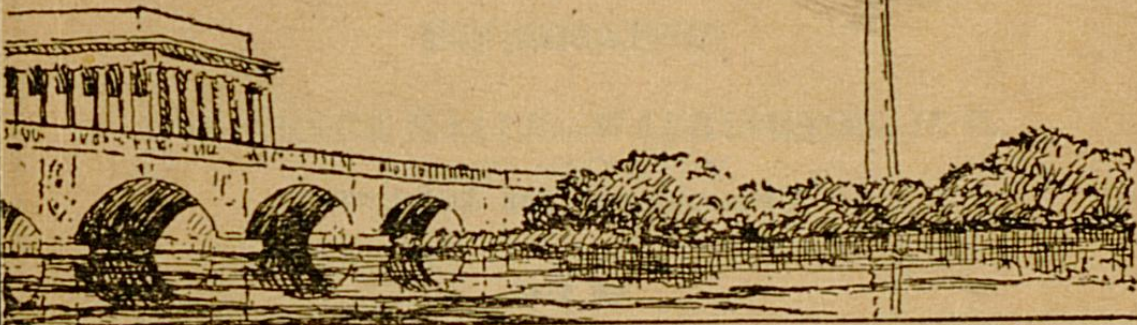


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UNIVERSITY OF KENTUCKY



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# RESIDENCE HALLS

WASHINGTON, D. C. AREA

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OPERATED FOR THE ACCOUNT  
OF THE  
FEDERAL PUBLIC HOUSING AUTHORITY  
BY THE  
FEDERAL WORKS AGENCY



PUBLIC BUILDINGS ADMINISTRATION  
OFFICE OF RESIDENCE HALLS  
Federal Works Agency Building  
18th and F Sts. NW.—Washington 25, D. C.  
Executive 4900, Extn. 4226

## INFORMATION

### RESIDENCE HALLS—WASHINGTON, D. C., AND VICINITY

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**ADDRESS:** Your Residence Hall address should include your name, room number, and the name and location of the particular Residence Hall in which you live. This will expedite delivery of mail and packages. The form of address recommended by the Post Office Department is indicated by the following examples:

Miss Mary Jones	Miss Margaret Ash
Room A-236 Alabama Hall	Room C-241 Suitland Hall
Arlington Farms	4400 Silver Hill Road SE.
Arlington, Virginia	Washington 20, D. C.

When leaving the hall for overnight, or for a few days, you are strongly urged to leave at the desk the address and telephone number where you may be reached. This procedure is recommended for your convenience and in anticipation of possible emergencies.

When checking out permanently, your forwarding address should be left at the desk.

**AIR RAIDS:** Special blackout shutters are provided in each room. When the alarm sounds, please close the window, if it is open, and also the shutter. (Drills are held periodically.)

**APPLICATION AND REGISTRATION FOR RESIDENCE:** Application blanks may be obtained from Public Buildings Administration (Office of Residence Halls), from any of the Residence Hall projects, or from the personnel office in adjacent agencies. Completed applications or correspondence should be addressed to the Office of Residence Halls, Public Buildings Administration, Federal Works Agency Building, Washington 25, D. C.

The Registrar's office is located in the Administration Building at Arlington Farms. All transactions relating to room assignments or transfers must be made at this office.

Residence in a hall is contingent upon the continued employment of the guest by the Federal Government.

**BAGGAGE:** At Arlington and Suitland, trunks and bags should be delivered at the service entrance of the hall in which you live. At West Potomac Park and Langston, a separate service building is provided with trunk storage space. The only storage space in rooms is the closet and the chest of drawers. Large baggage should be unpacked in the trunk room and checked. Small hand baggage may be unpacked in your room, and should then be checked in the storage room.

Reasonable care is used for the protection of your property, but no responsibility can be assumed for loss or damage. A schedule of hours during which the trunk room is open is posted on the main bulletin board in each hall.

**BULLETIN BOARDS:** Schedules of events and community functions are posted on the boards at the main entrance. Please watch these boards for important notices.

**CHECKS:** Personal checks, when made for the exact amount, may be presented for advance payment of room rent, but payment in currency is preferred. Please do not ask the cashier to cash your check.

**CALLERS:** Men are allowed in the public rooms on the first floor of the Residence Halls, and in the Recreation Buildings, when accompanied by, or known to be waiting for, a resident.

**CARE OF ROOMS:** Each resident is expected to take proper care of her room, including the furniture and wall surfaces, and must compensate for all damage beyond ordinary wear. Equipment, including blankets, spreads, pillows, sheets, etc., may not be taken from the room for any purpose.

The use of electrical heating equipment and light bulbs exceeding in wattage those provided is not permitted in residents' rooms. Items, such as radios, consuming a nominal amount of current, are permitted.

Pets of any sort are not permitted in the buildings.

Due to the scarcity and high cost of labor, maid service is provided only one day each week. At that time your room will be cleaned and clean linen exchanged for soiled. Cleaning equipment is available on each floor for your own use. Your cooperation is requested in order to keep operating costs as low as possible, so that rental rates may be maintained at the present level.

**CHECKING OUT:** Residents are required to give written notice one week in advance when leaving. A charge of regular room rent will be made for each day short of full notice. Rooms should be vacated by noon.

Residents are responsible for rent on rooms until keys are turned in to cashier.

**CLOSING:** Public rooms will be closed at 11 o'clock from Sunday through Friday nights, and at 12 o'clock on Saturdays. Upon request, guests coming in after closing of public rooms will show their keys. This is for your protection against intrusion.

**COOKING:** Small kitchens are available for limited use of groups. Reservations may be made at the desk. The cooking or storing of food in rooms is not permitted. Food, papers, and boxes kept in the room encourage the presence of vermin and insects.

**DRESS:** Since the lobby and adjacent sitting rooms are open to the public, street attire is required at all times in these areas.

**DRY CLEANING AND LAUNDRY:** A dry cleaning and laundry pick-up service is maintained in the service shop.

**FIRE PROTECTION:** The Residence Halls are of temporary type and construction. No open-flame appliances, such as canned heat and alcohol lamps, may be used. Inflammable liquids for heating or dry-cleaning purposes may not be brought into the building. Fire-fighting equipment is available in each wing. Please familiarize yourself with the location of the equipment and the fire alarm boxes. Exits are located at the ends of each corridor. Fire doors are not to be used except in cases of emergency. Fire drills will be held. Ironing may be done only in the domestic rooms.

**FOOD SERVICE:** Cafeterias at each project or adjacent thereto, operated by the Welfare and Recreational Association, provide food at reasonable rates. At West Potomac Park, the cafeteria is located within the Navy Department buildings. (See bulletin board for meal hours.) The lunch bars in the Recreation Buildings are open during the evening.

**GUESTS OF RESIDENTS:** Women members of the immediate families of residents may be accommodated for limited periods of time as transients when rooms are available. Arrangements should be made in advance with the registrar.

Rooms may not be sublet or guests accommodated without registration.

Guests of residents may not be under 16 years of age.

**INFIRMARY:** An infirmary operated by the United States Public Health Service is located at each project. Any resident who is ill is urgently requested to report immediately. Emergency treatment and nursing care in semi-private rooms are provided at no extra expense. The food required for your stay in the infirmary is provided at regular cafeteria prices, plus a fee to cover service cost of obtaining and serving it. If necessary to call a physician, you may call your own, or if you have none, the Public Health Service will provide a list of doctors. The Public Health Service has arranged for scales of doctors' fees which are considered reasonable.

**KEYS:** Your room key also fits the lock on your closet. The maid's key will not fit your closet. A deposit of \$1.00 is required for each room key. The dollar will be refunded when you turn in the key upon leaving. If it is necessary

to replace your key, due to loss or other cause, there will be a charge of \$1.00. Your key is your identification. Please show it upon request. It is for your protection.

**LAUNDRY:** Conveniently located laundry rooms are provided, with facilities for washing and pressing personal garments. Laundries are open from 8 a. m. until 11 p. m. A limited number of electric irons are available at the desk at no extra cost. Articles left in the laundry are at the owners' risk.

Guests are held responsible for damage, beyond ordinary wear, to irons, ironing boards, and covers in laundry rooms.

**MAIL:** Mail, when properly addressed, is delivered to your Residence Hall by the Post Office Department. It is immediately sorted and placed in the mail boxes. Telegrams, special delivery letters, messages, and packages are received at the desk. A card is then placed in the post box of the individual to whom addressed. Delivery is made on presentation of the signed card. C. O. D. packages or telegrams are not accepted unless money is left in advance at the desk. At Arlington Farms: Postal C. O. D. packages must be paid on receipt of notice at the Post Office in the Administration Building.

**OFFICE:** The desk is open from 7 a. m. to 11 p. m. daily. The Cashier's schedule is posted, but may be revised from time to time in order to improve the service.

**QUIET:** For the comfort of all, reasonable quiet is requested. Please do not use radios or typewriters, or entertain in rooms, after 11 p. m. or before 7 a. m.

**RATES:** Rooms are rented by the month at \$24.50 single and \$16.50 to \$24.50 per resident double, payable semi-monthly in advance. Permanent guests arriving after the first day of the month will be charged pro rata. Guests staying less than one month, but more than one week, will be charged \$1.25 per night. Guests staying one week or less will be charged \$1.50 per night. There will be a charge of \$1.00 for transferring from one room to another, or from one hall to another.

**RECREATION:** In addition to the public space in each hall, a separate recreation center is located at each project. There is an assembly hall for large group activities, and smaller meeting rooms for interest groups. A director will help in the arrangement of programs for educational and recreational activities. The lunch bar and game rooms are open evenings. Out-of-doors facilities consist of badminton, clock golf, softball, croquet, tennis, etc.

**REPAIRS:** Requests for repairs should be made at the desk.

**SERVICE SHOPS:** Within each Hall is located a small service shop, well stocked with necessities.

**SITTING ROOMS:** For your convenience, informal sitting rooms are located within the dormitory areas, adjacent to the main corridors.

**TELEPHONE:** The telephone switchboard is open from 7 a. m. to 11 p. m. Incoming calls will be switched to the phone nearest your room. Answering of incoming calls will be on a cooperative basis. Messages received at the switchboard will be placed in your mail box. Coin box telephones are conveniently located for outgoing calls. Telegrams received after your telephone switchboard has closed will be delivered by the night watchwoman on her next round. No calls may be charged to the hall at any time.

**VALUABLES:** While reasonable effort is made to safeguard personal property of the residents, no responsibility can be assumed for loss or damage. Residents are urged to keep their rooms locked when leaving them even for short periods of time.

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## LOCATIONS

### ARLINGTON FARMS:

Overlooking the Potomac River near the Pentagon Building and Navy Annex. Cafeteria, recreational, and essential commercial facilities included in the project.

Post Office Address:

Arlington Farms, Arlington, Virginia.  
Telephone: GLebe 6900.

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### WEST POTOMAC PARK:

Overlooking the Potomac River and Tidal Basin, adjacent to the Navy and Munitions Buildings. Recreational and limited commercial facilities included in the project. Cafeteria for employees of Navy and Munitions Buildings located in the Navy Building.

Post Office Address:

17th Street and Independence Avenue SW.,  
Washington 4, D. C.  
Telephone: EXecutive 6565.

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### LANGSTON:

Overlooking the Anacostia River near Benning Road Bridge. Cafeteria on the project. Commercial and recreational facilities for Negro residents on the project, and other community facilities readily accessible.

Post Office Address:

24th Street and Oklahoma Avenue NE.,  
Washington 2, D. C.  
Telephone: TRinidad 8400.

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### SUITLAND:

Near the Government Census Building and Navy Hydrographic Office at Suitland, Maryland. Recreational facilities adjacent. Cafeteria service in Census Building. Limited commercial facilities are available at the project.

Post Office Address:

4400 Silver Hill Road SE.,  
Washington 20, D. C.  
Telephone: SPruce 0822.

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The above projects operated for the account of the Federal Public Housing Authority by the Federal Works Agency

### PUBLIC BUILDINGS ADMINISTRATION OFFICE OF RESIDENCE HALLS

Federal Works Agency Building, Washington 25, D. C.  
18th and F Sts. NW. EXecutive 4900, Extn. 4226

General Administration Building and Registrar  
Arlington Farms, Virginia. GLebe 6900