

# STUDENT HOUSING POLICIES

## 2007-2008

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

#### 1. 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 the Housing Department. Only applications that are filled out completely will be considered. Students are contacted (via email or phone) when an apartment placement is available for them. Once a verbal offer has been made, the student must communicate his or her acceptance of the offer within 3 business days (via email or phone). The \$50.00 enrollment fee must be paid to Admissions by this point in the placement process, otherwise the Housing Department will move to the next person on the waiting list. A written confirmation is then emailed to the student and a non-refundable security deposit of \$100 must be received by Denver Seminary within 10 business days. Upon signing the lease an additional \$150 is due for a damage deposit, and the \$100 security deposit will transfer to the damage deposit, totaling \$250 for the damage deposit. The damage deposit is refundable upon moving out assuming there are no damages and all rent and fees have been paid. (Increases in the damage deposit do not apply to *continuing residents* renewing their lease in the *same apartment*).

#### 2. THE WAITING LIST and PRIORITY PLACEMENT

International students and students with a 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). Additionally, two two-bedroom apartments will be held for newly accepted international students until July 15<sup>th</sup> for the upcoming fall semester (November 15<sup>th</sup> for the spring). The following priorities will be held for the 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 floor.
- Families with two or more children will be given priority in two or three bedroom apartments on the first floor.

#### 3. ROOMMATE PLACEMENT

Students wishing to live with a roommate may either request to be placed with a roommate or request a particular roommate.

- Roommate placement is determined from several factors including proximity on the waiting list and personal requests. Roommate information will be shared at the time of placement, and the student will have 10 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, the housing department will facilitate this request with what is available at the time. The housing department will facilitate up to, but no more than, two roommate placements before a student pays their non-refundable security deposit.

- If two single students would like to be roommates, the housing department will do its best to facilitate the request. Housing applications should be sent together or within a few days of each other.

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 the Seminary reserves the right to move a new roommate in should one roommate decide to leave. However, 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. Please see [denverseminary.edu/business/fees](http://denverseminary.edu/business/fees) for the most current rent rates.

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.

#### 4. 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. The Housing Department will determine exceptions to this rule
- 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 the Housing Department within 60 days of moving on campus.

#### 5. 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).

Breakage of the lease 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). The Housing Department 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 leaser from the waiting list would have to commit to a move in date within 30 days of the primary leaser's move out date). If a new leaser cannot be found from the waiting list, the primary leaser may try to find a new leaser. (The new leaser must meet the eligibility requirements; see point 4 above). If found, the new leaser must be approved by the Housing Department through an application process. The primary leaser is responsible for any rental payments until a new leaser moves in or the lease ends.

- At the end of the fall semester, there is an option for a lease settlement fee that would let the leaser out of the lease on December 31<sup>st</sup>. The settlement fee amount will be one-half of January's scheduled rent. A written notice is required by November 1<sup>st</sup> and the concessional payment is due within 3 business days upon lease breakage approval. Move out is required by December 31<sup>st</sup>.

Any resident who wishes to move off campus must give the Housing Department a 30 day written notice. The Housing Department will then give the resident a list of cleaning and move out expectations. Compliance with these expectations directly affects the amount of the damage 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 the Housing Office. The Lease Extension Request must be filled out at least 30 days before the lease's end and may not be made for more than 90 days past the leases end. The Lease Extension Request is entirely subject to the Housing Office's approval, which is based on availability to incoming residents and necessary turn over time. The Housing Office also reserves the right to offer the extension only on a month-to-month basis.

#### 6. SUBLEASING

Subleasing is only allowed under the administration of the Housing Department during the January and summer terms. The income from the subleser will be applied directly to the resident's student account and used to subsidize *future* rent costs. Students interested in subleasing their apartments during the breaks should fill out a subleasing application and will be placed on a waiting list once they fill out the form. The demand for subleasing during these breaks is dependent on a number of factors, and while the demand for housing during these breaks typically exceeds what is available, residents should not solely depend on the income from a subleser to pay their rent during semester breaks.

#### 7. PAYMENT POLICIES AND EVICTION PROCEDURES

Rent is to be paid on the first day of each month in Financial Services. 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 10<sup>th</sup> should fall on a weekend or holiday, the deadline will be the previous business day. If rent is not paid by the 25<sup>th</sup> of that month, a notice will be given requesting payment ASAP. If rent is not paid by the 10<sup>th</sup> of the following month, another \$25 late fee will be charged. If rent is still not paid by the 15<sup>th</sup> of the following month, a face-to-face meeting is required with the Student Housing Manager. The purpose of this meeting is to establish the student's ability to pay. A specific repayment plan will be established in this meeting, as dictated by the Student Housing Manager, or the resident will be asked to vacate the apartment within 30 days. If a resident does not meet with the Student Housing Manager, then a letter will be sent asking the resident to vacate the apartment within 30 days.

#### 8. INTERHOUSING TRANSFERS

A fee of \$200 is charged when a resident moves from one apartment to another (\$100.00 for an individual student), unless it is necessitated by the addition of the *first* child to a family, marriage, or extenuating circumstances. Continuing 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. Do not pay the transfer fee and put their name on the waiting list with all other incoming residents. In the second case, the resident would be responsible to pay the difference for increases in the damage deposit from the previous year.

### **Personal Conduct**

1. Smoking and illegal drug use is not allowed in apartments. Smoking is not permitted in the apartment breezeways, community areas, or in the 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, but 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, please fill out a maintenance work request form, which is available in the maintenance shop, or request via e-mail at [workrequests@denverseminary.edu](mailto:workrequests@denverseminary.edu). If an emergency need arises during or after hours, please contact the Maintenance Department by phone at 303.762.6992 or the Apartment Manager on duty at 303.961.1184.
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. If personal help is needed in installing something, or permission is needed to install something bigger than a nail hook, please fill out a maintenance work request form. If personal assistance is needed, the charge will be \$30.00 per hour for labor (a minimum of \$15.00 per visit), as well as the cost for job materials.
4. No painting is allowed in the campus apartments.
5. 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. Renter's insurance is recommended for all residents for the purposes of liability and protection of personal property (from fire, water damage, etc.). Residents with a waterbed or aquarium *must* obtain renter's insurance and submit a copy of your policy to the Housing Department.

### **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. Residents owning an aquarium must submit proof of renter's insurance to the Housing Department.

### **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 the maintenance office 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 the maintenance office.
3. If you are locked out during regular business hours, Maintenance or Housing personnel will help you. At other times, contact the Apartment Manager.

### **Security**

On campus security is on call 24 hours every day. The security phone number is 303.783.3120. Please follow these strong recommendations to help our efforts in keeping you and your things safe:

- Keep your apartment door locked at all times.
- Use your peep hole and do not let strangers into your apartment. Although we live on a Seminary campus, non-affiliated people do come onto the campus.
- Lock your vehicle at all times and do not keep valuable things in it. Especially do not leave valuable items in plain sight.

### **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 mail box, 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](http://usps.com).

### **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. Information on whom to contact will be provided in the placement confirmation packet or is available by contacting the Housing Department.

If the gas and electric bills are not transferred to the resident's name on the day of move in, a \$20.00 service fee will automatically be assessed and the resident will be billed for the balance they are responsible for. Additionally, if a single person is in an apartment by themselves for a time, the Seminary will help cover the cost of the gas and electric bill. The amount of the help will be the average amount of the bills for the empty apartments on campus. A copy of the current month's bill must be submitted to the Housing Department by the single resident and a reimbursement check will be mailed within 10 business days.

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 the Housing Department 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 for the apartments in the dumpster area near the northwest corner of the Graber Administration Building. This *white dumpster* takes all recyclable materials except glass. Please DO NOT put trash in the recycling bins.

### **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 no longer permitted on campus. Residents who moved in before April 2007 are permitted to keep their grills on campus until the 2008-2009 policy year. These grills must be stored and used in designated area. Using grills in other areas, including the apartment breezeways, is a serious violation of fire codes.
4. Bicycles must be stored either in the resident's apartment, on a bike rack, or on the bike pad located on the southwest side of campus. Storing a bike outside is at the resident's own risk.
5. Kids bicycles may be stored under the stairs on the first floor, as space permits; however, *adolescent bikes* must be stored on the racks. No adult bikes may be stored in the breezeways. Additionally, kids' outdoor toys, such as kiddie-pools and big wheels, and strollers may be stored under the breezeways as long as it is orderly and space permits. Again, storing things outside is at the resident's own risk!
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:
  - a. Written notification will be given to the resident. A time must be scheduled by the resident to have their furnace room inspected after items have been removed within 10 business days.
  - 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 by the Housing Department.

4. Campus residents are expected to obtain a Denver Seminary parking decal, as well as an apartment parking permit. 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, the Housing Department 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 8am to 9:30pm.
8. Trailers, campers, etc., are not to be stored on campus.

### **Laundry**

1. Laundry facilities are available in buildings two and four for campus residents only. Off-campus students are not allowed to use the campus laundry facilities.
2. Laundry room hours are from 7am to 11pm. Please do not begin a washer or dryer before or after these times.
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 by a laundry schedule. Each apartment gets a two hour slot for two machines for each of the bedrooms it has.
4. The fifth washer and dryer are open for use on a first come basis.
5. Washers and dryers are free to use if the assigned person is not using them after the first half hour of their time.
6. Sundays are open for use on a first come basis.
7. Please keep the laundry rooms clean during use, and upon leaving. Make sure to clean out the lint screens.

### **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 at [densemres.com](http://densemres.com).
4. Solicitation is strictly prohibited on campus. If encountered, the Housing Department or Apartment Manager on duty 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:
  - a. The fire pit must be at least 10 yards from any building.
  - b. It must be attended *at all times* by someone 18 years or older.
  - c. 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.
  - d. 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. If this policy is violated a verbal warning will first be given. If the policy is violated a second time, a meeting with the Student Housing Manager will be required. Continuing violation of this policy will ultimately result in eviction.
3. 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.
4. Children in the community room must have a supervising adult present.
5. Children are never to play in the parking lots.
6. 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:

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