The Office of the Ombudsperson, including the Oberlin College Dialogue Center (OCDC), and the Office of Religious and Spiritual Life (ORSL) share Lewis House.

The spaces designated for scheduling and use by ORSL are the first floor of the house, the front porch/yard and back yard of the house, and the Pastoral Care Room on the second floor. The Pastoral Care Room is the room on the second floor nearest the rear staircase. No other space on the second floor may be accessed by anyone scheduling the house through ORSL. (However, the Conference Room on the second floor, which belongs to the Office of the Ombudsperson, may be scheduled at that Office’s discretion through the Ombudsperson’s Administrative Assistant. Scheduled users of the Conference Room are welcome to use the upstairs bathroom as needed.)

Because of the sensitive nature of the work done by the Office of the Ombudsperson and OCDC, every effort must be made to respect the privacy and the needs of those visiting the house for the Office of the Ombudsperson and OCDC. The privacy and integrity of that space must always be maintained.

All users wishing to schedule the use of the ORSL spaces at Lewis House must do so through the ORSL Administrative Assistant by emailing orsl@oberlin.edu. The house may only be accessed by the front door at 68 South Professor Street. Monday-Friday from 7 am-9 pm, scheduled users may access the house by swiping an Oberlin College ID card. Otherwise, scheduled users may exchange a valid ID for a house key from the Wilder Hall Information Desk. If the Information Desk is closed, scheduled users may request access from Oberlin College Safety and Security by calling (440) 775-8444.

ORSL users are asked to remain conscious of the shared use of the house by the Office of the Ombudsperson and OCDC and are asked to keep noise levels to a minimum and respect other such needs of the Office of the Ombudsperson and OCDC. The Office of the Ombudsperson and OCDC will not use the first floor of the house, the Pastoral Care Room, the front porch/yard or the back yard unless booked through the ORSL Administrative Assistant.

Out of respect for all who use the house, please always leave the space in a clean and neat condition, and report any maintenance issues immediately to the ORSL Administrative Assistant. All dishes used in the Kitchen must be cleaned and the counters must be cleaned after use. All appliances must be turned off. All food left in the refrigerator must be clearly labeled. The Dining Room table must be cleaned after use. And the furniture in the Living Room, Reflection Room, and Pastoral Care Room must be left in an orderly condition. Please always be sure that the house is securely locked when leaving. Any violation of these policies may incur fees or limitations on permission to schedule the space.

If you have any questions or concerns regarding this policy, please contact the Director of the Office of Religious and Spiritual Life.
The Office of the Ombudsperson's
and
The Oberlin College Dialogue Center's
Policy on the Usage of the Lewis House

The Office of Religious and Spiritual Life (ORSL) and the Office of the Ombudsperson share the Lewis House. The Office of the Ombudsperson is the home of the Oberlin College Dialogue Center (OCDC). The second floor (except the room near the rear staircase which is designated for ORSL use) is designated for the use of the Office of the Ombudsperson and OCDC.

In order to create a respectful work atmosphere for all users of the house, the Office of the Ombudsperson would like for members of OCDC to observe the following:

1. Always enter and egress through the main door on 68 South Professor. During business hours, Monday thru Friday 8:00-5:00 p.m., use the swipe card machine to enter the building. On weekends and after business hours, members of OCDC can ring the doorbell to be let in. Alternatively, members may sign out keys from me or Maryalice Davis when planning to use the OCDC lounge outside of business hours.

2. The First floor living and dining rooms, the powder room, the kitchen, and the second floor room near the rear staircase are designated for the use of ORSL and its affiliates. It is both our philosophy and duty to respect the privacy of peoples' safe spaces. Therefore, respect the space and programs of the ORSL when you are working with the Office of the Ombudsperson or OCDC. Spaces designated for ORSL use are not to be used when a member's purpose for being in Lewis House is related to OCDC or the Office of the Ombudsperson.

3. Out of respect for all who use the space, leave the area designated for the use of the Office of the Ombudsperson and OCDC as clean as possible. Turn off the TV, the coffee pot, and the lights when finished using them. Before leaving the building, check to see that the second floor rooms are properly locked, and that the front door is locked and secured.

If you have any questions or concerns do not hesitate to contact me.

Thank you.

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