

Telephones in the hallways are extensions of the main TMH number (202) 546-3255. You may use the hall phones for any type of call. Please be courteous to your fellow residents and keep phone conversations in the hallway at a low volume.

### Computer, Copier and Printer Use

Public computers are available for resident use on the lobby level of the building in the computer room. Residents may make copies and print documents by obtaining a room-specific copier/printer code from the front desk. Residents can scan and fax at the front desk. Instructions on how to use the copier and printer are located in the computer room.

Prices: copies and printed pages \$0.10 per page, scans and faxes \$0.25 per page.

### Laundry Room

The first floor laundry room is for resident use. The basement laundry area is for TMH housekeeping staff only. TMH is not responsible for the loss or theft of any items left in the laundry room. We request that all clothing be removed promptly from the laundry room. Laundry that needs to be hand washed can be washed in the utility sinks adjacent to the washers in the laundry room and not washed in the bathroom sinks. Ironing boards and irons are provided on each floor. The ironing boards, irons, drying racks, and laundry carts should not be taken from their designated areas.

### Sundeck

A sundeck is available on the second floor for resident use. **NO SMOKING IS PERMITTED ON THE SUNDECK.** See smoking policy for details.

## Library

A library is located on the lobby level of TMH, for your enjoyment. Do not leave personal belongings in the library unattended. In consideration of other residents, please do not borrow more than two books at a time and promptly return the books when you have finished reading them. Guests and visitors are not permitted to borrow books from the TMH library. NO FOOD OR DRINK IS PERMITTED IN THE LIBRARY AT ANY TIME.

## Piano Hours

The piano in the living room may be played between the hours of 8:00 a.m. and 10:00 p.m. on weekdays and 12:00 p.m. to 10:00 p.m. on weekends.

## Recreation Room

The TV, DVD player, and exercise equipment in the recreation room are available for everyone's use. You may reserve the TV through BuildingLink. Please contact the front desk if you need assistance making a reservation. Please remember the TV is for everyone.

## Storage

Residents may store personal possessions on designated shelving in the basement. The items must be boxed and clearly labelled with the resident's name, room number and check-out date. Unmarked items will be donated to local charities. TMH is not responsible for any items stored in the basement. Former residents may not store their items in the basement. Items stored in the basement without written permission will be confiscated. Departing residents may not leave unwanted mattresses, furniture or other belongings in the basement.

## Bicycles

Bicycles must be locked to the bike rack in the basement storage area and must be labeled with resident's name and room number. Bicycles may not be stored in the lobby, outside the building, or in the resident's room. TMH is not responsible for loss or damage to bicycles.

## Cleaning and Maintenance

### Room Cleaning and Maintenance

For health and safety reasons, resident rooms will be cleaned weekly according to the cleaning schedule posted on the bulletin boards outside each bathroom. **Residents may not refuse housekeeping service. Should you fall ill, please contact the front desk to inform staff you will be home sick.** On the scheduled cleaning day for your room, please remove all of your belongings from the floor and from the tops of the furniture. The housekeeper will clean the floor, dust the tops of the furniture, and empty the wastebasket.

## Maintenance Issues

If a maintenance issue arises in your room or common area (i.e., a lightbulb goes out, a window won't open, the A/C or Heat stops working, furniture breaks, a drain is clogged, etc.), you should submit the online Maintenance Request Form located under the "Resident Resources" tab via <http://www.tmhdc.org/>. You may also submit a Maintenance Request via your BuildingLink account. Emergency maintenance issues (i.e., flooding, major leaks, lack of hot water, power outages, smoke or gas odors, fire alarms, etc.) should be immediately reported to the front desk attendant and manager on duty.

## Pest Control

TMH has all common areas treated for bugs and other pests on a routine basis. If a resident room needs to be treated, please submit a maintenance request located under the "Resident Resources" tab via <http://www.tmhdc.org/> or via BuildingLink. Please notify TMH immediately at the suspicion of any pest-related issues.

## Helpful Information

### Staff:

- The Front Desk—The front desk is your first resource for any questions you may have during your stay at TMH. They can help you with everything from mail delivery to guest reservations. There is an attendant at the desk 24/7 to respond to your needs. If you have a question, they are not able to answer, they can direct you to the person who can best address it.
- Resident Managers— Resident Managers are residents like you, who have lived at TMH for some time and know their way around the city. RMs help TMH leadership to ensure a positive resident experience by fielding questions and concerns each evening at office hours. Resident Managers also conduct nightly building inspections to ensure resident safety and security.
- Assistant Director—The Assistant Director works to ensure that resident issues are addressed in a timely manner. In addition, the AD also oversees resident accounts and reservations. If you have a question about your reservation or charges, please reach out to the Assistant Director directly.

### Online:

- Resident Resources Page— The Resident Resources page is where you will find a variety of resources from the weekly menu to DC resident registration. The page is located in the top right corner of the TMH website [www.tmhdc.org](http://www.tmhdc.org)

- BuildingLink – This online resource allows residents to submit maintenance requests, reserve the T.V. room, projector or conference room, track packages and more. Upon check-in, residents will receive log-in information.  
<https://thompsonmarkwardresidents.buildinglink.com>
- Facebook Group—Want to connect with other current TMH residents? Find the “TMH Ladies” group on Facebook and join. This group is used to share ideas, events and resources among current and former TMH residents. Don’t forget to join the public TMHDC Facebook page.
- Instagram – Follow us on Instagram at <https://www.instagram.com/tmhdc/>.

Around the Hall:

- Bulletin Boards—Around the hall you will find several bulletin boards. The boards on resident floors each have a list of Resident FAQs such as the cleaning schedule and trash closet locations. Important updates will be posted here as well such as the resident newsletters and monthly events calendars







## Thompson-Markward Hall

### **FIRE AND EMERGENCY PROCEDURES**

**FIRE PROCEDURES:** Please familiarize yourself with the designated fire exits and the chart hung on the back of your room door. TMH is protected by fire alarms in the hallways and smoke detectors in each room. If a smoke detector sounds near you, pull the fire alarm in the hallway to alert the rest of the building and **exit the building immediately**. Fire alarms are located near the stairwells and exit doors. On your way out, tell the front desk attendant where the smoke detector is ringing, so he or she can assist the fire department and locate the fire. After exiting the building, proceed to the Senate Parking lot at the northwest corner of 2<sup>nd</sup> and C Streets NE to allow room for fire equipment and personnel. **NOTE: NEVER USE THE ELEVATOR DURING A FIRE OR ELECTRICAL EMERGENCY.**

**EMERGENCY EVACUATION PLAN:** If you hear the fire alarm or receive instructions to evacuate the building for an emergency, please exit the building immediately. If police are outside the building, follow their instructions. Otherwise, assemble in the US Senate parking lot at the Northwest corner of 2<sup>nd</sup> and C Streets NE. If 2<sup>nd</sup> Street is closed for a Capitol Police Emergency or weather requires that you need to take covered shelter, please proceed to Union Station and gather in the main area adjacent to the entrance to East Hall. Wait there for the manager on duty who will give an all clear to return or provide further direction.

**WHEN YOU CANNOT ACCESS TMH:** Because of the proximity to the U.S. Capitol, Supreme Court and related facilities, there are times when access to our street, our front entrance or the full block may be restricted.

If Second Street NE is closed, Managers will be positioned for you to access the building via the gate near the kitchen or through the garage door below the carriage house in Justice Court, directly behind the property. Please call the TMH front desk (202-546-3255) when you are close so that someone can go to the back and let you in. If the entire block is closed, please proceed to Union Station as indicated above and report to the TMH Manager on site.

**PLEASE put the main phone number of TMH (202-546-3255) in your cell phone so that you can contact TMH** during lock downs or emergencies in the U.S. Capitol Grounds and surrounding vicinity. When you check in, please sign up for the TMH Ladies private Facebook page where routine and emergency resident-to-resident

and manager-to-resident communications are posted. Also, check your email and text messages on your phone for updates. Please be sure to notify the front desk if your cell number or email changes while you are here.

**IN CASE OF INTRUDER:** Call 911 first and then immediately inform TMH Staff who will work with you to do an assessment of the situation and take necessary next steps.

**MEDICAL EMERGENCY:** If you are experiencing a medical emergency, call the front desk and ask them to call the Resident Manager on duty. If you need immediate help, get a neighbor to assist you. If it is life threatening, call 911 and then let the front desk know so they can send a Manager to help you and direct the squad when they arrive.



## Thompson-Markward Hall

**By signing below, I acknowledge that I have read and agreed to abide by these rules, and understand that**

**THE BOARD OF TRUSTEES and TMH MANAGEMENT RESERVES THE RIGHT TO CHANGE HOUSE RULES AND PROCEDURES WITHOUT NOTICE.**

*Approved by the Board of Trustees*

*Revised December 2019*

\_\_\_\_\_  
RESIDENT'S SIGNATURE

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

Resident's Cell Phone Number: \_\_\_\_\_

Resident's Preferred Email: \_\_\_\_\_