



Housing Handbook

Academic Year 2012–13

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

Presbyterian Church in America

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CONTACT INFORMATION

- ASSOCIATE DIRECTOR OF HOUSING: Joe Peterka
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- ON-CAMPUS RESIDENT MANAGER: Sarah Gammage
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- GULF DRIVE RESIDENT MANAGER: [To Be Determined]
Address:
Phone:
E-mail:

NONDISCRIMINATION 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 RELATED HAZARDS AT GULF DRIVE APARTMENTS AND 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 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 that he or she has received the pamphlet "Protecting Your Family from Lead in Your Home."

APPLICATION PROCEDURE

Students may place their names on the apartment waiting list upon receiving formal notification of admission to the Seminary. In general, the Housing Office makes offers in the order of this list, however, priority is usually given to incoming MDiv students. For campus family apartments, priority is also given to families with children. 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.

LIABILITY FOR ALL COVENANT SEMINARY HOUSING

- **Multiple Lessees.** When more than one person executes a lease, 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 may be made without the written consent of the associate director of housing.
- **Occupants and Use.** The leased premises shall be occupied solely as a private dwelling 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.
- **Renter's Insurance.** It is the resident's responsibility to provide insurance for his or her 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. The Seminary recommends that all residents obtain renter's insurance.
- **Provisions for Damage or Destruction Caused by Fire, Etc.**
 - 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-rated portion of that month's housing fee will be refunded to residents, 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 residents in locating other suitable housing.
- **Attorney Fees.** Residents will pay any attorney's fees and costs that might arise out of Covenant Seminary enforcing any of the provisions of their housing lease.
- **Addenda to Existing Contracts.** 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. Residents shall be bound by any such changes upon receipt of a copy of them.

TERM OF LEASE AND OCCUPANCY INFORMATION

- **Term of Lease.** The term of 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.
- **Move-In and Move-Out Times.** Move-in and move-out times are from 8 a.m. to 7 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 prior to this.
- **Proration of Rent.** When a new resident moves in, the first month's rent is prorated based on the move-in date. That rent is due upon the resident's arrival.
- **Termination of Lease.** If this lease is terminated prior to the agreed upon termination dates, the security deposit (see page 6) will be forfeited unless the head of household is called into active military service. In addition, anyone terminating a lease is responsible for paying rent for the contracted apartment until such time as the next resident occupies the apartment, or for a period not to exceed 60 days. Exceptions will be made only in the event of extenuating circumstances beyond the student's control.
- **Possession.** When a lease terminates for whatever reason, tenants agree to return possession of the apartment to Covenant Seminary immediately, and to leave all keys with the designated Seminary representative.
- **Lease Renewal.** To be eligible to renew a lease, residents must have completed full-time academic work during the two previous semesters. Residents must notify the Housing Office in writing of their intent to renew this lease by signing an annual renewal contract in March of each year. The Housing Office will contact any housing resident who has been late in paying rent. Any resident who owes back rent at the time of lease renewals will need a consultation with the associate director of housing before his or her lease is renewed.
- **Maximum Occupancy Standards.** In accordance with St. Louis County standards, the Seminary has established a maximum occupancy standard of two persons per bedroom 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 after the initial move-in time.

RENTAL CHARGES FOR 2012–13 AND RELATED MATTERS

- **Payment Date and Rate Schedule.** Rent is due on or before the **first day of each month** in accordance with the rate schedule below. After the tenth of the month, a \$25 late fee applies. For returned checks, a \$25 returned check fee applies.
 - On-Campus Two-Bedroom \$800
 - On-Campus Three-Bedroom (without patio) \$960
 - On-Campus Three-Bedroom (with patio) \$960–85

 - Singles: Shared Bedroom \$320
 - Singles: Private Bedroom \$425

 - Gulf Drive One-Bedroom \$565
 - Gulf Drive Two-Bedroom \$675
- **Payment Procedure.** Please deliver all rent payments to One-Stop, located on the second floor of Founders Hall. Make checks payable to “Covenant Seminary.” Rent also can be automatically withdrawn from a checking account. For more information, contact the Housing Office at housing@covenantseminary.edu.
- **Using Account Credit for Rent.** Students who have credit on their accounts which they would like to be used for rent should notify the Business Office via e-mail at bus.dept@covenantseminary.edu by the tenth of the month to make the transfer, otherwise the late fee will apply.
- **Rent Renewal.** Rent is reviewed on an annual basis; increases become 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. Notification of rent increases will be made at least 30 days before housing contracts are due.
- **Forfeiture.** If a tenant fails to pay rent, or if he/she 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, which shall be 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 a tenant occupies an apartment, the deposit automatically becomes a refundable security deposit, not to be used toward any rent fee at any time. This may 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).

- If Covenant Seminary deems it necessary to clean and/or make repairs in excess of normal wear and tear, we will charge the tenant the reasonable 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 in excess of the security deposit.
- **Final Inspection.** At the time of vacating the apartment, a full inspection of the premises by the Housing Department will be required. 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 mutually agreeable time.

GENERAL INFORMATION AND REGULATIONS FOR ALL COVENANT SEMINARY HOUSING RESIDENTS

GENERAL INFORMATION

- **Enrollment Status.** Usually, Covenant Seminary housing is available only to those students duly enrolled, registered, and pursuing full-time seminary studies (10 credits per semester; 8 credits for ThM studies), unless it is the last year of study needed to obtain the student's degree. When a student drops below full-time status, he/she would normally need to move from Seminary housing within 30 days.
- **No-Switch Policy.** In general, switching apartments is not allowed once residents have moved into an apartment. The Housing Office will consider special circumstances, however, fees may apply to help cover the costs incurred.
- **Mailing Addresses.** Residents should use their actual street addresses as their mailing addresses for all mail and packages, and not have mail sent to 12330 Conway Road.
- **Penalties for Owing Back Rent.**
 - Residents of Seminary housing who owe rent at the time of registration will not be allowed to register.
 - Residents of Seminary housing who owe any back rent at the time of graduation will not be permitted to graduate.
 - No grades or transcripts will be released until all conditions of a student's lease and this handbook are met.
- **Appliances Provided.** All Seminary housing units are furnished with a stove, oven, and refrigerator. Dishwashers and clothing washers and dryers are provided in the on-campus apartments and houses.
- **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 on-campus singles housing. Halogen lamps and 100-watt bulbs are not permitted. Excessive wattage is a fire hazard and can cause damage to the wiring; in addition, tenants could be charged for the cost

of replacing a light fixture damaged by high-wattage bulbs. 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.

- **Extended Absences.** If residents will be absent for more than two consecutive weeks during the terms of contract, the dates of absence must be submitted to the resident manager in writing. This information will assist the Seminary in protecting property and possessions.
- **Use at Own Risk.** Use of all the facilities that the Seminary provides—including storage, parking, and play areas—is solely at the resident’s (or any guests’ or visitors’) own risk. Covenant Theological Seminary shall not be held liable for any injury to person or property arising out of residents’, guests’, or visitors’ use thereof or for any reason whatsoever.
- **Seminary Right of Entry.** 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.
- **Clean Upon Vacating.** Apartments will be thoroughly cleaned prior to new occupancy. When vacating, residents should leave an apartment in as good a condition as it was when they arrived, excluding any normal wear and tear.
- **Resident Manager.** Covenant Seminary has on call, day and night, a resident manager 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 Housing Office for assistance.
- **Reporting Mechanical Problems and Other Maintenance Needs.** In the event of mechanical problems or other maintenance or repair needs, contact the resident manager first. Do not call any outside agency or campus maintenance. Residents should also refrain from making any “home repairs” themselves.
- **Contacting Us.** It is our sincere desire to solve any housing problems our residents may encounter. We would appreciate being notified of any issues immediately. Please contact the following people in the order listed (see “Contact Information” on page 3 above for appropriate phone and e-mail information).
 1. Resident Manager
 2. Associate Director of Housing
 3. Vice President for Business Administration

For further information on reporting issues or grievances, please refer to the *Student Handbook*, which can be found on the Student Portal. Other student life guidelines are to be followed as detailed in the *Student Handbook*.

REGULATIONS

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. Covenant Seminary 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 a number of standards that enhance the fellowship, health, and safety of those who live in Seminary housing.

- **Utilities.** Covenant Seminary will furnish water, sewer, and trash service for all residents. Gas and electricity are provided for on-campus single students. Married on-campus residents and residents of Gulf Drive must arrange the hookup of gas and electricity and pay all bills resulting from the use of these utilities in a timely manner. Residents may order and pay for cable television, telephone, or Internet access in any Seminary-owned property.
 - Electric Service: Ameren UE: 314.342.1000
 - Natural Gas: Laclede Gas Company: 314.621.6960
 - Telephone & DSL: AT&T: 888.387.6270
 - Internet & Cable: Charter Communications: 877.817.8699
 - Internet: Clear: 877.981.8147

- **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 and at Gulf Drive.
 - Separate recycling dumpsters are provided if you would like to help the Seminary recycle. 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.
 - The campus houses have a different recycling service, which is done through the City of Creve Coeur; these residents must use the city tote.
 - 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 must be disposed of in the trash. You will be charged for opening clogged plumbing pipes resulting from misuse.
 - For information about the disposal of hazardous waste products, please visit www.recyclesaintlouis.com. Residents are also encouraged to use the composting sites at the community gardens both on campus and at Gulf Drive.

- **Storage**
 - Lockable storage space is available to all on-campus apartment residents (including singles) in the basements of 406 and 441 Covenant Lane. Locks are not provided. This area is for storage only.
 - Storage aisles must be kept clear of personal items and trash. Any items left in the aisles will be removed and disposed of.
 - 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 campus houses.
- Basement storage is available for Gulf Drive residents.
- All items in storage must be removed upon termination of the resident's lease.
 - **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. Laundry rooms in the houses for singles on Conway Road should not be used as storage space.
 - **Gulf Drive Apartments.** Basements are provided as storage space. They are not considered living spaces. Basements can occasionally leak, therefore, any items stored here should be set off the floor on risers to prevent possible water damage.
- **“Donated” and “Left” Items**
 - Residents may not “donate” any possessions to the house or apartment without the consent of the Housing Office.
 - 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.
 - Vacated apartments and houses may be refurbished over the summer. The Seminary is not responsible for items left over the summer.
- **Safety Issues**
 - **Locks.** 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 building insurance rates.
 - **Mechanical Closets and Furnaces.** 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 employed by Covenant Seminary shall work on or repair heating/air conditioning units or other mechanical equipment in the campus apartments.
 - **Hallway Access.** 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 residents will need to make an appointment with the resident manager to retrieve them.
 - **Weapons.** 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.
 - **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., may be considered a violation of this policy and could result in a \$25 charge per incident.

- **Grills and Outdoor Fires.** Residents are permitted to grill at their own risk according to the guidelines here established. Always use extreme caution when lighting and using any grill. 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. No other outdoor fires or cooking devices are allowed without written permission from the Housing Office.
- **Walk-Through Inspections.** The housing staff reserves the right to make a walk-through inspection of any rental unit as needed. The apartments for singles will be inspected every semester or more often as needed. The main purpose of this inspection is to protect Covenant Seminary from damage to its housing. As much as possible, the inspection will occur at a mutually agreeable time.
- **Cooking Areas.** Because of insurance and fire regulations, cooking may be done only in the kitchen. This includes cooking done with portable appliances such as toasters, rice cookers, electric water pots, and coffee makers.
- **Water Temperature.** Tap water in excess of 120 degrees Fahrenheit can cause scalding burns, especially to children. It is recommended that residents not adjust their own water heater settings and instead submit a maintenance request for assistance.
- **Supplemental Heating.** No supplemental heating units may be used except with written permission from the Housing Office.
- **Campus Speed Limits.** Please observe the 10 mph speed limit at all times while driving on campus and at Gulf Drive.
- **Conduct**
 - **General Behavior.** All residents 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 these reasons will remain bound to the financial obligations of their lease.
 - **Smoking.** Smoking is prohibited in all Seminary-owned housing.
 - **Quiet Time.** 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 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 to a level which will not be heard outside the immediate confines of the resident's apartment.

- **Children**

- **Playing Safely.** For safety reasons, children should not play in the parking lots (including playing with balls, riding bikes, scooters, or skateboards), but rather on the playground or the basketball court. Additionally, children should not cross through the parking lot to get to the playground but should walk around it.
- **No-Play Areas**
 - 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, including all academic buildings, classrooms, the Edwards Hall lounges, and the Community Center.
 - Children should also not play between the Archaeology building and Edwards hall, on the Edwards patio areas, or outside the Library.
 - Children at Gulf Drive should not play in the fronts of the buildings or by the road unless under the immediate supervision of a parent or guardian.
- **Adult Accompaniment.** All children age 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.
- **Campus Outdoor Toy Stickers**
 - Bicycles and children's outdoor toys should have a current "CTS" sticker on them or they will be subject to removal. Current stickers may be obtained from the resident manager.
 - These items should be left outside only in the playground or at the bike racks.
 - Occasionally, the grounds crew will place toys and bikes left outside in the "toy jail." Such items can be retrieved via appointment with the resident manager.
- **Tree-Climbing and Landscape Alterations**
 - Children are not allowed to climb trees except those in the playground area on campus and then only 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.** By signing a lease you agree to pay for any and all 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 left at 50 degrees or higher during winter vacations to avoid freezing pipes.

- Residents must run the air conditioning at a minimal level during the summer months to prevent damage caused by humidity.
- **Walls, Floors, Doors, and Windows**
 - Nothing permanent should be secured to the walls without permission from the Housing Office.
 - If you want to secure bookshelves or other furniture to the walls for safety reasons, you must contact the Housing Office for assistance.
 - No adhesives should be used to mount anything on the walls or doors.
 - No holes should 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.
 - Dartboards are not allowed in Seminary housing.
 - Walls may not be repainted except at Gulf Drive with approval from the resident manager.
 - Wallpapering is not allowed in any Seminary-owned housing.
 - Do not use any wax-based cleaners on vinyl floors. For carpet spills refer to your apartment binder for carpet spot cleaning. If necessary, call the resident manager for a maintenance request.
 - Water damage caused by the leaking of indoor plants, windows left open during rain, or failure to use a shower curtain may result in a charge for damages.
 - The Seminary recommends the use of chair mats under desk chairs. The use of furniture pads is recommended at Gulf Drive to protect the hardwood floors. The Seminary does not provide these mats or pads. Residents will be charged for excessive wear to flooring.
 - 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 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.
- **Lawns, Walks, Driveways, and Patios**
 - Do not ride bicycles on lawns or leave any personal belongings on lawns, walks, driveways, or stoops.
 - 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.
 - Exterior walls must be kept clean of chalk marks and mud.
 - Use only the Seminary-provided salt and snow melt to melt snow and ice.
- **Outdoor Antennas.** Outdoor satellite, radio, television, or other aerials may not be installed on campus housing and can only be installed at Gulf Drive with written permission from the Housing Office.

- **Lost Keys.** Lost keys cost \$25 to replace. Do not pry open doors or windows if you are locked out. Resident 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.
- **Parking**
 - **General Parking Practices.** Detailed parking and vehicle regulations are provided in the *Student Handbook*. Please abide by them. General guidelines are as follows:
 - **On-Campus 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.
 - **On-Campus Singles Apartments**
 - Single student apartment residents will have one designated spot per apartment in front of the apartment building. The other roommates and visitors should park in the unreserved spaces in the apartment parking lot.
 - Residents of the RUF House may park two cars in the driveway off to the side on the parking pad and three cars behind.
 - Calhoun House residents may park up to four cars behind the house and one car beside, but none in the driveway or blocking the garage.
 - Bayer House residents may park two cars in the driveway (but these cannot block the garage) and one car behind.
 - All other residents of the Conway Road houses need to park in the Conway Road parking lot.
 - **Gulf Drive Residents**
 - Gulf Drive residents should park on city streets or in designated parking areas only.
 - **Other Parking Issues**
 - Overnight parking of boats, trailers, trucks, or any type of vehicle other than a passenger automobile on Seminary property is specifically prohibited, unless residents obtain prior written permission from the Seminary.
 - Parking of inoperative motor vehicles or work on motor vehicles is prohibited on campus and at Gulf Drive.
 - On rare occasions, the Seminary may require that residents' cars be moved from a parking space for a period of time for road repairs, maintenance, or snow removal. We appreciate your cooperation.
- **Pets**
 - Other than small birds or fish, pets are not allowed in on-campus Seminary housing; this includes rodents and reptiles.

- In addition to small birds and fish, cats and small dogs are allowed at the Gulf Drive apartments. However, the Housing Office must approve such dogs in writing. There is a limit of one dog per apartment, and two pets total.
 - Dogs outside at Gulf Drive must be on a leash. Owners are responsible for picking up and disposing of pet waste and will be held responsible for any damage or harm caused by the pet.
 - In the event that a pet becomes a nuisance and its removal from the premises should become necessary, this will in no way negate the resident's obligations to his/her lease.
- **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. (See "Enrollment Status" on page 7.)
 - 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.

ADDITIONAL INFORMATION FOR SINGLES HOUSING ONLY

Singles housing is reserved for unmarried students. Married students who come to Seminary without their spouses/families will need to make other arrangements for housing.

- **Furnishings and Utilities**
 - A normal single housing area will be supplied with the following items: desk with carrel and chair, extra-long twin-size bed and mattress, and a chest of drawers. The living room will contain one large bookshelf per two residents, sofas, 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 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. Residents should bring any additional personal items they may desire. Residents may bring additional furniture only if approved by the Housing Office, which will keep a record of this furniture and require that it be removed when the residents move out.
 - Covenant Seminary will furnish water, sewer, trash, gas, and electricity service for the singles housing.
- **Double Occupancy.** By paying the 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.

- **Cleaning Fee.** Individuals should exercise neatness and cleanliness in their bedrooms as well as in common living areas. When extreme uncleanliness is observed, each resident of that particular unit may be charged a fee of up to \$50. Additional steps may be taken toward repeat offenders if good stewardship of Seminary property is not observed.
- **Visitors**
 - 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. 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.
 - 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 prior to the arrival of the visitor(s).
- **Subletting**
 - 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 from the associate director of housing and the other residents.
 - Any resident subletting to another student must turn in his or her keys 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 single resident.

EMERGENCY PROCEDURES

- **Tornado.** If you hear the tornado warning siren for St. Louis County, take pillows and a battery-powered radio and move to the hallway in the lowest level of the building away from windows. Protect yourself by putting the pillows over your head and neck.
- **Fire.** Residents should familiarize themselves with the location of fire extinguishers and fire exits 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 Housing Office at (314) 392.4164.

- **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 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. If there is a phone available, contact the Public Safety dispatcher at 314.392.4111, option 2. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 3. Evacuation Areas:
 - a. Residents of apartments 400–441 should assemble behind Edwards Hall at 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 near the emergency site. Keep clear of the Command Post unless you have official business. (Please contact Jason Robey at 314.392.4166 or jason.robey@covenantseminary.edu with any questions.)
 6. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a Seminary official, firefighter, or police officer.

- **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 head count of people living in their apartment and making sure every person gets out of the building safely. Fire drills pertain to individual buildings and will not apply to adjacent buildings.
 - 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.
 - The Housing 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.
 - 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.