



# Housing Handbook

2018 – 2019

Revised and Updated  
April 2018

*Rooted in Grace for a Lifetime of Ministry*

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12330 Conway Road, St. Louis, Missouri 63141 / phone: 314.434.4044 / fax: 314.434.4819 / [www.covenantseminary.edu](http://www.covenantseminary.edu)

*Presbyterian Church in America*

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## CONTACT INFORMATION

- CAMPUS RESIDENT MANAGER:  
LESLIE JOWERS  
864.380.5728  
[leslie.jowers@covenantseminary.edu](mailto:leslie.jowers@covenantseminary.edu)
- GULF DRIVE RESIDENT MANAGER:  
CHARLES STOVER  
870.220.1389  
[charles.stover@covenantseminary.edu](mailto:charles.stover@covenantseminary.edu)
- CAMPUS HOUSING MAINTENANCE:  
TIM COLE  
314.392.4162  
[tim.cole@covenantseminary.edu](mailto:tim.cole@covenantseminary.edu)
- AFTER HOURS MAINTENANCE  
314.713.0802
- CAMPUS SAFETY OFFICER:  
ADAM LOPEZ  
314.392.4166  
[adam.lopez@covenantseminary.edu](mailto:adam.lopez@covenantseminary.edu)
- SAFETY AND SECURITY  
DISPATCHER/EMERGENCY  
314.581.7212
- MANAGER OF LEASING AND FACILITIES:  
PAUL PROCTOR  
314.392.4159  
[paul.proctor@covenantseminary.edu](mailto:paul.proctor@covenantseminary.edu)
- FACILITIES OFFICE  
314.392.4179

### CONTACT PROCESS FOR INQUIRIES AND OTHER LEASING/MAINTENANCE ISSUES:

#### 1. For Leasing

- Contact the Manager of Leasing for all questions regarding current and future leases or regarding special circumstances.
- See page 7 for application procedure.

#### 2. Emergency Procedures

- See page 4 for emergency procedures. Contact the Campus Safety Officer 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

- Submit a request on the student portal under the Maintenance Request form.
- Scan the appropriate QR code below or on the back of the housing directory.
- Email the Resident Manager with requests or follow up regarding requests.



Covenant Lane Apartments



Gulf Drive

## EMERGENCY PROCEDURES

- **Emergency Communication**
  - Campus Safety: If you have any questions regarding safety concerns or procedures please contact the Campus Safety officer at [adam.lopez@covenantseminary.edu](mailto:adam.lopez@covenantseminary.edu).
  - Emergency Dispatcher: 314.581.7212
  - Campus Communication: All residents are required to provide an active email and phone number for every adult living in the unit. Having your information up to date on the Student Portal will automatically add you to the RAVE communication system. Non-students must submit their information to the Campus Safety Officer.
- **Active Shooter.** In an active shooter situation, residents will receive a text and email through the rave alert system. Detailed instructions will come through this 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 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](http://www.nfpa.org), [www.redcross.org](http://www.redcross.org), and [www.usfa.dhs.gov](http://www.usfa.dhs.gov). Training and information are also available through the Campus Safety Office at 314.392.4166 or [adam.lopez@covenantseminary.edu](mailto:adam.lopez@covenantseminary.edu).
  - **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. You must then contact the Safety and Security Dispatcher at 314.581.7212 in order for campus personnel to be notified. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- 3. **Evacuation Areas:**
  - a. ***Residents of the MTW House and 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 main campus near the emergency site.** Keep clear of the Command Post unless you have official business. (Please contact Adam Lopez at the campus safety office, with any questions, [adam.lopez@covenantseminary.edu](mailto:adam.lopez@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 Officer. Gulf Drive tenants should await instructions from the Resident Manager.
- **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 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 Main Campus Resident Safety Officer 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.
  - The Resident Manager/Leasing Office compiles a campus directory each year. It is important to submit photos in which faces are identifiable.
- **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 need physical assistance.
- 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.

### **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. The 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 its parent denomination, the Presbyterian Church in America (PCA).

### **LANGUAGE OF LEASE AND HANDBOOK REQUIREMENTS**

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

### **APPLICATION PROCEDURE**

Students may contact the Leasing Office for availability and any questions. In general, the Housing Office makes offers in the order in which requests are received; however, priority may be given to incoming international students. Larger families 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.

### **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 leaser. 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 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’ (or any guests’ 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, or visitors or for any reason whatsoever.

- **Possession at Beginning of Lease.** In the event that unforeseen circumstances prevent the landlord from delivering possession of leased premises at the beginning of the term agreed to, 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. Should such a rare circumstance occur, Leasing Office may work with the lessee to locate temporary accommodations for the time during which the contracted premises are unavailable. The lessee will be responsible for covering any costs of the temporary housing.
- **Renter's Insurance.** It is the resident's responsibility to provide insurance for his or her own belongings. The landlord/owner 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, steam, rain, snow, ice, sleet, fire, frost, storms 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. The landlord strongly recommends that all residents obtain renter's insurance.
- **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 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. The landlord may, at its option, either repair the subject premises or terminate this contract.
  - The total destruction of housing by fire or otherwise, shall terminate this contract.
- **Attorney Fees.** If the landlord should need to enforce any provisions of this housing contract, then 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 of 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, or the current building owner, reserves the right to change or add to these rules and make new ones 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 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-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."

## GENERAL INFORMATION FOR ALL HOUSING RESIDENTS

- **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 usually 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.
- **Fees for Termination of Lease.** If this lease is terminated by the resident prior to the agreed upon ending date, the following fees will apply:
  - The resident will forfeit the security deposit (see page 12).
  - 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 you are unable to attend classes or need extra recovery time. Appeals should be made in writing to the landlord's Leasing Office.

- **Possession at End of Lease.** Tenants agree to return possession of the apartment to the building owner upon completion or termination of the lease, and to leave all keys with the designated Seminary representative.
- **Lease Renewal.** Residents must notify the Leasing Office in writing of their intent to renew this lease by signing an annual renewal contract in March and 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 residents' past unpaid rent or breaking of regulations set forth in the Student and Housing Handbooks.
- **Maximum Occupancy Standards.** In accordance with St. Louis County standards, the Leasing Office 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 visiting from out of town and for a period not to exceed two weeks. The Leasing Office may allow flexibility in these occupancy standards when changes occur in the number of immediate family members after the initial move-in time.
- **Student Enrollment Requirements:** Students living in Seminary campus housing must be enrolled for a minimum of 4 credit hours and pursuing a degree (within the part-time status timeline set by the Financial Aid Office). After the set timeline expires there will be no below-full-time status offered to renters. Those students taking fewer than 6 credit hours will be charged at a different rate, see payment schedule on page 11 for rental rates.
- **Enrollment Status.** When a student drops below 4 credit hours, he/she 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 you are unable to attend full-time classes or need extra recovery time. Any requests for exception to this policy must be made in writing to the leasing office at least three weeks before the start of the term that the student wishes to be part time and must explain the situation that would require an exception. However, residents in their last semester of studies are eligible to enroll for 4 or fewer hours to finish their degree program. The Leasing Office will need to be notified prior to the last semester if this is case.

- If any housing owned by Covenant Seminary is sold in the future to a new owner, all requirements related to student enrollment set forth in the Student Handbook will not apply.
- **No-Switch Policy.** In general, switching apartments is not allowed once residents have moved into an apartment. The Leasing Office will consider special circumstances; however, a \$500 fee will apply. A single-student room switch during the student's leasing period will incur a \$250 fee.
- **Mailing Addresses.** 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
- **Appliances Provided.** All Seminary housing units are furnished with a stove, oven, and refrigerator. Dishwashers and clothing washers and dryers are provided in main campus apartments and houses. The landlord is not responsible for loss of food, damage to clothing, or damage to cooking items due to appliance failure.
- **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 and residents of Gulf Drive 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 leased property. Please transfer utilities back to the landlord on the day following your move-out. Do not have your utilities cancelled 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 — Laclede Gas Company: 314.621.6960
  - Telephone & DSL — AT&T: 888.387.6270
  - Internet & Cable — Charter Communications: 877.817.8699
- **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 contract, 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 to prevent damage (see page 17).

- **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 the purpose of 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 3 of this Handbook.
- **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 directly. Residents should also refrain from making any home repairs 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 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 email information).
  1. Online Maintenance Request – *Student Portal Housing Maint. Request Form* or QR code on housing directory
  2. Resident Manager
  3. Emergency/Safety Dispatcher
  4. Facilities Office

**RENTAL CHARGES FOR 2018–19 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 fifth day of the month, residents will be charged \$25 for late payment, and \$50 after the fifteenth of each month. For returned checks and insufficient funds, a \$25 fee applies.

	<b>Full Time</b>	<b>Under 6 Credits</b>
○ On-Campus Two-Bedroom	\$800	\$880
○ On-Campus Three-Bedroom (without patio)	\$960	\$1040
○ On-Campus Three-Bedroom (with patio)	\$985	\$1065
○ Singles: Shared Bedroom	\$320	\$400
○ Singles: Private Bedroom	\$435	\$515
○ Singles: Private Bath	\$485	\$565
○ Gulf Drive One-Bedroom	\$595	\$675
○ Gulf Drive Two-Bedroom	\$695	\$775

- **Rental Rates.** Rates are reviewed on an annual basis; increases become effective June 1. Rent is not subsidized but is determined after 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 three options for how to pay rent:
  1. **In Person.** Pay to the Business Office in One-Stop, located on the second floor of Founders Hall. Checks should be made payable to “Covenant Seminary.”
  2. **Via the Student Portal.** Log in to the Portal, select “Student Billing,” then “Cashnet,” then “Make a Payment,” then “Rent.” Payment is made with an electronic check from the student’s banking account. This method requires the student to log in each month to make the payment, although account info can be saved.
  3. **Automatic Withdrawal.** This method eliminates the risk of paying late. To get set up, the student must fill out a form and submit it to One-Stop along with a voided check. The form can be obtained by visiting the One-Stop counter or by emailing [housing@covenantseminary.edu](mailto:housing@covenantseminary.edu). Under this method, rent will be automatically taken from the student’s bank account on the fifth day of each month.
- **Payment for New Residents.** Your first month of rent can be mailed in advance (put “ATTN: Leasing Office” and include name and unit number) 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](mailto: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 he/she or a family member should violate any term or condition of the lease as set forth in this handbook, the landlord may terminate and cancel the lease upon five 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 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 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).
  - 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 in excess of the security deposit.
- **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.

## 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 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.

- **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 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.
- For information about the disposal of hazardous waste products, please visit [www.recyclesaintlouis.com](http://www.recyclesaintlouis.com).
- Please 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 at 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](http://www.stlouisco.com) for a list of places. Tenants who dump 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 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 apartments residents (including singles) in the basements of 406 and 441 Covenant Lane. Locks 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 disposed of.
- In keeping with fire code standards, all items in storage must be at least 18 inches from ceilings and from all sprinkler heads.
- Electrical appliances may not be made operable in this area.
- Designated storage space is available for single residents in the Conway Road houses. Residents in the Conway houses should not store any items in the basement laundry or mechanical rooms. Any items left or stored in these areas will be disposed of.
- Designated storage is available for and MTW House residents. Items must be stored free of any mechanical equipment.
- The Seminary recommends the use of air-tight bins and plastic storage bags to protect your items from potential damage.
- 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. Laundry rooms in the houses for singles on campus cannot be used as storage space.
- **Items Left at Move-out Time**
  - Residents may not leave behind any possessions in the house or apartment 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.
- **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.
  - **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.
  - **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, bikes/toys, strollers, trash, or items to be given away or traded/sold among residents. Failure to comply may result in a \$25 fine per incident. Items left in hallways will be thrown away. Goodwill and the Salvation Army will make pick-ups at your apartment.

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.

- **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 questions regarding this should be directed to the Campus Safety Officer.
- **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 \$25 charge per incident or termination of 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. It is best to call and reserve areas with the Facilities Office to avoid conflicting use times.
  - No other outdoor fires or cooking devices are allowed without written permission from the resident manager.
- **Cooking Areas.** Because of insurance and fire regulations, 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.
- **Appliances.** Personal refrigerators and freezers cannot be kept and used in bedroom or living spaces. An additional freezer may be used in the kitchen but must be approved before installation.
- **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 space heaters or other supplemental heating units may be used except with written permission from the building owner's leasing office.
- **Campus Speed Limits.** Please observe the 10-mph speed limit at all times while driving on campus and at Gulf Drive. 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. If the offender is a student, the fine will be charged to the student's account, and the student will receive counseling from the Dean of Students.

A repeated occurrence of speeding can result in the loss of parking privileges on campus (revocation period to be determined by the Public Safety Officer). If an auto belonging to someone whose parking privileges have been revoked is found on campus during a revocation period, 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 from damage to its housing. As much as possible, the inspection will occur at a time mutually agreeable to the Seminary and residents.

- **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.
  - If any housing owned by Covenant Seminary is sold in the future to a new owner, all requirements for students related to conduct set forth in the Student Handbook will not apply.
- **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.** With respect to 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 to a level that will not be heard outside the immediate confines of the resident's apartment.

- **Children**

- **Playing Safely.** For safety reasons, children cannot 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 should 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.

- For the well-being of children, students, and employees, children under the age of 18 must 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.
    - Children should not play in the creek bed or wooded area behind the apartment buildings.
    - 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.
  - **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. It is also good consideration to call before a child goes to a neighbor's apartment.
  - **Campus Outdoor Toy Stickers**
    - Bicycles, strollers, 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.
    - Only one stroller per family may be left outside at the toy and bike rack areas at a time.
    - It is recommended that residents store strollers in their car to prevent bringing insects into buildings from the outdoors.
    - These items can be left outside at the bike racks.
    - Housing staff may also collect items left outside; residents will need to make an appointment with the resident manager to retrieve these items.
  - **Tree-Climbing and Landscape Alterations**
    - Children are not allowed to climb trees. 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 brush for the purpose of building forts or tree houses. Charges may be issued if any landscaping is altered or destroyed.
- **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 58 degrees or higher during winter vacations to avoid freezing pipes. 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.

- 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 of Apartments and Buildings**
  - Nothing permanent should be secured to the walls without permission from the Resident Manager.
  - If you want to secure bookshelves or other furniture to the walls for safety reasons, please contact the Resident Manager 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 any property.
  - Small nail-type picture hooks are acceptable for normal picture hanging.
  - Dartboards are not allowed in housing.
  - Walls may not be repainted.
  - Wallpaper cannot 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. 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 landlord recommends the use of chair mats under desk chairs to prevent unnecessary damage of wear to carpet or flooring.
  - No items may be attached to or hung from outer sills of windows-
  - Chalk written on walls of buildings must be removed or it will be cleaned by maintenance and charged to the student account.
  - Hot pans should not be placed on the flooring in the units or building hallways. Damage to carpet or vinyl resulting from hot pans burning carpet or vinyl will result in a charge to cover the cost of the repair.
- **Lawns, Walks, Driveways, Patios, Playground, and Surrounding Woods**
  - 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 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 bike rack when the child leaves the playground.
  - 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.



unless residents obtain prior written permission from the landlord. Violations may result in the towing of the owner's vehicle.

- Parking of inoperative motor vehicles and performing engine work on motor vehicles are prohibited on main 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. Any towing fees will be paid by lessee.
- On rare occasions, the Seminary may need residents' cars to be moved from a parking space for a period of time for road repairs, maintenance, or snow removal. We appreciate your cooperation.

- **Sublets**

- Residents must secure written approval with specific dates and terms from the Leasing Office in order to sublet an apartment or room to another eligible full-time student. (See "Enrollment Status" on page 6.) All rules of conduct and requirements will apply to the subletting tenants.
- Sublets are permitted during the January and Summer terms only for main-campus housing.
- The landlord/building owner is not liable for any damages or lost items that might occur while the apartment is being sublet.

## ADDITIONAL INFORMATION FOR GULF DRIVE HOUSING ONLY

- **Basements**
  - Basements are provided primarily as storage space and due to fire code regulations are not to be used as bedrooms. Basements can occasionally leak; therefore, any items stored here should be set off the floor or sealed in plastic to prevent possible water damage.
  - If residents would like to use the basement space for woodworking or handyman projects, they must use a dust collection system, containment, and have the means of disposing of trash and materials regularly. Leftover debris from projects may not be left on the porch or patio at any time. Materials for projects should not be stored outside or near buildings for any length of time.
  - Any alterations made to the basement area must be approved by the facilities office. Alterations that have not been approved will be subject to a fine and charged to the student account and required to be removed immediately. The fine amount will cover the cost of damage to the building at the discretion of the facilities department.
- **Parking**
  - Gulf Drive residents should park in designated areas first and on city streets when other spaces are unavailable.
  - The landlord/owner is not responsible for damages to vehicles while parked in assigned spaces or streets. It is the tenant's responsibility to verify the safety and care of their vehicle before parking. It is not recommended to leave valuables or personal items in clear view in any parked vehicle.
  - Parking of inoperative motor vehicles and performing engine work on motor vehicles is prohibited at Gulf Drive.
- **Outdoor Antennas.** Outdoor satellite, radio, television, or other aerials can only be installed at Gulf Drive with written permission from the landlord/leasing office. Resident will be responsible for any damages.
- **Flooring**
  - **Furniture:** The use of furniture pads is recommended at Gulf Drive to protect the floors. The landlord does not provide these mats or pads. Residents will be charged for excessive wear to flooring.
- **Play Areas**
  - **Playground:** Children must be accompanied by an adult to play on the playground and should be under constant supervision.
  - Children at Gulf Drive should not play by the road, in surrounding woods, on or near railroad tracks, or around the maintenance/storage sheds.
- **Community Garden**
  - Contact your Resident Manager with questions regarding garden assignments and use of the garden.

- **Trash and Recycling**
  - All garbage must be disposed of in plastic bags, tied securely, and placed inside the designated garbage containers at Gulf Drive.
  - For information about the disposal of hazardous waste products, please visit [www.recyclesaintlouis.com](http://www.recyclesaintlouis.com).
- **Porches**
  - Porches and patios are for residents' enjoyment and are not to be used to store wood and construction material or left-over living room furniture.
  - Furniture must be made for outdoor use and only items meant for decoration or seating are to be kept on the porch.
- **Pets**
  - **Gulf Drive.** In addition to small birds, fish, cats, small to medium (35–55 lbs.) dogs are allowed at the Gulf Drive apartments. However, the Resident Manager must approve dogs in writing. There is a maximum of 2 animals per apartment (e.g., 2 small dogs under 35 lbs. or 1 dog and 1 cat). Email the Resident Manager to obtain a copy of the Pet Permission Request form.
  - **Pet Deposits.** Dog owners at Gulf Drive must pay a \$200 pet deposit, \$100 of which is non-refundable. If a resident acquired a dog but has not submitted the form and paid the deposit, then the entire \$200 is non-refundable. If permission is not requested in writing within 24 hours of when an unapproved dog is discovered this will result in the termination of the lease. You may choose to immediately remove the dog from the premise to avoid termination.
  - **Leash and Pet Waste Requirements.** Residents' dogs outside at Gulf Drive must be on a leash as required by Vinita Park, and owners are responsible for picking up and disposing of pet waste. A \$10 fine per incident will be charged if either of these rules are broken. Additionally, the owner will be held responsible for any damage or harm caused by the pet.
  - **Pet Nuisance Issues.** In the event that a pet becomes a nuisance, it must be removed from the premises. There is no toleration for any aggression from any pet. Dogs must be removed immediately from the premise on any reported aggression or attacks at Gulf Drive. This will in no way negate the resident's obligations to his/her lease.
  - **Local Pet Laws.** Residents are responsible for following local government pet laws, including breed restrictions and pet registration policies. Having unregistered or unvaccinated cats and dogs can result in termination of lease.

## **ADDITIONAL INFORMATION FOR MAIN-CAMPUS 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, unless there are special circumstances that are approved by the Facilities Office and Student Life.

- **Furnishings and Utilities**

- Normally, a 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, end tables, table lamps, and a dining table with chairs. All furnishings supplied by Covenant Seminary should be kept in their assigned rooms.
- Residents can submit a request to bring some additional furniture only if approved by the Leasing Office, which will keep a record of this furniture and require that it be removed when the residents move out.
- 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. The Seminary will furnish water, sewer, trash, gas, and electricity service for 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 temporarily at the discretion of the Leasing 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 who do not observe good stewardship of Seminary property.

- **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. 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 prior to 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 Security Group if a guest is leaving a vehicle in the parking lot for multiple days.
- **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 on a contract from the Leasing Office.
  - Any resident subletting to another student must turn in his or her keys and provide ample space for the sub-lessee's personal items.
  - Out of respect for all residents, no personal items are to be stored in common living spaces by any single resident.