

Student Housing Policies



2009-2010

The following information is provided to enhance the safety of campus residents, ensure Seminary property is properly cared for, and promote an enjoyable residential community. It is also hoped that these policies will help answer frequently asked questions. All of these arrangements and regulations have been made to achieve the purpose of living together in harmony as members of a Christian community.

Rental Procedures

HOUSING APPLICATION AND WAITING LIST PROCESS

Only students that have been accepted to Denver Seminary and given a student ID may apply for campus housing. Placement in campus housing is based on a student's position on the waiting list (first come, first served), as well as the timing of the student's committed move-in date. A student's name is placed on the waiting list by submitting a housing application to Coldwell Banker Commercial. Only students that have paid their \$50.00 enrollment fee and applications that are filled out completely will be considered. Students are contacted via email or phone by Coldwell Banker Commercial, Denver Seminary's property management company, when an apartment becomes available.

Once an apartment is offered, the student must communicate their acceptance within three business days either by e-mail or fax. Coldwell Banker Commercial's fax number is 303-409-6000.

A Security Deposit Agreement will then be sent to the prospect including an approximate move in date. In order to hold the apartment, the student must, within five business days, return the signed Security Deposit Agreement along with a \$450 security deposit; otherwise the apartment will be made available to others. **By paying the \$450 security deposit, the student is committing to rent the apartment. Should the resident fail to occupy, the security deposit will be used to offset any rent loss that might occur as a result of the apartment sitting vacant.** The security deposit is refundable upon moving out, assuming there are no damages and all rent and fees have been paid.

THE WAITING LIST and PRIORITY PLACEMENT

International students and students with a documented disability will automatically be put at the top of the waiting list until June 1st, for the upcoming fall semester (November 1st for the spring). Additionally, two two-bedroom apartments will be held for newly accepted international students until July 1st for the upcoming fall semester (November 1st for the spring). The following priorities will be held for the waiting list participants until June 1st (November 1st for the spring):

- Families with children will be given priority in two bedroom apartments on the first and second floors.
- Families with two or more children will be given priority in two or three bedroom apartments on the first floor.

ROOMMATE PLACEMENT

Students wishing to live with a roommate may:

- a. request to be placed with a particular roommate, via their own means or,
- b. interview and choose a roommate from the roommate placement list or,
- c. Contact Coldwell Banker and request to be placed on the roommate placement list.

Roommate placement is determined by several factors including proximity on the waiting list and personal requests. If two single students would like to pick their own roommates, Coldwell Banker will do its best to facilitate the request.

If students are choosing their roommate(s), the roommate highest on the waiting list will be able to bring in the roommate(s) of their choice. Students must have their roommate(s) chosen by the time of the verbal offer for placement. If the student does not have roommate(s) selected, or both sides do not confirm interest in being roommates, then Coldwell Banker will choose the roommate(s) based on their position on the Waiting List.

- Coldwell Banker facilitates a roommate placement list. In order to view the list of people looking for roommates, the student must agree to be on the list as well. This is a tool for roommate selection to be used by students. If it is not helpful in selecting roommates, then Coldwell Banker will place roommates.
- If Coldwell Banker places roommates, roommate information will be shared at the time of placement, and the student will have 5 days to determine whether they would like to live with the assigned roommate. If the student decides they would like to be placed with another roommate, Coldwell Banker will facilitate this request with what is available at the time. Coldwell Banker will facilitate up to, but no more than, two roommate placements before a student commits to a lease.

In roommate situations, individuals can choose to sign either an individual lease or a group lease, (please see #5 for lease terms). In an individual lease, roommates' leases are not tied to each other, but Coldwell Banker reserves the right to move a new roommate in under the same terms as noted above, should one roommate decide to leave.

If a roommate in an individual lease moves out of an apartment, the remaining roommate has the option to "buy out" the other room of the apartment and pay full rent for the apartment, precluding a new roommate. Individual leases do incur a small, additional fee each month.

A group lease, however, does tie roommates together in their lease. Roommates are collectively responsible to cover the full rent for the apartment divided in a way they see fit.

ELIGIBILITY FOR LIVING ON CAMPUS

- Students in campus housing must carry a minimum of six hours of class work unless there are mitigating circumstances such as serious illness, death of a family member, unemployment, class scheduling for seniors, completion of an internship or thesis, etc. In the event of a mitigating circumstance, Coldwell Banker will determine exceptions to this rule. However, this does not mean that a student can get out of their lease responsibility by dropping below 6 hours. The Seminary reserves the right

to ask students currently in a lease to move out if they fall below the minimum required six hours.

M.Div. students are allowed a maximum of four years in residence on campus. M.A. students are allowed a maximum of three years. International students and students seeking a second degree are allowed a maximum of five years.

Each *student* living on campus is required to submit a valid "Colorado Department of Public Health and Environment - Certificate of Immunization" (or suitable copy) to Coldwell Banker prior to taking occupancy of the apartment. Failure to do so will delay the students move in date. In order to get the certificate go to <http://www.cdphe.state.co.us/dc/immunization/Forms/immforms.html>

LEASE and MOVE OUT PROCEDURES

Academic year-long leases run through May 31st regardless of the move-in date. Students graduating in the fall however must move out by December 31st of that same year, (see Eligibility for Living on Campus).

Early lease termination is permitted under the following conditions:

- Discontinuing students, or students who leave Seminary, are expected to follow move out procedures (see below), but will be let out of their lease with no penalty.
- Continuing students who wish to move off campus have the following two options:
 - o Transfer lease to an eligible student. This procedure is similar to a subleasing option, but with departmental involvement. The resident will automatically be assessed a \$200.00 re-letting fee (individual leases in a roommate situation will only be assessed a \$100.00 re-letting fee). Coldwell Banker must be given written notice at least 30 days in advance of the move out date; they will try to re-let the apartment from the waiting list. (A new lessee from the waiting list would have to commit to a move in date within 30 days of the primary lessee's move out date).
 - o If a new lessee cannot be found from the waiting list, the primary lessee may try to find a new lessee. (The new lessee must meet the eligibility requirements; see point 4 above). If found, the new lessee must be approved by Coldwell Banker through an application process. The primary lessee is responsible for any rental payments until a new lessee moves in or the lease ends. This includes at least five business days for turnover in between the primary lessee's move out and the new lessee's move-in. The lessee must comply with the lease provisions regarding move out.

At the end of the fall semester, there is an option in exchange for a lease settlement fee to terminate on December 31st. The settlement fee will be one-half of one months scheduled rent. Written notice is required by November 1st accompanied by the settlement fee. Move out is required by December 31st.

Any resident who wishes to move off campus must give Coldwell Banker a 30 day written notice. Coldwell Banker will then give the resident a list of cleaning and move out expectations. Compliance with these expectations directly affects the amount of the security deposit refund, as well as the student's seminary account standing.

For students wishing to stay past their lease term, (whether May 31st, or past December 31st for a re-leasing or graduating student), but are not able to sign another year long lease,

a Lease Extension Request may be made to Coldwell Banker. The Lease Extension Request must be filled out at least 30 days before the lease terminates. Lease extensions will not be granted for a term longer than 90 days, and once in place will not be modified if the resident decides to relocate early. The Lease Extension Request is entirely subject to Coldwell Banker's approval, which is based on availability to incoming residents and necessary turnover time. Coldwell Banker also reserves the right to offer the extension only on a month-to-month basis.

SUBLETTING

Arrangements between those wanting to sublet their apartment and those wanting temporary housing during the summer or January (primarily Doctor of Ministry students) will be made by means of a "Subletting On Campus Apartments" forum on MyDenSem. Residents will post/advertise their apartments on this forum and those interested in housing will respond/interact and decide with residents regarding a subletting agreement. The sublease agreement is posted on the site and must be filled out and signed by both parties then a copy sent to Coldwell Banker. **This will become effective January 1, 2010**

Information on how to use the forum is as follows:

1. Log in to MyDenSem (the thread is only visible to people who are logged in)
2. Go to the Student Life tab (https://my.densem.edu/ics/Campus_Life/)
3. Scroll to the bottom of the page, where you will see a portlet/box called "Forums"
4. Click on the topic "Subletting On Campus Apartments"
5. To start a new discussion for a new sublet opportunity, click "Add a Thread" Give your thread a brief but descriptive subject -- perhaps the dates available or size of apartment
 - a. In the message box, type the pertinent information (e.g., size of apartment, rent rate, terms, dates, contact info, etc.)
 - b. If you have a photo, upload it using the "attachment" option
 - c. Click "Preview" to proof read your message or click "Save" to save the listing
6. To respond to a current thread, click the "Reply" link in the appropriate message.
 - a. In the message box, type your question or information
 - b. If you have a photo, upload it using the "attachment" option
 - c. Click "Preview" to proofread your message or click "Save" to save the listing

Use this forum for connecting with subletters and **PLEASE** don't use Craigslist, for your own security and protection of your property, as well as that of the Seminary community. Subletting to a "known quantity" such as a family member or friend should the opportunity arise is fine; but again, be very careful if subletting to someone who is not a Seminary student.

PAYMENT POLICIES AND EVICTION PROCEDURES

Rent is to be paid on the first day of each month to Coldwell Banker. If rent has not been paid by the **tenth day** of the month, a one time late fee of \$25 will be assessed. If the 10th should fall on a weekend or holiday, the deadline will be the following business day. If rent is not paid by the 25th of the month, a notice will be served and it is then up to the student contact Coldwell Banker and arrange a method of payment. **Failure to do so could result in the student losing the apartment.**

INTERHOUSING TRANSFERS

A fee of \$200 is charged when a resident moves from one apartment to another (\$100 for an individual student), unless it is necessitated by extenuating circumstances. Then the fee may be waived at the discretion of Coldwell Banker.

Residents who wish to transfer apartments at the end of their lease term may choose one of two options:

1. Pay the non-refundable transfer fee and bypass new, incoming residents on the waiting list, or
2. Not pay the transfer fee and put their name on the waiting list with all other incoming residents. In the second case, the resident will be responsible to pay the difference for any increases in the security deposit from their initial lease year.
3. Transferring residents will be required to leave their apartment in rentable condition. **The transferring resident will be responsible for any costs suffered by the Seminary as a result of delays caused by the transferring resident.**

Personal Conduct

1. Smoking and illegal drug use is not allowed in apartments. Smoking is not permitted in the apartment breezeways, community areas, parking lots or surrounding areas.
2. Quiet hours are from 9pm to 9am. A respectful attitude and observance of these quiet hours is expected in all interactions and activities including the volume of TVs, stereos, musical instruments, voices, and vehicle use.
3. Residents must respect the restricted areas on campus. If there is a need to access a restricted area, please be in touch with an appropriate staff person.
4. Guests (including overnight guests) are welcome on campus and must comply with all campus policies.

Care of Apartments

Conscientious Christian stewardship will dictate how these facilities are to be used, but a few specific guidelines are in order.

1. Seminary personnel will handle repairs. When any maintenance problem or appliance defect develops (during the work week or after hours and on weekends), please e-mail rsanchez@denvercommercial.com or call Coldwell Banker at 303-830-8301, If you are locked out of your apartment or have a similar need during or after hours, again, please call Coldwell Banker at 303-830-8301. **After hours calls are handled through a paging system. Call 303-830-8301 and leave your name, apartment number and specific information regarding your emergency. Coldwell Banker personnel will return your page and dispatch maintenance.**
2. For hanging pictures, decorations, etc., please use only the appropriate size and style of **nail hooks**. Gummed hooks, screws, molly bolts and other types of nails are not to be used. This applies to the kitchen, bathroom and bathtub/shower area as well.

3. There will be a charge of \$30.00/window for any curtain rods that are installed and then taken down. Curtain rods may be left upon moving out with no charge. This is the only permissible "improvement" allowed in the apartments.
4. If personal help is needed in installing something, or permission is needed to install something bigger than a nail hook, please **call Coldwell Banker at 303-830-8301**. If personal assistance is needed, the charge will be \$30 per hour for labor (a minimum of \$15 per visit), as well as the cost for job materials.
5. No painting is allowed in the campus apartments.
6. Ceiling lamps and wall lamps may not be installed.
7. Appliances and fixtures may not be removed from any apartment.
8. Do not attempt to grind such items as cornhusks, cobs, celery, fruit pits, *grease*, potato skins, onionskins or any type of bones in the garbage disposal. If in doubt, don't put an item down the disposal! Continue to flush the disposal with cold water after use to ensure the pipes are clear.
9. Residents are responsible for purchasing and changing their own light bulbs.
10. Residents are asked not to place candles in window sills. Also, please be aware that candles are serious fire hazards and should always be closely attended when lit.
11. No mirrors are allowed on window sills – especially western facing windows! This may sound funny, but the sunlight is so intense in Colorado that we have had a mirror act like a laser and become a very serious fire hazard!
12. Renter's insurance is required for all residents for the purposes of liability and protection of personal property (from fire, water damage, etc.) Renters insurance also provides for temporary housing expenses and rent while the apartment is restored.

New residents will be required to provide proof of insurance prior to taking occupancy.

Renewing residents will need to provide proof of insurance prior to the renewal being approved.

Existing residents will be given thirty days to provide proof of insurance or give notice and surrender the apartment.

Renters insurance can be obtained from any carrier the resident chooses. For a list of insurance vendors that have agreed to provide Seminary residents with a discount, contact Coldwell Banker.

Pets

Aquariums (30 gallon maximum) containing fish are permitted in apartments. Snakes, lizards, hamsters, mice, rats and gerbils are also allowed (one per apartment), as long as they remain in contained cages. No pets of any other kind are allowed in apartments.

Keys

1. Each apartment resident is provided with an apartment key, a key for the laundry room and community rooms, and a key for their mailbox. If an additional key is needed for a residential family member, such as a teenaged child, it will be provided free of cost. The return of the additional key is expected upon move-out along with the rest of the keys.
2. If a key is lost, please notify Coldwell Banker immediately. A replacement key will cost \$5. If the loss of a key requires the replacement of the door lock, a \$50 expense will be assessed. For the sake of security, do not have any extra apartment keys made privately. If you need an additional key, contact Coldwell Banker.
3. **If you are locked out of your apartment, call Coldwell Banker at 303-830-8301.**

Mail

Mail is run through the United States Postal Service in the City of Littleton. Mail will be delivered to your apartment mail box in the mail kiosk between buildings two and four. Packages will be delivered to the parcel boxes behind the mailboxes, (a key will be in your mailbox if there is a package for you in a parcel box). Mail can only be delivered to your mailbox, and you will only have access to your mailbox, during the dates of your lease! Mail holding and forwarding information can be found at usps.com.

Other vendors such as DHL, FedEx, and UPS may be used by residents at their own risk. These services typically deliver to your front door and require a signature upon arrival. **The Seminary is not responsible for lost or stolen packages and will not accept packages in your behalf.**

Gas, Electric, Phone and Cable

Residents are directly responsible for their gas, electric, telephone, and cable utilities. **The residents will need to contact the designated utility companies before moving in and open accounts under their names. Xcel electric and gas can be reached at 800-895-4999** (In a roommate situation, the roommates must choose one roommate to have the Xcel bill in their name. The chosen person must then provide a copy of the bill for the roommates to see when requesting their portion of the bill for payment. Please see the Mediation section if necessary).

The information on whom to contact will be provided in the placement confirmation packet or is available by contacting housing.

If the gas and electric bills are not transferred to the resident's name on the day of move in, a \$20 service fee will automatically be assessed and the resident billed for the balance they are responsible for. Also, upon move-out the resident must discontinue Xcel service under their name by calling Xcel.

Any charges incurred after move-out due to services that have not been cancelled will be the responsibility of the former resident and may be deducted from the security deposit!

Heat must always be kept at a minimum of 50 degrees Fahrenheit.

Pertaining to phone and cable, please note the following:

1. Television satellites may not be installed on campus.
2. Wall phones and extension phones are not to be installed.
3. Please let Coldwell Banker know whenever there is a change in a telephone number.

Campus Internet Service

The campus apartments have free access to the campus internet service. A DS-3 connection is shared with the rest of the Seminary campus.

1. In order to hook into the internet service you must have a 10/100 Ethernet network interface.
2. The Technology Services Department of Denver Seminary is responsible for ensuring the network connections in your apartment are in working condition. If you need assistance verifying that your jacks are operational, you may contact the Help Desk during regular business hours.
3. All campus residents must follow the DSnet Acceptable Use Policy.

Sanitation and Water

1. Residents are responsible to bring their own trash down to the apartment dumpsters. Trash, (*including diapers!*), should not be stored outside of the apartments for *any* amount of time. If this is a recurring problem, fines will be assessed.
2. Recycling services are provided in two of the dumpster areas near the apartments. This *white dumpster* takes all recyclable materials except glass. Please **DO NOT** put trash in the recycling bins and visit the other recycling bin if the one you frequent is full.

Storage

1. Residents may only store things in their apartment and item-specific designated areas.
2. Residents are permitted to keep a doormat and a small decorative item outside of their front door. Anything else, including outdoor chairs, must be brought in after each use.
3. Personal grills are not permitted on campus.
4. Bicycles must be stored either in the resident's apartment, on a bike rack, on the bike pad located on the southwest side of campus, or in rented space in the bicycle storage shed (rental details to follow). Storing a bike ANYWHERE is at the resident's own risk.
5. A space in the bicycle storage shed may be rented from Coldwell Banker for bicycles (only) for an annual fee of \$35 per bike, or \$50 for two bikes from the same household. Spaces are first come first served as long as space is available.
6. **Due to insurance and fire regulations, NOTHING can be stored under the stairwells or in the hall ways. This includes but is not limited to toys, bicycles and items of a general nature.**

Items found by the maintenance staff will be confiscated and held for no more than 30 days. See the maintenance staff to recover those items. Those items that remain unclaimed after the 30-day period will be donated to charity.

7. **Storing things in apartment furnace rooms is a serious fire hazard.** Furnace rooms must remain completely empty of all items including vacuum cleaners, brooms, and bicycles. **If this policy is violated, the following actions will be taken:**
 - a. Written notification will be given to the resident. (A time must be scheduled by the resident to have their furnace room inspected within 10 business days after items have been removed.

- b. If an appointment is not scheduled within 10 business days or the furnace room has not been cleared then a second written notification will be given along with a \$50.00 fine.
- c. A random inspection will happen within 10 business days after the second written notification and fine have been given.
- d. If this second written notification is not heeded then a 30-day eviction letter will be given.

Parking

1. Please reduce speed to 15 mph or less and exercise care when driving anywhere in the parking lot. Obey all signs posted in the parking lots, including "Stop" signs and "No Left Turn" signs.
2. Only licensed, insured, drivable vehicles are to be parked in Denver Seminary parking lots.
3. Parking in the campus apartments' area is restricted to residents only and limited to one parking spot per apartment. Parking spots are already assigned to each apartment and will not be changed based on personal situations.
4. Campus residents are expected to obtain a Denver Seminary parking decal, as well as an apartment parking permit (hang-tag). The apartment parking permit assigned corresponds to the spot assigned to each apartment. If a parking permit is lost, then another one will be assigned and a \$5 fee assessed.
5. If someone is parked in a resident's assigned spot, then the resident should call Security. Security will then check to see if the parking permit corresponds with the parking spot. If it does not, then the car will be ticketed. If the car has not moved within 24 hours, it will then be towed.
6. If residents decide to trade assigned spots, Coldwell Banker should be advised of this change as soon as possible.
7. The 94th spot in the apartment parking lots is used as a 30 minute loading and unloading zone from 8am to 9:30pm.
8. Trailers, campers, etc., are not to be stored on campus.

Laundry

1. Laundry machines are for campus residents only.
2. The machines are to be used **ONLY** between the hours of 7am and 11pm, unless it is an emergency.
3. There are five washers and five dryers in each of the laundry rooms. Four washers and four dryers in each of the laundry rooms have assigned times on the laundry schedule. The laundry schedule must be followed by all residents for these four machines.
4. The fifth washer and dryer are open for use on a first come basis.
5. Sundays are open for use on a first come basis.
6. Each apartment gets a laundry schedule magnet for each of the bedrooms it has. These magnets reserve the two washers and dryers that correspond with the colored dot on the board for two hours.
7. The laundry schedule's two hour time slot allows for only 30 minutes of drying time past the end of the slot. Please plan accordingly.
8. Washers and dryers are free to use if the assigned person is not using them after the *first half hour* of their time. Just plan to be out of the machines for the next time slot.
9. Do not move anyone's magnets besides your own! Do not use anyone else's laundry time unless you ask their permission first.
10. Please keep the laundry room CLEAN during use, and when you leave.

11. Failure to follow these guidelines could be grounds for revoking laundry room privileges.

Community Areas and Items

1. Community rooms are for the residents and their guests to use from 8am to 10pm.
2. Community areas, including community rooms, the playground, and outdoor space, should always be left clean and orderly. If toys, weights, or furniture are moved, please return them to their "homes" before leaving.
3. All postings (fliers, etc.) may only be posted in designated areas, posted only by Denver Seminary staff, faculty, or residents, and must include a date, name, and contact number. All others postings will be taken down as soon as they are found. Residents are encouraged to post their announcements on the residents' webpage through MyDenSem.
4. Solicitation is strictly prohibited on campus. If encountered, Coldwell Banker should be notified immediately.
5. **The fire pit stored by the bike pad is for residential community use. The following guidelines must be followed at all times:**
 - **The fire pit must be at least 10 yards from any building.**
 - **It must be attended *at all times* by someone 18 years or older.**
 - **Ashes must be discarded in the ASH BUCKET. NOT IN THE DUMPSTER - EVER!!! We do not want a dumpster fire. Maintenance will empty the ash bucket. It is stored by the fire pit over by the bike pad.**
 - **Please return it by the bike pad when you are done using it.**

Children

1. Parents are responsible to supervise their children at all times.
2. Children under 8 years old must have a visible, supervising adult with them at all times. Children 8 to 12 years old must have a supervising adult within the apartment complex.
3. Children may be supervised by an adolescent 12 year to 16 years as long as there is an adult (18 years or older) on site (in an apartment) to supervise if a need should arise. The adolescent must have full understanding of their responsibility for the child's safety and behavior, and the adolescent's and child's parents must have agreed on terms of the supervision. Adolescents 16 years or older, with their driver's license, may supervise a child free from on-site adult supervision.
4. A play area is located between buildings one and two. The playground is designed for school-aged children, ages 5-12. All children must be supervised by an adult.
5. Children in the community room must have a supervising adult present.
6. Children are never to play in the parking lots.
7. When not in use, all play equipment (riding toys, wagons) and strollers must be put away. If they are not the housing staff reserves the right to do with them as they see fit.

Childcare

In accordance with social service regulations, childcare may be provided for *only one* child other than your own, or two children other than your own *if they are from the same family*. A greater number of children would require the daycare provider to be licensed by the State of Colorado. According to State regulations, licensing is not an option for anyone living on campus, for the following reasons:

1. There is only one means of exit from each apartment.
2. Each apartment does not have its own fire extinguisher.

Firearms on Campus

No firearms of any kind are allowed on the Denver Seminary campus, including buildings, the campus apartments, grounds, and vehicles parked on campus. Persons with concealed carry permits may not bring their firearms on campus. In addition, ammunition, explosives and fireworks are prohibited.

Mediation

If you are experiencing seemingly irresolvable difficulties with your roommate or neighbor, (i.e., noise disturbances, space issues, lack of community), we encourage you to consider a mediation process through the **Dean of Students**. Conflict naturally happens when people are in a relationship—especially when living together—and we have found that entering into a non-threatening environment where hurts/concerns can be heard, policies can be clarified, and expectations can be set can greatly improve the quality of a living environment. If you are interested, just contact the housing office and something will be set up. Often times the housing staff will suggest this if it seems appropriate as well.