

STUDENT HOUSING POLICIES 2008-2009

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. 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) when an apartment placement is available for them. Once a verbal offer has been made, the student must communicate their acceptance within 2 business days with a committed move-in date (via email or phone). A written confirmation with the move-in date is then emailed to the student and a non-refundable security deposit of \$250 must be received by Denver Seminary within 5 business days. By paying the \$250 security deposit, the student is agreeing to the committed move-in date and may not push the move-in date any later. Upon signing the lease on arrival the non-refundable \$250 security deposit will transfer to the damage deposit. The damage deposit is refundable upon moving out, assuming there are no damages and all rent and fees have been paid. (Any increases in the damage deposit each year 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 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 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 particular roommate, via their own means or the roommate placement list, or request to be placed with a roommate by the Student Housing Manager.

- 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, housing 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 verbal offer from housing. If the student does not have roommate(s) selected, or both sides do not confirm interest in being roommates, then housing will choose the roommate(s).
- Housing 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 housing will place roommates.
- If housing 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, housing will facilitate this request with what is available at the time. Housing will

facilitate up to, but no more than, two roommate placements before a student pays their non-refundable security deposit.

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 housing 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 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. Housing 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 housing within 60 days of moving on campus.

5. 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).

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). Housing 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 housing through an application process. The primary leaser is responsible for any rental payments until a new leaser moves in or the lease ends. This includes at least two business days for turnover in between the primary leaser's move out and the new leaser's move-in.
 - o 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 31st. The settlement fee amount will be one-half of January's scheduled rent. A written notice is required by November 1st and the concessional payment is due within 3 business days upon lease breakage approval. Move out is required by December 31st.

Any resident who wishes to move off campus must give housing a 30 day written notice. Housing 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 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 housing. 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 housing's approval, which is based on availability to incoming residents and necessary turn over time. Housing 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 housing 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 10th should fall on a weekend or holiday, the deadline will be the previous business day. If rent is not paid by the 25th of that month, a notice will be given requesting payment ASAP. If rent is not paid by the 10th of the following month, another \$25 late fee will be charged. If rent is still not paid by the 15th 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. (The move must be requested and happen within six months of the qualifying event in order for the fee to be waived). 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. 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 damage deposit from their initial lease 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. 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. 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 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.
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 highly recommended for all residents for the purposes of liability and protection of personal property (from fire, water damage, etc.). To be clear, residents are liable for any damage to the apartments caused by their negligence whether by an immediate incident or failure to report an ongoing issue. Residents with a waterbed or aquarium *must* obtain renter’s insurance and submit a copy of your policy to housing.

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 housing.

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 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. Housing is not responsible for lost or stolen packages.

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. (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 \$20.00 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 not been cancelled will be the responsibility of the former resident!

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 housing by the single resident and reimbursement check will be sent within 10 business days.

Also, 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 housing 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 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. Grills must also include a visible label with the owner's last name and apartment number. To receive a ready made tag, please contact the housing department.
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 maybe rented from Housing, for bicycles only. A monthly rental charge of \$5.00/bicycle will be included in the resident's monthly rent. Spaces are first come first served as long as space is available.
6. Kids bicycles may be stored under the stairs on the first floor, as space permits; however, *adolescent bikes* must be stored as adult bikes do. 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!
7. All personal items stored under the stairs must have an identification tag on it. Contact the housing office to receive your identification tag(s). Personal items should be stored in the appropriate areas after being used. Any tagged items left unattended out in the courtyards for an extended period of time will be fined and any untagged items will be confiscated. Items such as balls that cannot facilitate an identification tag must be labeled with owner's last name and apartment number.
8. 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 housing.
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, housing 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, housing or the 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. 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. Policy violations will follow the same guidelines as described in Children, #2.
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.

Mediation

If you are experiencing seemingly irresolvable difficulties with your roommate or neighbor, (ie – noise disturbances, space issues, lack of community), we encourage you to consider a mediation process through housing. 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.

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.