

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 in a degree program 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 Spectrum Commercial Real Estate Solutions (Spectrum or SCRES), Denver Seminary's property management company. Only students that have paid their \$50 enrollment fee and applications that are filled out completely will be considered. Students are contacted via email or phone by Spectrum when an apartment becomes available.

Once an apartment is offered, the student must communicate their acceptance within 3 business days by e-mail or fax. Spectrum's fax number is 303-409-6001.

A Security Deposit Agreement will then be sent to the student, including an approximate move in date. In order to hold the apartment, the student must, within 5 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 student 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 1<sup>st</sup> for the upcoming fall semester (November 1<sup>st</sup> for the spring). In addition, the following priorities will be held for waiting list participants until June 1<sup>st</sup> (November 1<sup>st</sup> 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**

Roommate placement for new, incoming students is determined by several factors, including proximity on the waiting list and personal requests. If single students would like to pick their own roommates, Spectrum 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. However, the subsequent roommate(s) must move-in within 30 days of the first roommate. 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 Spectrum will choose the roommate(s) based on their position on the waiting list.

Spectrum 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. This is a tool for roommate selection to be used by students. If it is not helpful in selecting roommates, then Spectrum will place roommates.

If Spectrum 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, Spectrum will facilitate this request with what is available at the time. Spectrum will facilitate up to, but no more than, two roommate placements before a student commits to a lease.

## **ELIGIBILITY FOR LIVING ON CAMPUS**

Students in campus housing must be in a master's degree program and carry a minimum of 6 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, the Seminary 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 6 hours.

M.Div. students are allowed a maximum of 4 years in residence on campus. M.A. students are allowed a maximum of 3 years. International students and students seeking a second degree are allowed a maximum of 5 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 Spectrum prior to taking occupancy of the apartment. In order to get the certificate go to:  
<http://www.cdphe.state.co.us/dc/immunization/Forms/Form-collegeCI.pdf>

## **LEASE AND MOVE OUT PROCEDURES**

Academic year-long leases run through May 31<sup>st</sup> regardless of the move-in date. Students graduating in the fall, however, must move out by December 31<sup>st</sup> 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 options:
  - 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 re-letting fee (individual leases in a roommate situation will only be assessed a \$100 re-letting fee). Spectrum 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).
  - 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.) If found, the new lessee must be approved by Spectrum 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 5 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 a "buy-out" option for a lease settlement fee to terminate on December 31<sup>st</sup>. The settlement fee will be one-half of one month's rent. Written notice is required by November 1<sup>st</sup> accompanied by the settlement fee. Move out is required by December 31<sup>st</sup>.

**Any resident who wishes to move off campus must give Spectrum a 30 day written notice. Spectrum 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 31<sup>st</sup>, or past December 31<sup>st</sup> 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 Spectrum. 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 Spectrum's approval, which is based on availability to incoming residents and necessary turnover time. Spectrum also reserves the right to offer the extension only on a month-to-month basis.

## **SUBLEASING**

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 subleasing agreement.

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/](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 who are **Denver Seminary students, only; non-Seminary students are not allowed as subletters.** When subleasing, the full-time resident must notify Spectrum of their plans, including the name of the subletter, contact information and the duration of their stay.

### **PAYMENT POLICIES AND EVICTION PROCEDURES**

Rent is to be paid on the first day of each month to Spectrum. If rent has not been paid by the **10<sup>th</sup>** of the month, a one time late fee of \$25 will be assessed. If the 10<sup>th</sup> should fall on a weekend or holiday, the deadline will be the following business day. If rent is not paid by the 25<sup>th</sup> of the month, a notice will be served and it is then up to the student to contact Spectrum and arrange a method of payment. **Failure to do so could result in the student being evicted from 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. The fee may then be waived at the discretion of the Seminary.

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

- Pay the non-refundable transfer fee and bypass new, incoming residents on the waiting list, or
- 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.

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, or 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 and work requests. When a maintenance problem or appliance defect develops, contact Rita Sanchez at Spectrum: rsanchez@scres.us or 303-409-6036. After hours, call Spectrum at 303-409-6000. **After hours calls are for emergencies only, and handled through a paging system; leave your name, apartment number and specific information regarding your emergency. Spectrum personnel will return your call.**
2. For hanging pictures, decorations, etc., 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/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. No painting is allowed in the campus apartments.
5. Ceiling fans, ceiling lamps and wall lamps may not be installed.
6. Appliances and fixtures may not be removed from any apartment.
7. 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.
8. Residents are responsible for purchasing and changing their own light bulbs.
9. Residents are asked not to place candles in window sills. Also, be aware that candles are serious fire hazards and should always be closely attended when lit.
10. 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!
11. Renter's insurance is required for all residents for the purposes of liability and protection of personal property (from fire, water damage, etc.). Renter's 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.
  - 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 Spectrum.

## 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 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 Spectrum 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 Spectrum.
3. **If you are locked out of your apartment, call Seminary security at 303-783-3120.**

## **Mail**

Mail is delivered by the U.S. Postal Service, City of Littleton Post Office. 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 on your behalf.**

## **Gas, Electric, Phone and Cable TV**

On the day of move-in, Spectrum will send a fax to gas and electric service provider, Xcel Energy, to establish the account in the resident's name. In a roommate situation, each roommate's name will be sent to Xcel. The resident is responsible for calling Xcel Energy (800-895-4999) to remove their name from the account when vacating the apartment.

The resident is responsible for calling providers and activating telephone and cable TV services. Any charges incurred after move-out for 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 TV, 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 Spectrum know whenever there is a change in a telephone number.

## **Campus Internet Service**

Internet for the campus apartments is provided through Comcast under a "bundled" contract with service automatically provided to each apartment. The contract cost for this service is \$25 per apartment, which is included in the monthly rent. To activate the Internet service:

1. Pick-up a modem at the Comcast Service Center, located at 6793 W. Canyon Ave., Unit 13C, Littleton 80128. The phone number is 303-930-2000, but there's no need to call first.
2. Comcast will provide information regarding installation, routers and additional services, such as cable TV and telephone.
3. Return the modem, and any other Comcast equipment, to the Service Center when vacating your apartment and deactivating your Internet.

## Sanitation and Water

1. Residents are responsible to bring their own trash to the apartment dumpsters. Trash, (*including diapers!*), should not be stored outside of the apartments for *any* amount of time.
2. Recycling services are provided in two of the dumpster areas (marked with signs) near the apartments. These *white dumpsters* take all recyclable materials except glass. Please DO NOT put trash in the recycling bins and use 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. Storing a bike ANYWHERE is at the resident's own risk.
5. A space in the bicycle storage shed may be rented for an annual fee of \$35 for two bikes from the same household. Spaces are first come first served as long as space is available.
6. **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:**
  - 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.
  - 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 fine.
  - A random inspection will happen within 10 business days after the second written notification and fine have been given.
  - If this second written notification is not heeded then a 30-day eviction letter will be given.
7. Items can be stored beneath stairways in first floor breezeways under the following conditions: Each group of residents that shares a stairway – 101-104, 201-204, 301-304 on one side of each building; 105-108, 205-208, 305-308 on the other side for a total of 8 groups – must get together to decide if they want to utilize storage under the stairways and are willing to comply with the rules for storage. If so:
  - Appoint a "captain" who'll be the leader and point of contact within the group, as well as the Director of Auxiliary Enterprises, in helping to administer these policies. This includes managing and monitoring storage, taking the lead in holding one another accountable, etc.
  - The captain will contact the Director of Auxiliary Enterprises via email regarding the group's intent to utilize storage beneath the stairways.
  - The types and quantities of items stored will need to be limited, ultimately to be determined by each group, but with the following suggestions: Strollers, running strollers, bicycle trailers, wagons. (Most of these are "families with kids" items so consideration needs to be given to the needs of singles and couples, as well.) All bikes are to be stored in bike racks, the bike shed or in apartments.
  - All items stored beneath stairways must have owner identification.
  - Inspections will be made periodically to monitor storage and compliance with the rules. If improvements need to be made, the breezeway captain will be contacted to

request rule compliance. The ability to store beneath the stairways will be rescinded for a group for repeated failure to comply.

- If there is no breezeway captain representing a group of residents according to the points above, no items will be allowed beneath the stairways in that area. Any items found will be confiscated and held for 30 days.

## Parking Lots

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, as children are nearly always present in the area.
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.
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, another one will be assigned.
5. If someone is parked in a resident's assigned spot, 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 a reasonable amount of time, it will be towed.
6. If residents decide to trade assigned spots, Spectrum should be advised of this change as soon as possible.
7. The 94<sup>th</sup> spot in the apartment parking lots is used as a 30 minute loading and unloading zone from 8:00am 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 7:00am and 11:00pm, unless it's an emergency.
3. There are 5 washers and 5 dryers in each of the laundry rooms. Four washers and 4 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, but 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 may be grounds for revoking laundry room privileges.

## Community Areas and Items

1. Community rooms are for residents and their guests to use from 8:00am to 10:00pm.
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.
4. Solicitation is strictly prohibited on campus. If encountered, Security should be notified immediately.

## 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 12-16 as long as there is an adult (18 or older) on site (in an apartment) to supervise if a need should arise. The adolescent must have a 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.

## 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:

- There is only one means of exit from each apartment.
- 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.