

General Information: The TTU Center is a short distance from town where you can find a grocery store, dollar stores, convenience stores, gas stations, post office, restaurants and other businesses to meet most of your needs.

Resident Junction Staff: (call for maintenance issues or concerns)

- Clay Armes – Maintenance (830) 459-7525

Emergency Phone Number: (In case of an emergency)

- Police, Ambulance etc. **911**
- After Hours Emergency Contacts in order of priority.
(1) Your Instructor (2) One of the resident staff listed above.

CAMPUS SERVICES/FACILITIES:

Mail: Mail is delivered once a day after the lunch hour. If you need to mail a letter, we can take it to the post office for you. Just have it to us before noon to go out that same day. Packages and mail received, will be placed in the hallway area as you enter the admin building. **The mailing address is: TTU Center at Junction, “your name”, 254 Red Raider Lane, P.O. Box 186, Junction, TX 76849. (please use both PO and physical address)**

Food Service: Meal service is Monday – Friday, breakfast, lunch and dinner. **There is NO food service on Saturday or Sunday. Meals are served for ½ hour past the posted serving time** of Breakfast 7:30am, Lunch 12 Noon, Dinner 5:30pm. Your promptness is appreciated.

Custodial Service/ Trash Collection: Restrooms are cleaned daily by the custodians. We ask your assistance in keeping the living quarters clean and by emptying your waste baskets as necessary. Our maintenance staff will empty outside trash cans daily. To help our custodial staff, and to prevent slippery floors, **please apply spray sunscreen and insect repellent outside the buildings.**

Student Computer Lab Hours & Guidelines: The Computer lab is located in the Administration Building, Room 207 for students use and is open 24 hours a day. Computers are also located in the conference room of the admin building and in the Dining Hall.

Canoes, Kayaks, and Inner Tubes: Canoe and kayak trips are available for class groups only and not available for individual check-out. Instructors may arrange for trips with the campus staff. Tubes are available for your use and are kept in front of the Maintenance Building. Please return all tubes to this area daily. To help prevent punctures, **Please carry tubes to and from the river – do not roll or drag on roads or ground.**

Walking/Jogging Trail: A 2.5 mile trail on campus is enjoyable for both jogging and walking. Contact any of the resident staff for more information.

Barbecue Areas: **Fires are not permitted without prior consent from the director Robert Stubblefield. Fires are also not permitted during a burn ban.** Contact resident staff prior to building any fire.

Visitors: All visitors are required to register at the Administrative Office. If visitors are arriving after normal office hours, you should register them in advance. A participation fee will be required during their stay. Overnight lodging on center is **not** available to overnight guests.

Glass at River Area or Pool: Please help us maintain a safe and litter free campus. For safety, please no glass containers or other glass objects at the pool, the pecan bottom, or the river area.

Quiet Hours: After 10:00 p.m. all noise should be held to a minimum around buildings. All gatherings should be at the river area after 10:00 p.m.

Use of Vehicles: Maximum speed limit on campus—15 mph. Use of vehicles on paved roads **only**—please avoid driving on grass and any non-paved roads. Vehicles are not permitted at river area. Parking is allowed around the outer perimeter of housing area, perpendicular to white posts. Please, no parking in front of maintenance area, front gate, and kitchen door. ATV's of any type are not permitted. No spotlighting or hunting on center.

Smoking Policy: Smoking is not permitted inside **any** building on campus.

Protected Research Areas: Except for around the building areas, the remainder of the campus is left in its natural state. Any collecting of animal/plant/historical/archeological matter, except for directly related class assignments, is prohibited. Your help in keeping these areas free of abuse is appreciated.

Insurance: Insurance coverage includes up to \$3000 of accidental injury, \$1000 for illness and \$500 for dental injury accident while in attendance at TTU Junction (excluding pre-existing conditions.) Insurance is secondary to your primary insurance. Please see front office for appointment and to fill out insurance claim form.

Campus NO's: No camping—No firearms—No fireworks—No pets—No individual refrigerators or cooking in housing units and classrooms-- No space heaters—No spotlighting – Absolutely no admittance to maintenance building or equipment yard. **No alcohol or drugs allowed on campus.**

Personal Items – TTU Junction is **not** responsible for lost or stolen items. We recommend you keep your valuables locked in your vehicle and/or out of plain sight. Look out for each other and if you see strange behavior, report it to your instructor or the front office.