

# BETWEEN DECKS

WOMEN'S RESIDENT HALLS  
Oregon State College  
1948 - 1949







## To the Women Living in Resident Halls:

A ship can be likened to a group of people working toward a common goal. No two people have exactly the same tasks to perform on a ship nor the same abilities with which to perform them, but they all come into the same harbor together. In college no two women have exactly the same aptitudes nor give the same performance, but they are all heading for the same destination--that of finishing college with the least amount of friction and the most benefits.

There are more or less five phases of college life--studies, sleep, campus activities, social life, and oftentimes outside work. In order for maximum efficiency each must be considered fairly and given its proper amount of time, either in correlation to each other phase or to the health of the individual.

On a ship some of the most important functions go on between the decks. Thus it is with college life. This pamphlet gives some definite rules to follow in the college dormitories, and also adds some suggestions for those who would be courteous.



## QUIET HOURS

During the daylight hours from 8 to 5 o'clock, the pitch of voices is kept to a conversational tone. Except for the hour break of lunch when everyone must come and go, that time is considered as "Courtesy Hours."

Remember to keep the radio low so it cannot be heard outside the room.

Even a mouse will have to wear his bedroom slippers during "Intensive Quiet Hours" and no one should leave her room unnecessarily. This time is kept between 7:30 p.m. and 10:00 p.m. with the half-hour between 9:30 and 10:00 p.m. subject to individual house ruling.

Soft-soled slippers and closed doors are on the agenda for quiet hours.

An 11:00 bedtime is recommended and really pays in the long run. To burst into another's room or chatter outside the door of a sleeping occupant will soon put you on that person's black list.

The clatter of the typewriter is confined to rooms designated for typing during quiet hours.



## DRESS FOR THE OCCASION

### Dress around the hall--

Housecoats, curlers, and pin curls are worn only in the sleeping rooms and adjacent corridors. They are never worn in the parlors, dining room, or entrance hall during the hours that the hall is open to visitors. Pincurls may be worn to breakfast only under a bandanna with the ends worn neatly on top.

### Strictly sport--

Jeans, slacks, shorts, pedal-pushers, and similar sport garments are worn only in the students' rooms, in adjacent corridors, and when passing through the hall to games or outings for which they are suitable.

### Lounging--

It is important to be suitably dressed for guests when you are in the living rooms on Saturdays during visiting hours, and all day Sunday.

### Wooden shoes--

Wooden shoes should be exchanged for soft-soled shoes or slippers after 7:30 p.m. and it is courteous to wear them indoors no longer than necessary, especially not before 7:30 a.m.



Dressing for meals--

Thursday and Sunday dinners are campus-wide dress occasions. This can mean a simple afternoon dress and heels. The object is not to outdress anyone, but instead, to present a good-looking, all-around picture of appropriately dressed women.

Bandannas--

Bandannas are acceptable in the dining room from Friday dinner through Sunday breakfast, besides the weekday breakfast hours. Of course, they are worn tied on top and not under the chin.

STANDARD CAMPUS DRESS

Sportswear--campus clothes (skirt and sweater or blouse, or wool dress).

Spectator or "dressy" sport--a wool dress or suit with hose and heels.

Informal--"dressy" or date dress with hose, heels, hat, etc.

Semi-formal--the woman in a dinner dress (long and with sleeves) and the man in a suit (preferable dark).

Formal--formals for the women (bare arms and shoulders if desired) and tuxedos for the men.



SIGNING OUT

Why sign out--

Signing out makes it possible to reach each co-ed for long-distance calls or in case of other emergencies. If friends or parents call, the approximate time of your return can be ascertained. Signing out is for your own convenience as well as the responsibility of the housemother, and shows her the same courtesy your folks received when you lived in a smaller group at home.

OUT-OF-TOWN PERMISSION

To make sure that you may leave the campus whenever you wish, obtain a permanent permission slip from the social director and have it signed by your parents which will give you permission to leave Corvallis with just the usual signing out necessary. These permission slips are kept on file in the Dean of Women's office.

Who's worrying--

When you are leaving Corvallis for overnight and as you sign out on a slip, fill out a mimeographed penny postcard, address it to your parents or guardian, and leave it with your social director.

When going home--

When going home, sign out on a pink slip and be sure your social director signs



her name before you leave. Also fill out the necessary penny postcard.

When leaving town for the night--

When going out of town for the night but not home, sign out on a white slip and be sure your social director signs her name before your departure.

If you'll be back by closing hours--

If leaving town for the day only, sign out on a blue slip and leave it with the social director although her signature is not necessary before you leave.

OVERNIGHT PERMISSION IN CORVALLIS

Staying in another house--

If you wish to stay overnight with a friend in another house on the campus, sign out on a yellow slip and have your social director sign it, return it the next day to your social director signed also by the hostess of the house at which you stayed.

Any other circumstances--

Any other overnight-in-town permission, except when with your parents, is given only by the Dean of Women. It is best in these cases to consult first your hall hostess, who will explain the procedure to be followed.



## ORDINARY EVENING SIGN-OUTS

### Hours in which to sign out--

If you will be out of your hall after 7:30 p.m. any evening, sign out before you leave. If you will be out after 2:00 p.m. Saturday or Sunday, also sign out.

### Handwriting--

Each girl is to sign out for herself only. This is important in order to avoid duplication or complete omission.

## SIGNING IN

### Who's tired--

It is important to remember to sign in. Failure to sign in delays the closing of the hall, and wastes your time as well as the time of the social director.

## EXTRAS TO REMEMBER

### Telephone--

Calls should be brief as there are others anxious to make or receive calls. Three minutes is the limit for any general call except long distance. A few minutes longer is considered all right during the slack time of the morning or middle of the afternoon, but nothing is quite as annoying as a phone hog.



Overnight guests--

Overnight guests should sign in at the office when they arrive and sign out upon departure. There is a minimum charge of 50 cents a night for all guests except mothers, sisters, and girls from other college-operated dormitories. Visitors from cooperative houses or sororities must be paid for also. It is practical for guests to sign out with the social director during absence from the dormitory. This will facilitate their receiving any phone messages.

Piano and other musical instruments--

On Monday, Tuesday, Wednesday and Thursday, these instruments are used only at the following times:

11:30 a.m. to 1:30 p.m.

4:00 p.m. to 7:30 p.m.

On Friday at the following times:

11:30 a.m. to 1:00 p.m.

4:00 p.m. to closing hours

On Saturday and Sunday at the following times:

9:00 a.m. to closing hours

Serenades--

A serenade should have absolute quiet and all but the necessary hall lights should be turned out. Applause is perhaps best just before the women return a song which



is generally before the men's final selection. Talking from windows to those serenading is taboo.

### Smoking--

Because of the wide variation in facilities and types of structures, each hall makes its own decisions about areas for smoking. Responsibility for fire hazards and safety measures is generally delegated to a fire marshall on each floor. Cooperation in fire drills is essential.

### Illness--

Any illness must be reported to the house-mother in order to insure adequate medical care. No physician should be called without the knowledge of the housemother.

### Tray service--

Trays are provided in case of illness. The charge for this service is 10 cents. In order to obtain a tray, the illness must first be reported to the social director and the tray obtained 15 minutes before meal time.

### Losses--

Everyone has a tendency to mislay his possessions, so special care should be taken not to leave them lying around in entrances, lounges, or living rooms. Particular care should be taken of money and

valuables. They should always be put in a safe place, preferably under lock and key. Large sums of money should be placed in the bank.

### Closed weekend--

Closed weekend begins after the last scheduled class on Friday before finals. Closed weekend is defined as a time when houses are closed to any social program. The house is not open for guests and conditions should be planned to provide the best possible study environment. The scholarship chairman, vice-president, or sergeant-at-arms of each hall should look into all noise--eradicating possibilities--and should seek the cooperation of the rest of the group in maintaining the noise-less standards.

### Neatness--

The housemaid cleans rooms once each week. Occupants should keep them reasonably clean and in order at all other times.

Decorations should be hung from the moldings either pinned on a piece of plywood or on a large blotter or hung on a string attached to a picture or cup hook.

Beds should be made by 1:00 p.m.

Students are held responsible for any damage to walls, windows, doors, or furniture within their rooms, whether committed by themselves or by visitors. Students are requested not to use anything on the walls



that would be damaging. This includes Scotch tape. However, "masking" or "decorator's tape" may be used.

CALLING HOURS FOR ME.

Friday--	4:00 p.m. to 12:30 a.m.
Saturday--	2:00 p.m. to 1:00 a.m.
Sunday--	10:00 a.m. to 10:30 p.m.
Other days--	4:00 p.m. to 6:00 p.m.

TABLE ETIQUETTE

A primary purpose of a meal is to foster a feeling of companionship within the group as well as to provide the body with food. In a large group of people, it saves time and confusion if there are a few routines established. Although these routines are a general practice, there are many times when following a routine creates confusion itself, so naturally the following suggestions should be adhered to only when practical to the situation at hand.

1. Always arrive at a meal at the appointed time.
2. Guests and house president and social director precede in entering the dining room. Social director and escort generally lead.
3. The president or social director officially makes the move to be seated.

4. If grace is sung or said, stand behind chairs with hands at sides and eyes lowered.
5. Seating guests--the guest steps slightly to the left. The host or hostess reaches around and draws back the chair. The chair is pushed under the guest as she sits down. Then seat yourself in the approved manner--in at the left and out at the right--making a complete circle. This makes for ease in seating a long table but in some situations could easily appear silly. Do not seat a man!
6. Sit with knees together and feet on the floor--not wrapped around the chair or resting on the rung of the chair.
7. It is considered correct to look into your cup while drinking, and also at your food while eating. This is not a hard and fast rule.
8. Keep up an interesting conversation. Dissections, comments on the food, argumentative topics, complaints or slander are taboo. Refrain from boisterous talking or laughing--never laugh at an accident or misfortune at the table. Do not play with articles on the table.
9. Keep unnecessary elbows and arms off the table.
10. Eat slowly, noiselessly--don't feed like a squirrel and then wash the food down with a gulp of water.



11. The napkin should be left half folded in the lap during the entire meal, with the fold toward the table. When leaving the table or when excused from the table, the napkin is placed on the fork side--never in the chair.
12. Do not drink from a cup or glass containing a spoon. When not using the spoon for stirring, let it lie in the saucer. Never lift a glass to fill it, pour into it as it sits in its place.
13. Don't yell down the table for food, but ask the person next to you to have it passed. Cut one piece of meat at a time, transfer the fork tines up and take a bit. Use the fork mainly when cutting a salad--use the knife for head lettuce. Don't use your implements as shovels. Don't spear food!
14. Never let the knife or fork hang from the side of the plate to the table--gang-plank fashion. Lay the knife across the edge of the plate nearest the center of the table with the cutting edge near you while it is in use.
15. Passing--cross hands system is used--receive from the right with the left hand--exchange--pass to the left with the right hand. Salt and peppers go in pairs and are passed with the forefinger in between and placed in a

usable position for the next person.

16. Bread and butter--relishes, olives, and jelly are placed on the bread and butter plate. If there is none, place them on the salad plate--if, however, they are meat accompaniments, they are placed on the main plate.
17. Butter bread over the bread and butter plate after the bread has been broken into small pieces--butter one piece at a time.
18. Pits of olives are removed in the palm of the hand and placed back on the bread and butter plate. Cherry, prune, etc. pits are removed in the spoon and placed back in their dish. Watermelon is eaten with a fork but its seeds can be removed with a spoon. A simple way to remember this idea is--take out with a spoon whatever you put in with a spoon or fork.
19. Once the knife is picked up for use, it is kept on the plate with the blade cutting edge toward you. When the meal is finished, the knife and fork--tines up--are placed across the middle of the plate. It would be the ten to four position on a clock.
20. Never eat or talk when a speaker is present or when announcements are being made unless permission to do so has been given.
21. If called from the table, excuse yourself to your president or housemother and



the person seated to your right--when returning, slip into your chair without making a disturbance and continue the meal.

22. When the president rises, you will rise and draw back the chair of the guest as she rises, and the president, social director and guests precede you from the dining room. Be sure to push your chair in.
23. Individual organizations should add their own ideas as to table conduct, dress, fines, fun night, etc. Rules and games should aid the individual and not be run into the ground.

### ETIQUETTE

#### Guests--

Guests of any member of a hall should be treated as a guest by every member. If an unescorted stranger looks lost or ill-at-ease, any member of the hall should immediately see if the person the stranger is waiting for has been notified. Efforts to seat a stranger and to make him comfortable takes only a few minutes and every hall member should consider herself as a hostess of the hall.

Invited guests for dinner should be met at the door by the president or vice-president, but any other woman



should invite the guest in and entertain him if the officers are delayed.

### Introductions--

An introduction is a pleasantry and should not be considered a chore. An introduction should convey good will and to be done smoothly should be practiced constantly. Rules are as follows:

Most important name first, younger person to older or most distinguished one, single person to the group, guests to guest of honor, children to older people. Always mention first the name of the person to whom the presentation is made. For example, "Mrs. Johnson, may I present Bob Jones," or "This is Bob Jones." Present the man to the woman. Introduce a young woman to an older woman.

If you are the younger, always stand when being introduced except for a man who is only slightly older.

How-do-you-do is always a proper response. Pleased-to-meet-you is not best form.

Speak clearly--women always offer their hands first if they care too--it is not necessary for women to shake hands. When a boy says, "I'm very glad to have met you," the reply is, "Thank you."



This issue of  
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