



COVENANT
THEOLOGICAL SEMINARY

Housing Handbook

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Last fully revised March 2023.

Partially updated February 2024 with Housing prices for 2024–2025.

COVENANT THEOLOGICAL SEMINARY

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Contact Process & Contact Information

CONTACT PROCESS FOR INQUIRIES AND OTHER LEASING/MAINTENANCE ISSUES

1. For Leasing
 - Contact the Leasing Office for all questions regarding current and future leases or regarding special circumstances.
 - See page 8 for the application procedure.
2. Emergency Procedures
 - For all life-threatening emergencies call 911.
 - See page 4 for emergency procedures. Contact the Campus Safety Office with any questions about emergency procedures.
3. Maintenance Emergency
 - During business hours call the Resident Manager. After hours call the after-hours maintenance number or the Safety and Security Dispatcher.
4. Maintenance Request — Non-Emergency (i.e., not flooding or on fire)
 - The Seminary aims to solve any housing problems our residents encounter. The Maintenance team desire to be notified immediately of any issues. Please contact the following people in the order listed.
 1. Online Maintenance Request – Student Portal Housing Maintenance Request Form or QR code and on housing directory:
 2. Resident Manager
 3. Emergency/Safety Dispatcher
 4. Leasing Office



CONTACT INFORMATION

Campus Safety Office:

314.392.4166

securitygroup@covenantseminary.edu

Safety and Security Dispatcher/Emergency

Maintenance:

314.581.7212

Campus Resident Manager:

Evangelin Rajasekar

314.299.6322

evangelin.rajasekar@covenantseminary.edu

After Hours Maintenance

314.713.0802

Leasing Office:

Drew Lattner

314.392.4164

drew.lattner@covenantseminary.edu

Campus Housing Maintenance:

Tim Cole

314.392.4162

tim.cole@covenantseminary.edu

Emergency Procedures

EMERGENCY COMMUNICATION

- **Campus Communication:** All residents are required to provide an active email address and phone number for every adult living in the unit. Students who keep their information up to date on the Student Portal will be automatically added to the RAVE emergency communication system. Non-students must submit their information to the Campus Safety Office. The Resident Manager/Leasing Office compiles a campus directory each year. It is important to submit photos in which faces are identifiable.
- **Campus Safety:** If you have any questions regarding safety concerns or procedures, please contact the Campus Safety Office at securitygroup@covenantseminary.edu.
- **Emergency Dispatcher:** 314.581.7212

ACTIVE SHOOTER

In an active shooter situation, residents can receive detailed instructions via text and email through the RAVE emergency communication system.

TORNADO

If a tornado warning is issued, take cover in the lowest level hallway of your apartment building. Take pillows, blankets, cell phone, and a battery-powered AM/FM radio with you, if possible. Notify neighbors on the way. Stay on the lower level until the tornado warning has expired. Notification will come via text, email, county siren, and/or phone call.

FIRE

Residents should familiarize themselves with the location of fire exits and fire extinguishers in their buildings and know how to use them. Teach your family what to do in case of fire. Useful resources are available online at www.nfpa.org, www.redcross.org, and www.usfa.dhs.gov. Training and information are also available through the Campus Safety Office at 314.392.4166 or securitygroup@covenantseminary.edu. For maximum efficacy, the Campus Safety team **needs** your participation in fire drills.

In the event of a fire:

1. **When the fire alarm sounds, quickly evacuate the building. CAUTION: THE BUILDING EVACUATION ALARM ONLY RINGS IN THE BUILDING;** you must also call 911 and report the fire by phone.
 - a. **Do not try to save possessions.** Exit the building immediately. You may have no more than **two minutes** to escape safely.
 - b. **Never open doors that are hot to the touch.** Feel a closed door with the back of your hand at the top of the door, the doorknob, and the crack between the door and jamb before opening. Even if

- the door is cool, brace your shoulder against the door and open it cautiously. Be ready to slam the door shut and use a secondary escape route if heat and smoke come in the open door.
- c. If smoke, heat, or flames block your exit route, close yourself in a room with an exterior window and place a towel under the door. If you have a cell phone, call 911 and tell the dispatcher where you are. Open the window—do not break it—at the top and bottom if possible and signal to firefighters with a flashlight or bright-colored cloth.
 - d. Once you are outside the building, **do not go back in**. Once you are safely outside, call 911. Notify the dispatcher if someone is still in the building.
 - e. If necessary, crawl under smoke. If you cannot avoid escaping through smoke, crawl under the smoke and cover your mouth. Smoke is toxic and can disorient and quickly suffocate a victim.
2. **Once outside, call 911.** Then go immediately to your designated assembly area (see below) and make sure everyone is accounted for. You must then contact the Safety and Security Dispatcher at 314.581.7212 for campus personnel to be notified. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
3. **Assembly Areas:**
- a. **Residents of apartments 400–441** should assemble behind Edwards Hall at or near the basketball courts.
 - b. **Residents of the Conway Road homes** should assemble on the grassy area behind the houses.
4. **If emergency crews request assistance, help as you are able.**
5. **Covenant Seminary emergency response staff** may set up an Emergency Command Post on the main campus near the emergency site. Keep clear of the Command Post unless you have official business. (Please contact the campus safety office, with any questions, securitygroup@covenantseminary.edu.)
6. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by the Director of Campus Operations or the Campus Safety Office.

On-Campus Fire Alarm Testing

The city fire marshal and Covenant Seminary's insurance carrier require the testing of all fire alarm systems. There may also be evacuation drills conducted periodically (no more than two per year). Residents' participation is required; your cooperation increases the safety of all campus residents.

- Each family is responsible for getting a headcount of people living in their apartment and making sure every person gets out of your building safely.
- The protection of your family and the landlord/owner's property is at stake. All residents who live in the apartments and the employees of Covenant Seminary are to comply with these requirements.
- The Campus Safety Office will send a reminder one week before the scheduled date for a fire drill. Please be aware of the dates to help ensure that drills run smoothly.

EARTHQUAKE

- If indoors, immediately seek refuge under the nearest desk or table.
- Stay away from glass windows, shelves, and heavy equipment.
- Cover your head with your hands. If in bed, curl up and protect your head with a pillow.
- Be prepared to follow any Rave Emergency Communication instructions
- Do not attempt to leave the building during the earthquake; when the trembling stops, evacuate the building.
- Help those who need physical assistance. Check on your neighbors.
- If you cannot get out, place a towel or shirt in the window to alert others of your presence.
- Once outside, be sure to account for everyone who was in your apartment.
- Be prepared for aftershocks. If outdoors, move quickly away from buildings, utility poles, tall trees, and other structures. Avoid power or utility lines as they may be energized.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by the Director of Campus Operations or the Campus Safety Office.
- The Leasing Office recommends that all tall furniture be equipped with anti-tipping straps and anchored to the wall to prevent items from falling on residents, especially children. For further advice on this matter, please feel free to contact the Leasing Office or the Resident Manager.
- Once the building has been cleared for re-entry, residents should report any damage caused by the quake including new cracks in walls.

Housing Policies & Procedures

NONDISCRIMINATION POLICY

Covenant Theological Seminary does not discriminate based on race, color, national or ethnic origin, or physical handicap in its educational programs or activities, including admission and employment. The Seminary does not discriminate based on sex in the educational programs or activities it operates, including admission and employment, except where required by the ordination policies of its parent denomination, the Presbyterian Church in America (PCA).

LANGUAGE OF LEASE AND HANDBOOK REQUIREMENT

Where the words “landlord” or “building owner” are used in the Housing Handbook, they refer to Covenant Seminary.

APPLICATION PROCEDURE

Prospective tenants can complete the Seminary’s [housing survey](#) to be added to the waitlist for housing.

- In general, the Leasing Office operates on a first-come-first-served basis; however, priority may be given to incoming international students. Larger families with more than one child may be given priority with three-bedroom apartments and available homes.
- Because the Seminary does not require a formal housing application, the potential resident’s Admissions application may also be considered as part of the housing assignment process.
- A lease cannot be signed, nor final confirmation for housing given until the student has been officially admitted to Covenant Seminary.

LEASE RENEWAL

Residents must notify the Leasing Office in writing of their intent to renew this lease by signing and submitting an annual renewal contract no later than the first Friday of April. Any resident who owes back rent at the time of lease renewal must consult with the Leasing Office before the lease can be renewed. The Leasing Office reserves the right not to renew a lease due to a resident’s past unpaid rent or breaking of regulations outlined in the Student and Housing Handbooks.

REPORTING MECHANICAL PROBLEMS AND OTHER MAINTENANCE NEEDS

In the event of mechanical problems or other maintenance needs, please submit a request using the Maintenance Request Form (see below). Do not call any outside agency or campus maintenance directly. Residents must also refrain from making any home repairs or improvements themselves. Residents are not permitted to build any structures or make any renovations to the property, either interior or exterior, at any

time. Any damage to the apartment or costs associated with removing additions or changes added to the apartment by the resident may be charged to the student account.

CONTACTING US

It is our sincere desire to solve any housing problems our residents may encounter. We appreciate being notified of any issues immediately. Please contact the following people in the order listed.

1. Online Maintenance Request – Student Portal Housing Maintenance

Request Form or **QR code** on housing directory:

2. Resident Manager
3. Emergency/Safety Dispatcher
4. Housing and Leasing Office



STUDENT ENROLLMENT REQUIREMENTS

Students living in Seminary housing must be enrolled in a minimum of 4 credit hours and pursuing a degree within the part-time status timeline set by the Financial Aid Office. Any requests for an exception to this policy must be made in writing to the Leasing Office **at least 3 weeks** before the start of the term that the student wishes to be part-time.

- Those students taking fewer than 6 credit hours will be charged an additional \$80 on their monthly rent as long as they are enrolled in fewer than 6 credit hours.
- When a student drops below 4 credit hours, they may be required to move from Seminary housing within 30 days. Exceptions may be made in the event of extenuating circumstances beyond the student's control, such as, for example, when the head of household has been called into active military service, a death in the immediate family, or personal medical problems where one is unable to attend full-time classes or needs extra recovery time.
- Residents in their final semester of studies are eligible to enroll for fewer than 4 credit hours to finish their degree program.

NO-SWITCH POLICY

In general, switching units is not allowed once residents have moved into their leased unit. The Leasing Office will consider special circumstances; however, priority will be given to incoming students for all vacancies. Please contact the Leasing Office for more information.

NO-PET POLICY

Other than small birds or fish, pets are not allowed in Seminary Housing or on Seminary Housing grounds; this includes rodents and reptiles.

SUPPORT ANIMALS AND SERVICE ANIMALS

The Leasing office will strive to make reasonable accommodations for those who have service animals per the ADA. Additionally, the Leasing Office will work to accommodate those who have support animals with proper documentation authorized by a licensed psychologist or medical doctor. Any such animals must be kept inside the home.

- Effort will be made to accommodate, but since the apartment buildings and dorm units are not independent of the other shared/common or public spaces, care must be taken concerning other tenants and roommates with allergies, asthma, and other health conditions and/or risks.
- If appropriate housing is not immediately available to accommodate an incoming student needing a service or support animal, they will be put on the waiting list until such housing is available.
- Please contact the Leasing Office with questions. It is most helpful to give 4-months' advance notice when a service animal is needed to arrange suitable accommodation.

MAXIMUM OCCUPANCY STANDARDS

For safety reasons, Covenant Seminary has established a maximum occupancy standard of two persons per bedroom to preserve safe and reasonable living conditions. This would not necessarily apply to occasional short-term guests visiting from out of town and for a period not to exceed 10 days. The Leasing Office may allow flexibility in these occupancy standards when changes occur in the number of immediate family members added after the initial move-in date.

LIABILITY FOR ALL HOUSING

Occupants and Use

The leased premises shall be occupied solely as a private dwelling and for no other purpose. Only those listed on the lease shall occupy the dwelling. For Family units, all tenants must be immediate family members listed on the lease or under the legal guardianship of the primary lessee. The Seminary has the right to request copies of legal documentation of guardianship status. When more than one person executes a lease, all such persons shall be jointly liable for the payment of the agreed rental and the performance of all conditions of the lease.

Use at Own Risk

Use of all the facilities that are provided—including storage, parking, and play areas—is solely at the residents', guests', and/or visitors' own risk. The landlord shall not be held liable for any injury to person or property arising out of use thereof by residents, guests, and/or visitors or for any reason whatsoever.

Renter's Insurance

It is the resident's responsibility to provide insurance for their belongings. The landlord shall not be liable or responsible for any loss or damage within the apartment or storage areas caused to person(s) or property by theft, water, storms, steam, rain, snow, ice, sleet, frost, fire, insects, or accidents; by problems related to humidity or mold; or breakage, stoppage, or leakage of water, gas, heating or cooling equipment, sewer pipes or plumbing; mechanical breakdown or failure; or electrical failure upon, about, or adjacent to the premises. Additionally, the landlord is not responsible for the loss of food, damage to clothing, or damage to cooking items due to failure of any furnished appliances. The landlord recommends that all residents obtain renter's insurance; and that all items in storage be kept in sealed containers off the floor.

Possession at Beginning of Lease

If unforeseen circumstances prevent the landlord from delivering possession of leased premises at the beginning of the agreed term, the landlord will provide possession as soon as is reasonably possible and will adjust the lessee's rent accordingly to account for the actual date of possession. In the event of this rare circumstance, the Leasing Office is not responsible for but may work with the lessee to locate temporary accommodations for the time during which the contracted premises is unavailable. The lessee will be responsible for covering any costs of the temporary housing.

Provisions for Damage or Destruction Caused by Fire, Etc.

In case of the partial destruction of a housing unit by fire, accident, or the elements to render it or any portion of it unsuitable for residence, a pro-rated portion of that month's rent will be refunded to resident, and future monthly rent will likewise be abated until the unit is habitable. The landlord may, at its option, either repair the subject premises or terminate this contract. The landlord will not be responsible for providing alternative housing or paying rent for alternate housing if the premises is deemed uninhabitable.

- Please consult your rental insurance policy for coverage on housing allowance during reconstruction.
- The total destruction of housing by fire, water, or otherwise, shall terminate this contract. Any such damage caused by the renter due to negligence will not result in a pro-rated rent charge.

Attorney Fees

If the landlord should need to enforce any provisions of this housing contract, then the resident shall pay any attorney's fees and costs that might arise.

Addenda to Existing Contracts

Only the landlord or Leasing Office may make alterations to the lease or this Housing Handbook. Any future changes made to the rules and regulations of the Housing Handbook are automatically a part of your lease. Covenant Seminary reserves the right to change or add to these rules as it sees fit for the safety and care of the premises and residents. Residents shall be bound by any such changes upon receipt of a copy of the changes.

Disclosure of Information on Lead-Based Paint and Related Hazards at Campus Houses

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978-constructed housing, landlords must disclose the presence of known lead-based paint and related paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention. A resident's signing of a lease acknowledges that he or she has received the pamphlet "Protecting Your Family from Lead in Your Home."

Rental Charges for 2024–2025 & Related Matters

PAYMENT DATE AND RATE SCHEDULE

Rent for the whole semester will be added to the student ledger at the start of each term. Students can either pay for the whole semester, set up a payment plan to pay monthly, or manually pay monthly. Payment plans can consist of rent, tuition, or a combination of the two. Every payment plan will be enrolled in automatic withdrawal, a \$40 fee will apply for insufficient funds. Please contact busdept@covenantseminary.edu with any questions.

Type of Residence	Monthly Rent	Term Breakdown
Two-Bedroom	\$1,020/mo.	To come.
Three-Bedroom (without patio)	\$1,220/mo.	To come.
Three-Bedroom (with patio)	\$1,250/mo.	To come.
Dorm: Private Bedroom	\$615/mo.	To come.
Dorm: Private Bath	\$550/mo.	To come.

RENTAL RATES

Rates are reviewed on an annual basis; increases become effective June 1. Rent is not subsidized but is determined after a review of rental rates for comparable housing in the St. Louis area and the rates being paid by Seminary families living off-campus. Notification of rent increases will be made at least 30 days before housing contracts are due.

PAYMENT PROCEDURE

Residents have two options to pay rent:

1. **Via MyCTS.** Log in to mycts, select “My Account,” then “My Bill”, then under “Available items” select “Rent”. Payment is made with an electronic check from the student’s banking account. Here, students can enroll in a no-cost payment plan which will deduct a minimum of 25% of the overall bill automatically each month, or students can log in an pay their bill manually each month.
2. **In Person.** Pay to the Business Office in One-Stop, located on the second floor of Founders Hall, or leave payment in the drop box located just outside One-Stop. Checks should be made payable to “Covenant Seminary.” Please note that a \$40 late fee will be added to the student’s account if payment is not received by the 10th day of the month.

PAYMENT FOR NEW RESIDENTS

Your first month of rent can be paid in advance via MyCTS (see above) or paid in person in One-Stop and is due the first business day after move-in. It will be pro-rated based on the move-in date.

USING ACCOUNT CREDIT FOR RENT

If a student has a credit remaining on the student account from unused loans or for other reasons, that money will automatically be used toward any rent due. If you wish to make different arrangements, notify the Business Office via email at busdept@covenantseminary.edu.

PENALTIES FOR OWING BACK RENT

- Residents of Seminary-owned housing who owe rent at the time of registration will not be allowed to register until such rent is paid.
- Residents of Seminary-owned housing who owe any back rent at the time of graduation will not be permitted to graduate until such rent is paid.
- No grades or transcripts will be released until all conditions of a student's lease and this handbook are met.
- Any rent still owed at the time of lease renewal will not be offered a new lease until all rent and fees have been paid.

FORFEITURE

If a tenant fails to pay rent, or if they or a family member should violate any term or condition of the lease as outlined in this handbook, the landlord may terminate and cancel the lease upon 5 days' written notice, which shall be delivered to the leased premises. After that period, the landlord/building owner may enter the premises and take possession of the leased property.

SECURITY DEPOSIT

A non-refundable deposit equivalent to one month's rent must be paid before the signing of the lease. Once a tenant occupies an apartment, the deposit automatically becomes a refundable security deposit, not to be used toward any rent fee at any time. The housing contract is not valid until the deposit is received.

- This will be refunded at the expiration of the lease if, upon the tenant's vacating the premises, the apartment is found to be clean and in rentable condition except for reasonable wear and tear. This includes all Seminary-provided furnishings.
- If the landlord deems it necessary to clean and/or make repairs in excess of normal wear and tear, the tenant will be charged the expense for any such work by deducting the cost from the deposit before refunding it. If excessive damage occurs, the tenant may be billed for any amount above the security deposit.
- Deposits may be paid via check mailed/delivered to the Seminary: ATTN:Housing. Additionally, the deposit may be paid via MyCTS. Under "Accounts" -> "MyBill" -> then make a "General Payment" for the appropriate amount and notify the housing office via emailed receipt of that transaction.

FINAL INSPECTION

At the time the lessee vacates the apartment, Housing Maintenance or the Resident Manager will conduct a full inspection of the premises. Normally, this inspection will take place sometime between 8 a.m. and 4:30 p.m., Monday through Friday, and as much as possible will occur at a time mutually agreeable to the building owner and the lessee.

ITEMS LEFT AT MOVE-OUT

Residents may not leave behind any possessions in the house, apartment, public hallways, or in storage without the consent of the landlord. Items left will be subject to a disposal fee. Vacated apartments and houses may be refurbished over the summer. The Seminary is not responsible for items left over the summer.

General Information for all Housing Residents

TERM OF LEASE

The term of the lease begins on the date indicated on the contract. All apartment leases terminate on May 31 except for those for students completing their academic work in the fall semester, in which case the lease shall terminate on December 31. Moving out before said dates will not result in a pro-rated rent charge for those months.

MOVE-IN AND MOVE-OUT TIMES

Move-in and move-out times are usually from 8 a.m. to 6 p.m., Monday through Saturday. The Seminary reserves the right to change apartment assignments up to two weeks before the lessee's move-in date; therefore, do not send out change-of-address notices before this.

FURNISHED APPLIANCES

All Seminary individual housing units are furnished with the following:

- Stovetop oven
- Dishwasher
- Garbage Disposal
- Clothing washer and dryer
- Refrigerator

FEES FOR TERMINATION OF LEASE

If this lease is terminated by the resident before the agreed-upon ending date, the following fees will apply:

- The resident will forfeit the security deposit (see page 14).
- The resident will be responsible for the monthly rent for the contracted apartment for an additional 60 days beyond the final move out date.

Exceptions may be made only in the event of extenuating circumstances beyond the student's control, such as, for example, when the head of household has been called into active military service, a death in the immediate family, or personal medical problems where the renter is unable to attend classes or needs extra recovery time. In such instances, the renter must write a letter of appeal and send it to the Leasing Office. Please contact the Leasing office at 314.392.4164 for further instructions.

POSSESSION AT END OF LEASE

Tenants agree to return possession of the apartment and all assigned furnishing and/or equipment in good condition to the building owner upon completion or termination of the lease and to leave all keys with the designated Seminary representative at the time of move out.

MAILING ADDRESS

Residents must use their actual street address and apartment number (i.e., 4XX Covenant Lane, Apt. X) as their mailing address for all mail and packages and cannot have mail sent to any Seminary business address. Covenant Seminary will not be responsible for any packages sent to that address nor will it call students for pickup.

LIGHTING AND FIXTURES

Upon occupancy, all apartments will have light fixtures with operating bulbs. Families have the responsibility to replace all burned-out bulbs (maximum 60 watts) during their occupancy. The Seminary provides bulbs for the singles housing in Seminary-provided fixtures only. Halogen lamps and bulbs are not permitted.

UTILITIES

The owner/landlord will furnish water, sewer, and trash service for all residents. Gas and electricity are also provided for on-campus single students. Married on-campus residents must arrange the hookup of gas and electricity and pay all bills resulting from the use of these utilities. Residents may order and pay for cable television, telephone, or Internet access in the leased property. The renter must transfer utilities back to the landlord on the day following your move-out. **Do not have your utilities canceled or turned off at the time of move-out.** If utilities are turned off and the landlord needs to turn them back on, any fees incurred will be charged to the resident.

- Electric Service – Ameren UE: 314.342.1000
- Natural Gas – Spire Gas Company: 314.621.6960
- Telephone & DSL – AT&T: 888.387.6270
- Internet & Cable Spectrum: 888.406.7063

EXTENDED ABSENCES

If residents will be absent from their home during extreme temperatures or for more than two consecutive weeks at any time during the terms of the contract, this includes summers, the dates of absence should be submitted to the resident manager. The landlord's representative or a maintenance worker may check in on the dwelling during that time. Utilities and HVAC must be kept on and at a reasonable temperature to prevent damage (see page 15).

LANDLORD'S RIGHT OF ENTRY

Any authorized representative of the owner/landlord shall have the right to enter any residence at any time to protect health or property, and at any reasonable time for repairs, improvements, inspections, or care of the property. When possible, 24 hours' advance notice will be given before such entry is attempted. Additionally, it may be necessary on occasion to allow viewing of Seminary housing by prospective students; at least 24

hours' advance notice will be given to residents before such visits. Your willing cooperation in this process is appreciated.

RESIDENT MANAGER

There is a resident manager on-call day and night, who is also available to help with any problems with the apartment living situation. Residents should not hesitate to call the resident manager when any difficulty or question arises. If at any time this person is unavailable, contact the Leasing Office for assistance. Contact information can be found on page 4 of this Handbook.

SUBLETS

Residents must secure written approval with specific dates and terms from the Leasing Office to sublet an apartment or room to another eligible full-time student. (See page 10.) All rules of conduct and requirements will apply to the subletting tenants.

- Sublets are permitted during the January and Summer terms.
- The landlord/building owner is not liable for any damages or lost items that might occur while the apartment is being sublet.

Regulations for All Residents

The following regulations have been established as standards for this community of God's people and are not intended to be burdensome or overly restrictive. In any community, there must be reciprocity between participants as we all "look not only to [our] own interests but also to the interests of others" (Phil. 2:4). Meeting these regulations is required for maintaining the health and safety of those who live in Seminary housing.

DAMAGE

By signing a lease, you agree to pay for any injuries and damages caused by you or occupants and guests of your unit. You will be billed the fair market value of any labor and materials required to make these repairs.

Heating and Cooling.

Heat should be set to **58 degrees or higher in winter and air conditioning to 80 degrees or lower in summer during vacations** to avoid freezing pipes and damage caused by humidity. Notify the resident manager of extended absences and verify you have left your heat at the appropriate temperature. Maintenance may inspect your apartment while you are away to make sure the heat is working.

Walls, Floors, Doors, and Windows of Apartments and Buildings

- Nothing permanent should be secured to the walls without permission from the Resident Manager. This includes any adhesive backsplashes or wall papers.
- The front door of each apartment building must **always be shut** to keep the buildings warm in the winter and cool in the summer and to keep out pests.
- If you want to secure bookshelves or other furniture to the walls for safety reasons, please contact the Resident Manager for recommended options.
- No adhesives should be used to mount anything on the walls or doors.
- No holes should be made in kitchen cabinets for any reason.
- Small nail-type picture hooks are acceptable for normal picture hanging.
- Dartboards are not allowed in housing.
- Walls may not be repainted.
- Wallpaper may not be installed in any housing.
- Do not use any wax-based cleaners on vinyl or wood floors. For carpet spills, refer to your apartment binder for carpet spot cleaning.
- Water damage caused by the leaking of indoor plants, windows left open, or failure to use a shower curtain may result in a charge for damages.

- The landlord recommends the use of chair mats under desk chairs to prevent unnecessary damage or wear to carpet or flooring.
- No items may be attached to or hung from outer sills of windows.
- Mud or chalk written on exterior walls of buildings must be removed; failure to comply will result in a cleaning charge levied against the student account.

Lawns, Walks, Driveways, Patios, Playground, and Surrounding Woods

- All outdoor toys (especially bikes/scooters/etc) need a current CTS sticker visible on each piece. Stickers can be obtained from the Resident Manager at any time.
- Do not ride bicycles on lawns or leave any personal belongings on lawns, walks, driveways stoops, or woods. Items that are not left on patios or at a bike rack with a toy sticker will be thrown away.
- A resident's toys may be taken to the playground but must be returned to tenant storage or a bike rack when the child leaves the playground.
- Any toys left in the creek bed or wooded area will be disposed of by the grounds crew and will not be kept for return.
- Patios must be kept neat and clean. Patio furniture, toys, hoses, and other personal items must be set neatly on the patio, not the lawn. Items not on patios are subject to disposal.
- Only use the ice melt in the Seminary-provided containers to melt snow and ice. Do not put salt on any concrete area. For main-campus housing, report ice, slick spots, or other slip/trip hazards to the Dispatcher at 314.581.7212 or the Resident Manager.
- Outdoor satellite and/or aerials may not be installed on the exterior of on-campus housing.

TRASH AND RECYCLING

- All garbage must be disposed of in plastic bags, tied securely, and placed inside the designated garbage containers at the campus apartments.
- Separate recycling dumpsters are provided. Paper, cardboard, plastics, glass, aluminum, and tin cans are accepted. Plastic grocery bags cannot be recycled in the dumpster and must be taken to a nearby grocery store for recycling. Consult this link for more information: <https://www.epa.gov/recycle/how-do-i-recycle-common-recyclables>
- For information about the disposal of hazardous waste products, please visit www.recyclesaintlouis.com.
- **Do not leave trash or recycling on the ground when the dumpster is full. Call the Resident Manager to report a full dumpster so that space can be made, or an extra pick-up requested.**
- The campus houses have a different recycling service, which is done through the City of Creve Coeur; these residents must use the recycling containers and place them on the street for weekly pickup.
- Residents are responsible for the proper recycling of their Christmas trees. **Live Christmas trees may not be disposed of anywhere on the Seminary property but can be taken to drop-off areas**

throughout the region. Many parks have designated areas available at no cost, or www.stlouisco.com for a list of places. **Tenants who leave Christmas trees on campus will be charged \$300 for disposal.**

- Dumping of materials on any campus property could result in the termination of the lease.
- Do not dispose of anything (including feminine personal products, paper towels, “flushable” wipes, package wrappers, garbage, etc.) down toilets or sink drains. Grease or greasy foods, grape stems, vegetable skins, and shrimp skins or fish parts must be disposed of in the trash. You will be charged for the cost of opening clogged plumbing pipes resulting from misuse.

STORAGE

- Lockable storage space is available to all Covenant Lane apartment residents (including dorm residents) in the basements of 406 and 441 Covenant Lane. Locks for individual cages are not provided. This area is for storage only.
- All items kept in storage should be stored in plastic, moisture-proof containers. The Seminary is not responsible for the care of, or loss of personal property stored in this area due to humidity levels or basement dampness.
- Storage aisles must be kept clear of personal items and trash. Any items left in the aisles will be removed and thrown in the trash.
- In keeping with fire code standards, all items in storage must be at least 18 inches from ceilings and all sprinkler heads.
- Electrical appliances may not be made operable in this area.
- Designated storage is available for and house residents. Items must be stored without blocking access to any mechanical equipment.
- All items in storage must be removed upon termination of the resident’s lease.
 - **On-Campus Singles Housing.** All items in the assigned storage spaces should be boxed and labeled with the owner’s name. Items that cannot be boxed must still be labeled.
 - **Seminary-owned furniture** should not be placed in the storage unit without prior permission from the Leasing Office.

SAFETY ISSUES

Locks

Always lock doors and windows when you leave your apartment. Residents may not make any alterations to locks on any doors or windows in the leased premises. The front door of each apartment building will be locked at 10pm and reopened at 7am by campus security. Residents will be issued an additional key to open this door.

Lost Keys and Lock Outs

Lost keys cost \$25 to replace.

- Do not attempt to pry open doors or windows if you are locked out. Instead, contact the Resident Manager, who can let you in.
- You will be charged for all repairs if you break-in.
- Keys must not be duplicated for any reason. Extra keys can be made available at the resident's request.
- Duplicating and handing out extra keys can result in lease termination.

Weapons

No explosives, flammables, guns (including airsoft, pellet, paintball, or BB, etc.), bows and arrows, or other deadly weapons are permitted in Covenant Seminary-owned housing or on any part of the campus, including in automobiles, at any time. Any items found can be confiscated and will result in immediate lease termination. Questions regarding this should be directed to the Campus Safety Office or Leasing Office.

Furnaces and Appliances

For fire safety reasons, no items may be stored in the mechanical closets in the campus apartments. Do not place anything near furnace return air vents (registers).

- Only persons authorized by the landlord/building owner shall work on or repair heating/air conditioning units, appliances, or other mechanical equipment in student housing.
- Personal refrigerators and freezers may not be kept and used in bedrooms or living spaces. An additional freezer may be used in the kitchen but must be approved before installation.

Water Temperature

Tap water over 120 degrees Fahrenheit can cause scalding burns, especially hazardous to children. Residents may not adjust their water heater settings. Instead, submit a maintenance request for assistance.

Cooking Areas

Cooking must be done only in the kitchen. This includes cooking done with portable appliances such as toasters, rice cookers, electric water pots, and coffee makers.

Supplemental Heating

No space heaters or other supplemental heating units may be used except with written permission from the building owner's leasing office.

Hallway Access

Due to strict fire code and insurance regulations related to egress and combustibility, no possessions are to be put in the general halls or entrances for any length of time. Failure to comply will result in a \$25 fine for the first incident. The second and third offenses will double fine amounts. The Creve Coeur Fire Dept. has the authority to issue fines and any fines issued to the Seminary will be charged to the tenant. All items left in hallways will be thrown away.

- Goodwill and the Salvation Army will make pick-ups at your apartment. To schedule a pick-up, call Goodwill at 314.646.5858 (will pick up on the third Monday of the month) or the Salvation Army at 1.800.SA.TRUCK (1.800.728.7825).

- Bulletin boards are provided outside the doors of the on-campus apartments for the display of personal items. This is the only place where such items may be hung or displayed in apartment hallways. To trade items please make use of the Covenant Housing google group.

Candles and Other Open Flames

No open flames, including candles, are allowed in any campus housing unit. Electric candle warmers and potpourri cookers are acceptable. Evidence such as melted wax, burned wicks, smoke damage, etc., would be considered a violation of this policy and could result in a \$100 charge per incident or termination of the lease.

Grills and Outdoor Fires

Residents are permitted to grill at their own risk according to the guidelines established here:

- Always use extreme caution when lighting and using any grill.
- For residents renting patio apartments, grills may be stored on or under decks where provided. However, the grills should be pulled at least 8 feet away from the buildings, landscaping, and/or out from under decks before using them.
- Grills cannot be used in front of houses or apartments.
- The grilling area behind Edwards Hall may be reserved for private use after business hours and on weekends. To book the space go to "General Resources on "mycts", then click "Room Scheduling", then click on "Community Use Spaces" and select "Edwards Outdoor Grill".
- No other outdoor fires or cooking devices are allowed without written permission from the resident manager.

Campus Speed Limits

Always observe the 10-mph speed limit while driving on campus. Full-time Seminary employees may note the license plate number and make of any car exceeding the posted speed limit on campus. This information will be reported to the Campus Safety Office. A \$150 fine can be levied against the driver. A repeated occurrence of speeding can result in the loss of parking privileges on campus. If an auto with revoked parking privileges is found on campus, the vehicle will be towed at the owner's expense.

Walk-Through Inspections

The Housing staff reserves the right to make a walk-through inspection of any rental unit as needed. On-campus singles housing will be inspected every semester or more often as needed. The main purpose of this inspection is to protect Covenant Seminary property from damage and maintain healthy respectful conditions. This inspection will also serve to mitigate negligence and damage to Seminary furnishing. As often as possible, the inspection will occur at a time mutually agreeable to the landlord and residents.

Pest Control Policy

To limit the risk of infestation and property damage, the Seminary contracts pest control services for all apartments. Residents will be notified the week prior to any interior spraying. Residents can opt out of interior spraying (although not recommended) on a semester basis via written request. Exterior spraying is

required, and no notice is given for those treatments. Additionally, organic sprays are available by request. Please contact the Leasing Office with any questions, concerns, or service requests regarding pest control.

CONDUCT

General Behavior

All residents of Covenant Seminary-owned housing are expected to abide by the guidelines for conduct as outlined in the Student Handbook, which is available on the Student Portal. The Seminary administration reserves the right to dismiss any resident whose activities may be defined as misconduct, as further specified in the Student Handbook. Students dismissed for reasons of misconduct may be asked to vacate Seminary housing immediately. The resident will remain bound to the financial obligations of his or her lease.

Smoking

Smoking is prohibited in and around all Seminary-owned housing. Additionally, the Log Cabin and the grassy areas surrounding it, the basketball court, playground, and picnic area behind Edwards Hall, and the grassy areas behind Edwards Hall and the Community Center are smoke-free. Smoking is prohibited on all campus sidewalks, public patios, and within 65 feet of all public buildings. A designated smoking area for residents is located near the road leading to the MTW House, in between the North Forty Road parking lot, and the maintenance shop yard.

Quiet Time

For study and family life, official quiet time is designated from 8 p.m. to 7 a.m. All residents should show regard for others by keeping noise to a minimum, including the playing of instruments, particularly during hours in which children are sleeping. The volume of any music or television noise should be limited.

Overnight Visitors

All overnight visitors staying on campus must check-in with the Resident Manager. Special permission is required for non-family members staying on campus. (See below for additional Dorm regulations)

CHILDREN

Playing Safely

For safety reasons, children may not play in the parking lots, on sidewalks, or on the Edwards Hall front circle (including playing with balls, riding bikes, scooters, or skateboards), but rather on the playground or the basketball court. Additionally, children may not cross through the parking lot to get to the playground but should walk around the lot.

No-Play Areas

Fire codes strictly prohibit children from playing in apartment building hallways at any time, including the winter and rainy days.

- Any damage resulting from children playing in public spaces could result in fines levied against the parents of said children.

- For the well-being of children, students, and employees, children under the age of 18 may not play in or enter the Community Center, any campus building without direct adult supervision; this includes all academic building foyers, classrooms, Buswell Library, and the Edwards Hall lounges.
- It is prohibited for children to play between the Archaeology building and Edwards Hall, on the Edwards patio areas, or outside the library, since these are near academic and office spaces.
- Children may not play in the creek bed or wooded area behind the apartment buildings.

Adult Accompaniment

All children aged 6 and younger must be accompanied by an adult at all times when playing outside. Children are not allowed to enter a singles apartment without a parent present. It is also a good consideration to call before a child goes to a neighbor's apartment.

Campus Outdoor Toy Stickers

- Bicycles, strollers, and children's outdoor toys must have a current "CTS" sticker on them or they will be subject to disposal. Current stickers may be obtained from the Resident Manager.
- Strollers may not be stored or left in Apartment hallways as they are obstructing fire exit routes and against local fire codes. It is recommended that residents store strollers in their cars to prevent bringing insects into buildings from the outdoors.

Tree-Climbing and Landscape Alterations

- Children may not climb on trees or shrubs. Residents will be charged for any damage caused due to children climbing trees.
- No alterations to the landscape are allowed, including the cutting of trees and plants to build forts or tree houses. Charges may be issued if any landscaping is altered or destroyed.

PARKING

General Parking Practices

All residents' vehicles must be registered and display a parking permit to be parked on campus. Parking stickers must be present within 5 days of the move-in date. This may be done anytime by clicking the "Vehicle Registration" link under "Public Safety" on mycts. Detailed parking and vehicle regulations are provided in the Student Handbook. General guidelines are as follows:

- **Covenant Lane Family Apartments.** On-campus residents should park **only one vehicle** in parking spaces in front of their building. They (and their visitors) should park other vehicles only in spaces **not designated for specific uses and not in front of apartment buildings or houses.**
- **Covenant Lane Singles Housing.** Single student apartment residents will have one designated parking spot per apartment in front of their building. The other roommates and visitors should park in the unreserved spaces in the apartment parking lot.
- **Conway Houses.** Residents of the Conway Houses may park two cars in the driveway off Conway Road to the side on the parking pad. Residents may not park in front of the garage, which must be

always kept accessible. Violations may result in a \$25 fine. All other residents of the Conway Rd houses must to park in the Conway Road parking lot.

- **Fire Lanes and Disabled-Only Parking Spaces.**
 - All residents and visitors must observe fire lane designations. Vehicles must be **at least 15 feet** from fire lanes and hydrants. Vehicles in violation of this will receive in a minimum \$150 fine for the individual and the vehicle **will be towed at the owner's expense.**
 - Parking spaces marked for use by disabled persons are reserved for their use only. Vehicles without proper permits displayed parked in spaces reserved for disabled persons will be ticketed for a fine of up to \$300 per day. Creve Coeur Police regularly patrols parking lots and issues fines.

Other Parking Issues

- Overnight parking of boats, trailers, trucks, or any type of vehicle other than a passenger automobile on the building owner's property is prohibited unless residents obtain prior written permission from the landlord. Violations will result in the towing of the vehicle at the owner's expense.
- Parking of inoperative motor vehicles and performing engine work on motor vehicles is prohibited on campus.
- Vehicles left after a resident has moved out will result in the withholding of the housing deposit or the placing of a hold on the student's account. If the vehicle is not removed at time of move-out it will be towed at the owner's expense.
- On rare occasions, the Seminary may need residents' cars to be moved from a parking space some time for road repairs, maintenance, or snow removal. We appreciate your cooperation.

Additional Information for Dorm Housing Only

Dorm housing is reserved for unmarried students. Married students who come to Seminary without their spouses/families will need to make other arrangements for housing unless there are special circumstances approved in advance by the Leasing Office.

FURNISHINGS AND UTILITIES

- The Seminary will furnish water, sewer, trash, gas, and electricity service for singles housing.
- In addition to the furnished appliances (see page 12) each dorm housing unit will be supplied with the following items:
 - Bedroom:
 - Desk with carrel and chair
 - Extra-long twin-size bed and mattress
 - Chest of drawers
 - Living/Dining Room:
 - One large bookshelf per two residents
 - Soft seating with a sofa
 - End tables
 - Table lamps
 - Dining table with chairs
 - Vacuum cleaner
 - Kitchen:
 - Plates
 - Flatware
 - Glasses
 - Pots and pans
 - Microwave

All furnishings supplied by Covenant Seminary must be kept in their assigned rooms.

- Residents may submit a request to bring some additional furniture only if approved by the Leasing Office. All such items must be removed upon move-out.
- Unused or unwanted seminary furniture may not be moved from apartment to storage without the approval of the Leasing Office

- Out of respect for all residents, no personal items are to be stored in common living spaces by any single resident.
- Residents should bring any additional personal items they may desire.

CLEANING FEE

Individuals should exercise neatness and cleanliness in their bedrooms as well as in common living areas. When extreme uncleanliness or messiness is observed, each resident of that unit may be charged a fee of up to \$50. Additional steps may be taken toward repeat offenders who do not observe good stewardship of Seminary property.

VISITORS TO DORM STUDENT HOUSING

Visits of members of the opposite sex are restricted to hours appropriate to the needs and desires of others for study time and privacy. Covenant Seminary has established guidelines to assist residents with this issue. Visits by members of the opposite sex should conclude by 11 p.m. on weeknights and 12 a.m. on weekends. To avoid any misperceptions, doors should remain open when guests of the opposite sex are in bedrooms. Under no circumstances will a member of the opposite sex stay as an overnight guest. Violations of this policy may result in the termination of the lease. Guests of the same sex may stay in residents' apartments overnight if the following conditions are met:

- There will be only two guests in any one apartment at any time.
- Guests will only stay up to a maximum of four nights.
- The resident manager must be notified before the arrival of the visitor(s).
- Any additional vehicles in the apartment parking lot should be identified by make, model, color, license plate, and owner name and phone number, and forwarded to the Safety Office if a guest is leaving a vehicle in the parking lot for multiple days.

SUBLETS

- No more than the approved number of singles is ever allowed to live in the same housing unit for any amount of time without prior written approval on a contract from the Leasing Office.
- Any resident subletting to another currently enrolled student must turn in his or her keys and provide ample space for the sub-lessee's items.