



Housing Handbook

Academic Year 2010–2011

Rooted in Grace for a Lifetime of Ministry

12330 Conway Road, St. Louis, Missouri 63141 phone: 314.434.4044 fax: 314.434.4819 www.covenantseminary.edu

The Seminary of the Presbyterian Church in America

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**COVENANT SEMINARY’S
NONDISCRIMINATORY POLICY**

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

DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS AT GULF DRIVE APARTMENTS AND CAMPUS HOUSES

Lead Warning Statement: 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 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention. Signing of a lease by a resident acknowledges he or she has received the pamphlet "Protecting Your Family from Lead in Your Home."

CONTACT INFORMATION

GULF DRIVE FAMILIES

(Maintenance Requests and Rent Payments)
Apartment Manager Jesse York
8564 Gulf Drive; **beckyandjesse@hotmail.com**
Make checks payable to "Covenant Apartments"

ON-CAMPUS SINGLES (Rent Payments)
One Stop 314.434.4044 ext. 4930
Make checks payable to "Covenant Seminary."

ON-CAMPUS FAMILIES AND FEMALE SINGLES

(Maintenance Requests)
Apartment Manager Barb Wood,
314.439.5944 or
Barb.Wood@saintpatrickpc.org

ON-CAMPUS MALE SINGLES (Maintenance Requests)
Resident Assistant B.J. Roland,
314.625.5528 or
B.J.Roland@covenantseminary.edu

ON-CAMPUS FAMILIES (Rent Payments)

One Stop 314.434.4044 ext. 4930
Make checks payable to "Covenant Seminary."

For questions regarding housing contracts contact Joe Peterka, associate director of housing, at 314.392.4164 or **Joe.Peterka@covenantseminary.edu**

GENERAL INFORMATION/REGULATIONS FOR ALL SEMINARY HOUSING 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. The Covenant Seminary community is a community. In any community life, there must be give and take between and among participants as we all "look not only to [our] own interests but also to the interests of others" (Phil. 2:4). Over the years, experience has proven that there are a number of standards for this community that actually enhance the fellowship, health, and safety of those who live in seminary-owned housing.

Usually, Covenant Seminary housing is available only to those students duly enrolled, registered, and pursuing full-time seminary studies, (10 credits per semester or 8 credits for ThM studies), unless it is the student's last year of study needed to obtain his/her degree from Covenant Seminary. Normally, when a student drops below full time he/she would need to move from seminary housing within 30 days.

Any authorized representative of Covenant Seminary shall have the right to enter any residence at any time to protect health or property and at any reasonable time for the purpose of repairs, improvements, inspections, or care of the property. When possible, 24-hours notice will be given. All seminary housing will be made available for viewing by prospective students with at least 24 hours advanced notice.

Apartments will be thoroughly cleaned prior to new occupancy. When vacating, it should be left in as good condition as when the tenant(s) arrived, excluding normal wear and tear. Individuals should exercise neatness and cleanliness with respect to their person, clothing, apartment, and shared living areas.

All seminary housing is furnished with a stove and a refrigerator. Dishwashers and washers and dryers are provided in the on-campus apartments and houses.

Upon occupancy, all light fixtures in apartments will have operating bulbs. Families have the responsibility to replace all burned out bulbs (**maximum 60 watts**) during their occupancy. The Seminary provides bulbs for the on-campus singles apartments and houses. One-hundred watt bulbs or halogen bulbs are NOT permitted. Excessive wattage can cause damage to the wiring, and you may be charged for the cost of replacing a light fixture. The Housing Office recommends the use of compact fluorescent (CFL) light bulbs when a brighter light is desired. CFLs achieve brighter light while using fewer watts and help lower energy costs.

Use all the facilities we provide for your comfort—including storage, parking, and play areas—solely at your own risk. Covenant Theological Seminary shall not be responsible for any injury to person or property arising out of your use thereof, or for any reason whatsoever.

Other student life guidelines are to be followed as detailed in the *Student Handbook*.

UTILITIES:

Covenant Seminary will furnish water, sewer, and trash service for all residents. Gas, electricity, and local telephone are provided for on-campus single students. Married on-campus residents and residents of Gulf Drive must arrange the hookup of gas, electricity, and telephone and pay all bills resulting from the use of these utilities in a timely manner.

AT & T Telephone: 1.866.263.7221 or 1.888.387.6270

Ameren UE: 314.342.1000

Laclede Gas Company: 314.621.6960.

Residents may order and pay for cable television or Internet access in any seminary owned property.

TRASH:

All garbage must be disposed of in plastic bags and must be tied securely and placed inside the designated garbage dumpsters in the apartment complex and at Gulf Drive and at designated areas for the houses. Separate recycling containers are provided if you would like to help the Seminary recycle. Paper, cardboard, plastics, glass, aluminum, and tin cans are accepted both on campus and at Gulf Drive. Styrofoam, batteries, electronics, and light bulbs are NOT accepted but can often be taken off campus for recycling through programs offered by nearby retail stores.

Do not dispose of anything (including feminine personal products, paper towels, package wrappers, garbage, etc.) down toilets or sink drains. Grease or greasy foods must be disposed of in the trash. You will be charged for opening clogged plumbing pipes resulting from misuse.

STORAGE:

Lockable storage space is available to all on-campus apartment residents (including singles) in the basement of 406 and 441 Covenant Lane. Storage aisles must be kept clear of personal items and trash. Any items left in the aisles will be removed and disposed of. Locks are not provided. This area is for storage only. In keeping with fire code standards, all items in storage must be 18 inches from ceilings and from all sprinkler heads. Electrical appliances may not be made operable in this area. Attic storage space is available for single residents in each of the three houses on campus. Basement storage is available for Gulf Drive residents. All items in storage must be removed upon the termination of the lease.

Vacated apartments and houses may be refurbished over the summer. Covenant Seminary is not responsible for items left over the summer.

Singles Housing:

All items in the assigned storage spaces should be neatly boxed and clearly dated and labeled and with the owner's name. Items that cannot be boxed must be approved by the Housing Office.

Laundry rooms in the Conway Road singles houses may not be used as storage space.

Residents may not donate any possessions to the house or apartment without the consent of the housing department. When residents move out, they may not donate any possessions to another resident without the consent of that resident. Items left will be subject to a disposal fee.

Gulf Drive Apartments:

Basements are provided as storage space. They are not considered living spaces. Basements can occasionally leak so any items should be set up off the floor on risers to prevent possible water damage.

SAFETY:

Always lock doors and windows when you leave your apartment. Any changes to locks, doors, or windows from the interior or exterior are prohibited without written approval from the Housing Office as they may increase the insurance rates on the buildings.

For fire safety reasons, no items are allowed to be stored in the mechanical closets in the campus apartments. Do not place anything near furnace return air vents (registers). Only persons employed by Covenant Seminary shall work on or repair heating or air conditioning units, or other mechanical equipment in the apartments.

No items of any kind are to be left in common hallway areas or on the building stoops.

No explosives, flammables, guns, bows and arrows, or other deadly weapons are permitted in Covenant Seminary housing or on any part of the campus, including automobiles, at any time.

The Seminary is very concerned about the potential fire hazard of candles. Although we do not prohibit their limited and careful use, we do require that they **be attended at all times**. Lack of compliance with this requirement may result in forfeiting your privilege of burning candles of any kind in your seminary apartment.

Grills may be stored on or under decks where provided. However, grills should be pulled away from the apartments and/or out from under decks before using them. Grills should not be used in front of buildings. The grilling area behind Edwards Hall is also available to be reserved for private use. Use extreme caution when lighting and using any grill. No other outdoor fires or cooking devices are allowed without written permission from the Housing Office.

On-campus Inspections: The apartment maintenance person will make at least one walk-through inspection of each on-campus family apartment per year. The apartments for singles will be inspected every semester or more often, as needed. The purpose of this inspection is not only to protect Covenant Seminary housing from unusual damage, but also to protect residents and cover other areas of concern. Inspections will focus upon real and/or potential structural damage to the apartment. These items will include care and condition of counter tops, cabinets, plumbing, appliances, walls, carpets, and other structural items. This inspection time will include a review of specific procedures required for proper care of items. As much as possible, the inspection will occur at a mutually agreed upon time. In the event that concerns are noted the Housing Office reserves the right to reinspect the apartment at a mutually agreed upon time.

Because of insurance and fire regulations, cooking may be done only in the kitchen.

CONDUCT:

For guidelines and policies on conduct, please refer to the *Student Handbook*. All residents are expected to abide by these guidelines.

Smoking is prohibited in all seminary-owned housing

With respect to study and family life, official quiet time has been designated from 8 p.m. to 7 a.m. All residents should show regard by keeping noise to a minimum, including the playing of instruments, particularly during study hours and hours in which children are sleeping. The volume of any music or television noise should be limited to a level which will not be heard outside the immediate confines of your apartment.

CHILDREN:

The Covenant Seminary community is a community. We all need to look out for each other and the safety of each other, especially our children. By nature, all children love to play. However, where they play is an issue of safety. Children are not to play in the parking lot (including playing with balls, riding bikes, scooters, or skateboards). Children need to play on the playground or the basketball court. Additionally, children should not cross through the parking lot but rather walk around it to get to the playground.

Fire codes strictly prohibit children from playing in apartment building hallways at any time, including winter. For the well-being of children, students, and employees, children must not play in or enter any campus building without adult supervision. This includes academic buildings; the Archaeology building; Student Services; and Edwards lounges, classrooms, and the community center. Children should also not play between the Archaeology building and Edwards, on Edwards patio areas, or outside the library. All children age 6 and younger must be accompanied by an adult at all times when playing outside.

Bicycles and children's toys should have a current 'CTS' sticker on them or they are subject to be removed. Current stickers may be obtained from the apartment manager. These items should not be left outside except what is in the playground or at the bike racks. Occasionally, the grounds crew will place toys and bikes left outside in the "toy jail." Appointments need to be made with the apartment manager to retrieve those items.

Children are not allowed to climb trees except those in the playground area on campus and with supervision from an adult. No alterations to the landscape are allowed including the cutting of trees and brush for the purpose of building forts or tree houses.

DAMAGE:

Heat should be left at 50 degrees or higher during winter vacations to avoid freezing pipes. Likewise, residents must run the air conditioning at a minimal level during the summer months to prevent damage caused by humidity.

Nothing permanent should be secured to the walls during the time of residency (i.e., bookshelves, wallpaper, appliances, etc.). No adhesives should be used to mount anything on the walls or doors. Also, no holes are allowed to be made in kitchen cabinets for any reason. Please do not attach or display any signs, notices, or advertisements on or about seminary housing. Small nail-type picture hooks are acceptable for normal picture hanging.

The use of dart boards is not allowed in seminary housing.

No item of any sort is to be hung or shaken from any window or door, nor is anything at any time to be kept on the outer sill or outside of any window. Nothing is to be thrown out of the windows into any court or yard. Bulletin boards are provided outside doors of most on-campus apartments. This is the **ONLY** place where personal items may be hung or displayed in the apartment hallways. Due to strict fire code and insurance regulations, no possessions are to be left in the general halls or entrances, including shoes,

umbrellas, and trash. Nothing is to be hung on general hallway walls. Failure to comply will result in a \$25 fine per incident. Items left in hallways may also be collected, and you will need to make an appointment with the RA or apartment manager to retrieve them.

Do not ride bicycles on lawns.

Do not leave any personal belongings on lawns, walks, driveways, or other public areas.

Patios must be kept neat and clean. Patio furniture, toys, hoses, and other personal items must be labeled and set neatly on the patio not the lawn. Exterior walls must be kept clean of chalk marks and mud.

Outdoor satellite, radio, television, CB, or other aerals may not be installed on campus housing and can only be installed at Gulf Drive with permission from the Seminary.

Lost keys cost \$25 to replace. Don't pry doors or windows if you are locked out. Apartment managers have copies of keys; you will be charged for all repairs if you break in. We will issue an extra key at your request.

Do not use salt to melt snow or ice. It is highly corrosive to metal and can damage concrete.

Do not use any wax based cleaners on vinyl floors.

No plastic storm windows or unauthorized weather-stripping will be allowed. Many of these products can cause damage, and you will be responsible for the cost of the repairs.

A shower curtain (and window curtain where applicable) must be used. You will be liable for any and all damages caused to shower windows, tile, floors, adjacent apartments, etc., from failure to use or careless use of these items.

For carpet spills refer to your apartment binder for carpet spot cleaning. If necessary, call the apartment manager or resident assistant for a maintenance request.

Rain, weather, plants, etc., will damage window shades, sills, and floors. You will be charged for their repair or replacement.

Walls may not be repainted except at Gulf Drive with approval from the resident manager. Wallpapering is never allowed.

The Seminary recommends the use of chair mats under desk chairs. The use of furniture pads is required at Gulf Drive to protect the hardwood floors. Residents will be charged for excessive wear to flooring.

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

PARKING:

Parking and vehicle regulations are detailed in the *Student Handbook*. Please abide by them. You (and your visitors) should park only in seminary parking spaces that are not designated for other use. **On-campus residents** should park only one vehicle in parking spaces in front of your building. **Single student apartment residents** will have one designated spot per apartment in front of the apartment building. Other apartment residents will only park in general parking areas and not in front of apartment buildings or houses. **Single student house residents:** Residents of the RUF House may park two cars in the driveway off to the side on the parking pad. Calhoun House residents can park up to four cars behind the house (not in the driveway or blocking the garage.) Bayer House residents can park two cars in the driveway, but not block the garage. All other residents need to park in the designated dorm spaces in the Conway Road parking lot. **Gulf Drive residents** should park on city streets or in designated parking areas only.

Overnight parking of boats, trailers, trucks, or any type of vehicle other than a passenger automobile is specifically prohibited. Prior permission must be obtained to park any vehicle other than a passenger automobile on Covenant Seminary property.

On rare occasions, it may be required that your car be moved from a parking space for a period of time for road repairs, maintenance, or snow removal. The Seminary appreciates your cooperation.

Absolutely no parking of inoperative motor vehicles or work on motor vehicles is allowed on the premises.

PETS:

No pets are allowed in on-campus seminary housing, including rodents and reptiles, except for small birds or fish. In addition to small birds and fish, cats and small dogs are allowed at the Gulf Drive apartments.

NOTE: Dogs are allowed at Gulf Drive only with prior written approval of the Housing Office. There is a limit of one dog per apartment.

Dogs outside at Gulf Drive must be on a leash. Owners are responsible for picking up and disposing of pet waste. You will be responsible for any damage caused by your pet. In the event that the pet becomes a nuisance and its removal from the premises should become necessary, this will in no way negate your obligations to your lease.

EMERGENCY PROCEDURES

Below are emergency procedures that should be observed in the event of a tornado, fire, or earthquake.

1. In the event of a tornado: If the tornado warning siren for St. Louis County is heard, stay in the building and move to the hallway in the lowest level of the building and away from windows. Protect yourself by putting your hands over your head.

2. In the event of a fire: If the fire alarm sounds, evacuate the building immediately. Where smoke is present, do not enter; turn back and try another way out. Crawl on the floor where the air will be clearer. If the smoke is too heavy, go back to the room you left, close the door, and open a window. If you can leave through the window, do so. If you are not able to leave through the window, place a towel, shirt, or some object in the window to alert the Fire Department of your presence. Once outside the building, be sure to account for all who were in your apartment. At no point should you re-enter a burning building. **Call the Fire Department (911).**

On-campus Fire Alarm Testing:

The city fire marshal and Covenant Seminary's insurance carrier require the testing of all fire alarm systems. We are also required to perform a full evacuation drills for all apartment and campus buildings that have alarms.

The protection of your family and Covenant Seminary's property is at stake. All residents who live in the apartments and the employees of Covenant Seminary are to comply with these requirements.

There may be evacuation drills conducted periodically (no more than two per year). We require residents' participation and your cooperation increases the safety of all campus residents. Each family is responsible for getting a head count of people living in their apartment and making sure every person gets out of the building safely. The drill will pertain to individual apartment buildings and will not apply to adjacent buildings.

The Physical Plant Department will send a reminder one week before the scheduled date for a drill. Please be aware of the dates to help ensure that evacuation drills run smoothly.

3. In the event of an 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.
- Do not attempt to leave the building *during* the earthquake; when the trembling stops, evacuate the building.

Help those who are handicapped. 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.

LIABILITY FOR ALL COVENANT SEMINARY HOUSING

When a lease is executed by more than one person, all such persons shall be jointly liable for the payment of the agreed rental and for the performances of all conditions of this lease. No alterations of the lease or this handbook are to be made without the written consent of the associate director of housing.

It is your responsibility to provide insurance for your own belongings. Covenant Seminary shall not be liable or responsible for any loss or damage caused to person(s) or property by theft; water; steam; rain; snow; ice; sleet; fire; frost; storms; or accidents; or by breakage, stoppage, or leakage of water, gas, heating or cooling equipment, sewer pipes or plumbing; mechanical breakdown or failure; electrical failure upon, about, or adjacent to said premises.

In case of the partial destruction of Covenant Seminary housing by fire, accident, or the elements so as to render them or any portion of them unsuitable for residence, a pro-rata portion of that month's housing fee will be refunded to you and future monthly housing fees will likewise be abated until the housing is again fully habitable. Covenant Seminary may, at its option, either repair the subject premises or terminate this contract. The total destruction of Covenant Seminary housing by fire or otherwise, without the fault or negligence of Covenant Seminary, shall terminate this contract. Covenant Seminary would, in such situations, assist you in the location of other suitable housing. You will be fully responsible for all damages to the premises that occur during your occupancy, whether caused by your own negligence or that of any of your guests.

If you will be absent for more than two weeks during the terms of contract, a schedule of departure dates must be submitted to the apartment manager in writing. This information will assist Covenant Seminary in the protection of property and possessions.

SUBLETS: Written approval with specific dates and terms must be secured from the associate director of housing in order to sublet an apartment or room to another eligible full-time student. Sublets are permitted during January Term and Summer Term only. Covenant Seminary is not liable for any damages or lost items that might occur while the apartment is being sublet. **DORM SUBLETS:** No more than the approved number of singles is ever allowed to live in the same dorm for any amount of time without prior written approval from the associate director of housing and the other residents. Any resident subletting to another student must turn in his keys to the RA and provide ample space for the sub-lessee's personal items. With respect to all residents, no personal items are allowed to be stored in common living spaces by any dorm resident.

You will pay any attorney's fees and costs that might arise out of Covenant Seminary enforcing any of the provisions of your housing lease.

Any rules and regulations made hereafter in regard to this property are automatically a part of your lease. Covenant Seminary reserves the right to change or add to these rules and make new ones as it sees fit for

the safety, care, and cleanliness of the premises. Upon receipt of a copy of any such changes, residents shall be bound by them.

If you have any housing problems, it is our sincere desire to solve them. We would appreciate being notified immediately. Please contact the following people in the order they are listed.

1. Resident Assistant or Apartment Manager
2. Associate Director of Housing
3. Vice President for Business Administration

For further information on reporting grievances, please refer to the *Student Handbook*.

If you have mechanical problems, contact the resident assistant or apartment manager first. Do not call any outside agency or campus maintenance. Also, please refrain from making any "home repairs." Contact the resident assistant or apartment manager for all repairs.

FAMILY AND SINGLE STUDENT HOUSING INFORMATION

Single student apartment residents as well as family residents are to use their actual street addresses as their mailing addresses for all mail and packages. Campus boxes do not serve as a mailing address.

Application Procedure: Students may have their names placed on the apartment wait list upon receiving formal notification of admission to the Seminary. In an effort to prolong the life of the apartments, priority is given to entering students.

The leased premises shall be occupied solely as a private dwelling apartment and for no other purpose and shall be occupied by the apartment occupants listed on the lease and none other. Covenant Seminary shall not be liable for failure to deliver possession of leased premises at the beginning of term and will adjust rent to date of possession.

I. TERM AND OCCUPANCY

The term of leases begin on the date indicated on the contract. All apartment leases terminate on May 31 except for those student families completing their academic work in the fall semester, in which case the lease shall terminate on December 31. For family apartments, priority is given to student families with children who have the intention of renting the apartment for a minimum of three years (MDiv students) or two years (MA students). Move in and out times are from 8 a.m. to 7 p.m., Monday through Saturday. We reserve the right to change apartment assignments up to two weeks before your move-in date; therefore change-of-address notices should not be sent out prior to this.

Termination of Lease

If this lease is terminated prior to the agreed upon termination dates, the security deposit will be forfeited, unless head of household is called into active military service. Exceptions will be made only in the event of extenuating circumstances beyond the student's control. In addition, anyone terminating a lease is responsible to pay rent until the apartment is occupied by the next tenants, not to exceed 60 days.

Possession

When your lease terminates, for whatever reason, you agree to return immediate possession to Covenant Seminary and leave all keys with the designated seminary representative.

Lease Renewal

To be eligible to renew a lease, you must have completed full-time academic work during the two previous semesters. You must notify the Housing Office in writing of your intent to renew this lease by signing an annual renewal contract in March of each year. Any housing resident who has been late paying rent will be contacted by the Housing Office. Any on-campus resident who owes back rent at the time of lease

renewals will need to have a consultation with the Controller in the Business Office before their lease is renewed.

Maximum Occupancy Standards

In accordance with St. Louis County standards, Covenant Seminary has established a maximum occupancy standard of two persons per bedroom for the family apartments in order to preserve safe and reasonable living conditions. This would not necessarily apply to occasional short-term guests. The Seminary will allow flexibility in these occupancy standards when changes occur in the number of immediate family members.

II. RENT AND OTHER CHARGES for 2010–2011

Rent is due on or before the first day of each month in accord with the schedule below. After the tenth of the month, there will be a \$25 late fee charge. Extenuating circumstances may be addressed to the Housing Office/Apartment Manager. There will also be a \$25 returned check fee.

ON-CAMPUS TWO BEDROOM	\$800
ON-CAMPUS THREE BEDROOM	\$960

Payment delivered to: Business Office

DORM: DOUBLE OCCUPANCY	\$310
DORM: SINGLE OCCUPANCY	\$415

Payment delivered to: Business Office

GULF DRIVE ONE BEDROOM	\$550
GULF DRIVE TWO BEDROOM	\$660

Payment delivered to: Apartment Manager

Rent is reviewed on an annual basis and increases will be effective June 1. Rent is not subsidized, but is determined annually after review of rental rates for comparable housing in the St. Louis area and the rates currently paid by seminary families living off-campus. **Students should expect an annual increase.** Historically rent increases have been between 3% and 8%. Notification of rent increases will be made at least 30 days before housing contracts are due.

Forfeiture

If you fail to pay rent, or if you or a family member should violate any term or condition of the lease as set forth in this handbook, Covenant Seminary may terminate and cancel the lease upon five days written notice, delivered to the leased premises. After that period, the Seminary may enter the premises and take possession of the leased property.

Security Deposit

A nonrefundable deposit equivalent to one full month's rent must be paid upon the signing of the lease. Once you actually occupy the apartment, the deposit will automatically become a refundable security deposit, not to be used toward any rent fee at any time. This may be refunded at the expiration of this lease if upon vacating the premises they are found to be left clean and in rentable condition (except for reasonable wear and tear). If Covenant Seminary deems it necessary to clean and/or make repairs in excess of normal wear and tear, we will charge you the reasonable expense for any such work (or deduct the cost from your deposit before refunding it). If excessive damage occurs, we will bill you for any amount in excess of the security deposit.

At the time of vacating the apartment, a full inspection of the premises must be arranged sometime between the hours of 8 a.m. and 4 p.m., Monday through Friday. As much as possible this will occur at a mutually agreeable time for you and the Covenant Seminary inspector.

No student residents of seminary-owned housing will be permitted to graduate if they owe any back rent.

No grades or transcripts will be released until all conditions of a student's lease and this handbook are met. Housing residents who owe rent at the time of registration will NOT be allowed to register.

III. ADDITIONAL INFORMATION FOR SINGLE RESIDENTS ONLY

A normal single housing area will be supplied with the following items: desk with bookshelves, extra long twin-sized bed and mattress, and a chest of drawers. The living room will contain one large bookshelf per two residents, a sofa, and a table with chairs. All furnishings supplied by Covenant Seminary should be kept in their assigned rooms. A vacuum cleaner and a microwave are also supplied. Kitchens are supplied with plates, silverware, glasses, pots and pans, etc. A full list of Seminary-provided kitchen supplies is available upon request from the Housing Office. You should bring any additional personal items you may desire.

By paying double occupancy rate, you will have a roommate unless an uneven number of students pay for double occupancy. In that case, if you do not have a roommate, your room may be used to house prospective students at the discretion of the Housing Office.

You may enter your room early or remain late at the rate of \$11 per day double occupancy and \$14 per day single occupancy provided space is available and with prior written approval.

Residents may bring furniture ONLY if approved by the Housing Office. The Housing Office will keep a record of this furniture and require that it be removed when the resident moves out.

Covenant Seminary will furnish water, sewer, trash, gas and electricity service, central air, and local telephone service. Long distance phone codes are assigned by the Business Office. These charges will appear on your monthly statement. Cable television may be ordered and paid for by the residents.

A \$50 cleaning fee will be assessed to each apartment/house resident at the end of the fall and spring semesters if the apartment/house is not left in a clean and useable condition. Under some circumstances or when extreme uncleanness is observed, a fee may be charged to each apartment/house resident midterm. Additional steps may be taken toward repeat offenders if good stewardship of seminary property is not observed.

No supplemental heating units may be used.

VISITORS: Visits of members of the opposite sex are to be 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. Generally, 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.

You are permitted to have guests of the same sex stay in your apartments overnight if the following conditions are met:

- There will only be two guests in any one apartment at any time.
- Guests will only stay up to a maximum of four nights.
- Notice is given to the RA/apartment manager prior to the visitor arriving

RESIDENT ASSISTANT: Covenant Seminary has on call, day and night, a resident assistant who is also available to help with any problems with your apartment living situation. You should not hesitate to call this person when any difficulty or question arises. The family apartment manager is also available to address concerns when the resident assistant is either unavailable or, for any other reason, is inappropriate to contact. If at any time you need to identify either of these people, please contact the Housing Office.