

# Student Housing Policies



2016-2017

The following is provided to promote an enjoyable residential living experience, enhance the safety of campus residents, and ensure that Seminary property is properly cared for. All of these policies have been created to achieve the purpose of living together in harmony as members of a Christian community. They are incorporated as part of the apartment lease contract by reference, and may be revised at any time, in conjunction with a written notice of change to residents.



## Rental Procedures

### HOUSING APPLICATION AND WAITING LIST PROCESS

Only students and prospective students (also referred to as “students” in this document) that have been accepted in a degree program to Denver Seminary and given a student ID number may apply for campus housing. Placement in campus housing is based on a student’s position on the waiting list (first come, first served), as well as the timing of the student’s committed move-in date. A student’s name is placed on the waiting list by submitting a housing application to the Denver Seminary Campus Apartments Leasing Coordinator (Leasing Coordinator). Only students who have paid their \$50 enrollment fee and applications that are filled out completely will be considered. Students are contacted via email or phone by the Leasing Coordinator when an apartment becomes available.

Once an apartment is offered, the student must communicate their acceptance within 5 business days by e-mail ([housing.helpline@denverseminary.edu](mailto:housing.helpline@denverseminary.edu)) or fax. The Seminary’s fax number is 303-761-8060.

A Reservation Deposit Agreement Form will then be sent to the student, including an approximate move in date. In order to hold the apartment, the student must return the signed Reservation Deposit Agreement within 5 business days, along with a \$450.00 deposit; otherwise, the apartment will be made available to others. This damage deposit of \$450 is refundable upon moving out, assuming there are no damages (beyond normal wear) to the apartment and all rent and fees have been paid. If the deposit is paid and the student does not move into the apartment, the \$450 amount will not be refunded.

## THE WAITING LIST AND PRIORITY PLACEMENT

Students with a documented disability will be placed at the top of the waiting list until May 1<sup>st</sup> for the upcoming fall semester (November 1<sup>st</sup> for the spring). In addition, the following priorities will be held for waiting list participants until June 1<sup>st</sup> (November 1<sup>st</sup> for the spring):

- Families with a child will be given priority in two bedroom apartments on the first and second floors.
- Families with two or more children will be given priority in two or three bedroom apartments on the first floor.

## ROOMMATE PLACEMENT

Roommate placement for new students is determined by several factors, including proximity on the waiting list, timing of the move-in and personal requests. If single students would like to pick their own roommates, the Leasing Coordinator will do his/her best to facilitate the request.

If students are choosing their roommate(s), the roommate highest on the waiting list will be able to bring in the roommate(s) of their choice. However, the subsequent roommate(s) must move-in within 15 days of the first roommate. Students must have their roommate(s) chosen by the time of the verbal offer for placement. If the student does not have roommate(s) selected, or both students do not confirm interest in being roommates, then the Leasing Coordinator will choose the roommate(s) based on their position on the waiting list. If the Leasing Coordinator places roommates, contact information will be given to the students at the time of placement.



## ELIGIBILITY FOR LIVING ON CAMPUS.

Students in campus housing must be accepted or enrolled in a masters-level degree program, and be in good standing academically and in terms of personal conduct. In addition, they are required to be enrolled in a minimum of six credit hours for each of the fall and spring semesters. Students are allowed to maintain residency in the campus apartments for a maximum of

5 years. In the event of a mitigating circumstance, the Seminary will determine exceptions to this eligibility policy on a case-by-case basis, including the pursuit of a second degree that may justify the extension of the 5 year maximum. New residents are required to complete a credit and background check prior to moving into a campus apartment.

In compliance with City of Littleton code, the maximum number of occupants allowed to live in the campus apartments is as follows:

- 1 bedroom apartment – 2 persons
- 2 bedroom apartment – 4 persons
- 3 bedroom apartment – 6 persons

Other than single residents living in an apartment as roommates, the residents of an apartment must be members of the same family.

If warranted for any reason, eviction proceedings will be conducted in accordance with Colorado State Law.

Renter's insurance is required for all residents for the purposes of liability in the amount of \$300,000 for damage to the apartment (fire, water, etc.), and protection of personal property. **New residents will be required to provide proof of insurance prior to**

**taking occupancy. Continuing residents must annually renew their renters insurance and provide proof of insurance to the Leasing Coordinator.**

Each student living on campus is required to submit a valid "Colorado Department of Public Health and Environment - Certificate of Immunization" (or suitable copy from a personal physician) to the Leasing Coordinator prior to taking occupancy of the apartment. In order to get the certificate go to:

<http://www.cdphe.state.co.us/dc/immunization/Forms/Form-collegeCI.pdf>

**LEASE AND MOVE OUT PROCEDURES**

Academic year-long leases run through May 31<sup>st</sup> regardless of the move-in date. The term for renewed leases is June 1<sup>st</sup> through May 31<sup>st</sup> of the following year. Students graduating at the end of the fall semester may continue to live in their campus apartment during the following spring semester, but must fulfill the full term of their lease through May 31<sup>st</sup>. If the fall graduate chooses to leave after graduation, with the 30-day notice, they must vacate the apartment no later than December 31<sup>st</sup>.

**Any resident vacating their apartment must give the Leasing Coordinator a 30 day written notice. The Leasing Coordinator will then give the resident a list of cleaning and move out expectations, listed on the Move-in/Move-out Inventory and Condition Form. Compliance with these expectations directly affects the amount of the security deposit refund, as well as the student's seminary account standing.**

For students wanting to stay past the lease term but not sign another year-long lease, a Lease Extension Request Form may be submitted to the Leasing Coordinator. The Lease Extension Request must be submitted at least 30 days before the lease terminates. Lease extensions are granted for a maximum fixed term not to exceed 90 days, and once in place will not be modified. The Lease Extension Request is entirely subject to the Leasing Coordinator's approval, based on availability to incoming residents and necessary turnover time for your particular apartment. The Leasing Coordinator also reserves the right to offer the extension only on a month-to-month basis.

**EARLY TERMINATION OF THE LEASE**

Residents wanting to vacate their apartment prior to the end of the lease term must give the Leasing Coordinator written notification of the intent to move at least 30 days prior to the desired move-out date. If the Leasing Coordinator is able to fill the vacancy for the remainder of the lease term from the waiting list, the notification of the intent to move will be accepted. If the Leasing Coordinator is unable to fill the vacancy from the waiting list, the resident wanting to vacate may attempt to find a new resident. This new resident must meet Seminary requirements for campus apartments residency and approved in advance by the Leasing Coordinator. In either case where a new resident completes the vacating resident's lease term, the resident vacating the apartment is responsible for rent until the date of the new resident's move-in. There is a \$500 administration fee charged for early termination of the lease. (If the resident is unable to fill the apartment vacancy by either of these ways, the resident is responsible to fulfill the lease obligation until the end of the term.)

**SUBLETTING**

**Please note: The only times allowable for subletting are the "summer months" of mid-May (after graduation) until late August (the beginning of the fall semester), and January prior to the beginning of the spring semester.** Arrangements between those wanting to sublet their apartment and those wanting temporary housing during the summer or January (primarily Doctor of Ministry students) will be made by means of the

"Housing Forum" located on the Off Campus Housing web page of the Seminary website. Residents will post/advertise their apartments on this forum and those interested in housing will respond and decide with residents regarding a subleasing agreement. The resident, not the subletter, is responsible to pay the monthly rent on time during the sublet agreement. **This forum is for connecting with subletters who are Denver Seminary students, only. Non-Seminary students are not allowed as subletters.**

When subletting, the full-time resident must notify the Leasing Coordinator in advance for approval of the subleasing arrangement, and provide the subletter's name, contact information and the duration of their stay.

## **PAYMENT POLICIES**

Rent is to be paid on the first day of each month to Denver Seminary at the Campus Operations Group (COG) front desk in the Graber Administration building. Methods of payment are as follows:

- Cash or check
- Automatic debit from a bank account
- Credit card
- Transfer from the student account



If rent has not been paid by the end of the business day on the 5<sup>th</sup> of the month, a late fee will be assessed according to the published fee schedule. If the 5<sup>th</sup> should fall on a weekend or holiday, the deadline will be the following business day. Greater than a zero balance on rent accounts after the 5<sup>th</sup> of each subsequent past due month will incur an additional late fee, and be subject to additional rent collection procedures that may result in eviction from the apartment. There is a \$29 fee for NSF checks.

## **INTERHOUSING TRANSFERS**

There is a \$300 administration fee charged when a resident requests a move from one apartment to another (\$175 for an individual student), unless it is necessitated by extenuating circumstances. The fee is also waived if a resident transfers apartments at the request of the Seminary.

Transferring residents will be required to leave their apartment in rentable condition, according to the checkout procedure. The transferring resident will be responsible for any costs suffered by the Seminary as a result of delays caused by the transferring resident.

## **Personal Conduct**

- Smoking and illegal drug use are not allowed in apartments, or in the apartment breezeways, community areas, parking lots or other campus grounds. This includes marijuana and any related by-products.
- In accordance with Denver Seminary's campus policy, and "Guidelines for a Christian Lifestyle," the illegal possession or use of alcohol, or manufacture or dispensing of alcohol from a common source by any member of the Denver Seminary community on Seminary property is prohibited. While use of alcohol by an adult of legal drinking age is legal, it is prohibited on the Seminary campus outside of the privacy of a residence.
- Quiet hours are from 10:00pm to 9:00am Sunday through Thursday, and 12:00am to 9:00am Friday and Saturday. A respectful attitude and observance of these quiet hours is expected in all interactions and activities, including the volume of TVs, stereos, musical instruments, voices, children playing, and vehicle use.

- Guests (including overnight guests) are welcome on campus and must comply with all campus policies. Guest stays exceeding 7 days must be approved by the Leasing Coordinator.
- All campus residents are required to comply with the Guidelines for a Christian Lifestyle included in the Student Handbook, as well as other relevant portions of the Student Handbook.

## Care of Apartments

Conscientious Christian stewardship will dictate how these facilities are to be used, but a few specific guidelines are in order.



- Seminary Facilities personnel will handle repairs and work requests. When a maintenance problem or appliance defect develops, contact the Seminary at [housing.help@denverseminary.edu](mailto:housing.help@denverseminary.edu) or 303-357-5885. For a maintenance or security emergency after business hours, on the weekend or a holiday, call the security 24/7 phone number at 303-783-3120.
- For hanging pictures, decorations, etc., use only the appropriate size and style of nail hooks. Gummed hooks, screws, molly bolts and other types of nails are not to be used. This applies to the kitchen, bathroom and bathtub/shower area as well.
- Curtain rods and curtains may be installed in an apartment. They're to be taken down at the time of vacating the apartment, and all screw holes are to be filled-in.
- No painting is allowed in the campus apartments.
- Ceiling fans, ceiling lamps and wall lamps may not be installed.
- Appliances and fixtures may not be removed from any apartment.
- Do not attempt to grind such items as cornhusks, cobs, celery, fruit pits, *grease*, potato skins, onionskins or any type of bones in the garbage disposal. If in doubt, don't put an item down the disposal! Continue to flush the disposal with cold water after use to ensure the pipes are clear.
- Residents are responsible for purchasing and changing their own light bulbs after move-in.
- Residents are asked not to place candles in window sills. Also, be aware that candles are serious fire hazards and should always be closely attended when lit.
- No mirrors are allowed on window sills – especially western facing windows! This may sound funny, but the sunlight is so intense in Colorado that we have had a mirror act like a laser and become a very serious fire hazard!
- As noted above, renter's insurance is required for all residents for the purposes of liability in the amount of \$300,000 for damage to the apartment (fire, water, etc.), and protection of personal property.
  - New residents will be required to provide proof of insurance prior to taking occupancy.
  - Continuing residents must annually renew their renter's insurance and provide proof of insurance to the Leasing Coordinator.
- Renters insurance can be obtained from any carrier the resident chooses. A list of local insurance agents providing renter's insurance (as well as other lines of insurance) will be provided as part of the move-in process.
- Residents are expected to use reasonable diligence in taking care of the apartment, and must leave the apartment in vacating in the same condition as when received, with normal wear excepted.
- Care of the apartment must always include a safe egress route for evacuation of the apartment in case of an emergency.

## Pets

No pets are allowed in the campus apartments, including "pet sitting" and those of guests.

## Keys

- Each apartment resident is provided with an apartment key, a key for the laundry room and a key for their mailbox. If an additional key is needed for a residential family member, such as a teenaged child, it will be provided at no charge. The return of the additional key is expected upon move-out along with the rest of the keys.
- If a key is lost, notify the Seminary immediately at [housing.helpline@denverseminary.edu](mailto:housing.helpline@denverseminary.edu) or 303-357-5885. A replacement key will cost \$5. If the loss of a key requires the replacement of the door lock, a \$50 fee will be assessed. For the sake of security, do not have any extra apartment keys made privately. If you need an additional key, contact the Seminary housing helpline (see above).
- **If you are locked out of your apartment, call Seminary security at 303-783-3120.**

## Mail

Mail is delivered by the U.S. Postal Service, City of Littleton Post Office. Mail will be delivered to your apartment mail box in the mail kiosk between buildings two and four. Packages will be delivered to the parcel boxes behind the mailboxes (a key will be in your mailbox if there is a package for you in a parcel box). Mail can only be delivered to your mailbox, and you will only have access to your mailbox during the dates of your lease. Mail holding and forwarding information can be found at [usps.com](http://usps.com). Please call the Littleton Post Office at 303-795-7346 with any questions regarding US mail or package delivery.



Other shipping vendors such as DHL, FedEx, and UPS may be used by residents at their own risk. These services typically deliver to your front door and require a signature upon arrival. **The Seminary is not responsible for lost or stolen packages and will not accept packages on your behalf.**

## Gas, Electric, Phone and Cable TV

On the day of move-in, the Leasing Coordinator will send a fax to gas and electric service provider, Xcel Energy, to establish the account in the resident's name. In a roommate situation, the name of the first roommate moving into the apartment will be sent to Xcel. The resident is responsible for calling Xcel Energy (800-895-4999) to remove their name from the account when vacating the apartment.

The resident is responsible for calling providers and activating telephone and cable TV services, if desired. Cable TV service is available through Comcast, at 800-266-2278. Any charges incurred after move-out for services that have not been cancelled will be the responsibility of the former resident and may be deducted from the security deposit.

Heat must always be kept at a minimum of 60 degrees Fahrenheit.

Pertaining to phone and cable TV, note the following:

- Television satellite dishes may not be installed on campus.
- Wall phones and extension phones are not to be installed.

- Please let the Leasing Coordinator know whenever there is a change in a telephone number or email address.

## Campus Internet Service

Internet service to each campus apartment is provided through Comcast. Instructions for activating the Internet service are provided at the time of move-in.

## Sanitation and Water

- Residents are responsible to take their own trash to the apartment dumpsters. Trash, (*including diapers!*), should not be stored outside of the apartments for *any* amount of time. Besides being unsightly, it can attract pests such as rodents and raccoons.
- Recycling services are provided in two of the dumpster areas (marked with signs) near the apartments. The recyclable materials that can be put in these *dumpsters with the yellow tops* is listed on the side of each dumpster. Please DO NOT put trash in the recycling bins, and use the other recycling bin if the one you frequent is full.

## Storage

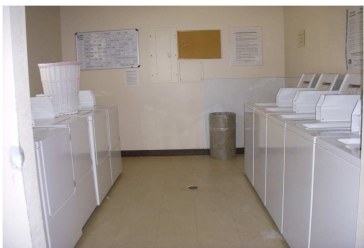
- Residents may only store items in their apartment and item-specific designated areas in the apartment complex, such as bike racks, the bike storage shed and toy corrals. Storage is not allowed in the apartment breezeways on any of the three floors, or under first floor stairwells.
- Only children's toys, including scooters, wagons, 3-wheeled toys, etc. are to be stored in the toy corrals. (Children's bikes are to be stored in bike racks.) Non-toy items (coolers, auto-related items, etc.) will be periodically confiscated and placed in the pound.
- Residents are permitted to keep a doormat outside of their front door, as well as a personal item (such as a decorative plant, a child's small bench, etc.) on one side of the door that occupies floor space of about 2' x 3'. Larger items are not allowed and will be subject to impounding. Chairs and related furniture must be brought in after each use.
- Personal grills and personal fire pits are not permitted on campus.
- Bicycles must be stored either in the resident's apartment, on a bike rack, or in rented space in the bicycle storage shed. Storing a bike ANYWHERE is at the resident's own risk. Please register all bikes with a registration sticker, obtained at the Campus Operations Group front desk in the Graber Administration building.
- A space in the bicycle storage shed may be rented for a fee of \$25 per semester for two bikes from the same household. Spaces are first come first served as long as space is available. Again, storing a bike anywhere on campus, including the bike shed, is at the owner's risk.
- **Storing items in apartment furnace rooms is a serious fire hazard.** Furnace rooms must remain completely empty of all items including vacuum cleaners, brooms, and bicycles. **If this policy is violated, residents are subject to the following action:**
  - Written notification will be given to the resident. Facilities Dept. staff will follow-up three to five days after the notification with an unscheduled inspection of the furnace room to insure the items have been removed.



- If the furnace room has not been cleared at the time of the first inspection, a second written notification will be given, along with a \$50 fine.
- A second unscheduled inspection will be made three to five days after the second notification. If the furnace room is still not cleared of the stored items, a 30-day eviction notice will be given.

## Parking Lots

- Reduce speed to 10 mph or less and exercise care when driving anywhere in the parking lots. Obey ALL signs posted in the parking lots, as children are nearly always present in the area.
- Drivers in parking lots caught speeding, failing to stop for a stop sign, or failing to yield to a pedestrian in a cross-walk will be issued a moving violation ticket with a fine of \$50. Seminary security staff is authorized to issue these tickets. In addition, a member of the Seminary community can witness a driver guilty of a moving violation, call security, and testify against the guilty driver and have a moving violation ticket issued.
- Only licensed, insured, drivable vehicles are to be parked in Denver Seminary parking lots.
- Parking in the campus apartments' area is restricted to residents only and limited to one parking spot per apartment. Parking spots are already assigned to each apartment.
- Campus residents are required to obtain an "Apartment Resident" parking permit at the time of move-in and each new school year.
- For guests that have a vehicle and will be staying with you overnight for one or more days, obtain a resident guest parking permit at the Graber building information reception desk.
- If someone is parked in a resident's assigned spot, the resident should call security. The violator will be subject to receiving a ticket, and the possibility of the vehicle being towed.
- The 94<sup>th</sup> spot in the apartment parking lots is to be used as a 30 minute loading and unloading zone from 8:00am to 9:30pm. Violators of the 30 minute time limit are subject to a parking ticket.
- Trailers, campers, etc., are not to be stored on campus.
- Staying/sleeping overnight in any vehicle in any Seminary parking lot is prohibited.



## Laundry

- Laundry machines are for campus residents only.
- The machines are to be used **ONLY** between the hours of 7:00am and 11:00pm, unless it's an emergency.
- There are five washers and five dryers in each of the laundry rooms. Four washers and four dryers in each of the laundry rooms have assigned times on the laundry schedule.

The laundry schedule must be followed by all residents for these four machines.

- The fifth washer and dryer are open for use on a first come basis.
- Sundays are open for use on a first come basis.
- Each apartment receives a laundry schedule magnet for each of the bedrooms it has. These magnets reserve the two washers and dryers that correspond with the colored dot on the board for two hours.
- The laundry schedule's two hour time slot allows for only 30 minutes of drying time past the end of the slot. Please plan accordingly.
- Washers and dryers are free to use if the assigned person is not using them after the *first half hour* of their time, but plan to be out of the machines for the next time slot.



- Do not move anyone’s magnets besides your own! Do not use anyone else’s laundry time unless you ask their permission first.
- Please keep the laundry room CLEAN during use and when you leave.
- Failure to follow these guidelines may be grounds for revoking laundry room privileges.

## Community Areas and Items

- The Community Room and Exercise Room are for residents and their guests to use from 8:00am to 10:00pm.
- Community areas, including the above rooms, the playground, and outdoor space, should always be left clean and orderly. If toys or furniture are moved, please return them to their previous place before leaving.
- All postings (fliers, etc.) may be posted only in designated areas by authorized Seminary staff, and must include a date, name, and contact number.
- Solicitation by non-seminary entities is strictly prohibited in the campus apartments. If encountered, call security immediately.



## Children

- Parents are responsible for the conduct of their children at all times, and are expected to instruct them to respect people and Seminary property. Respect includes children not bullying other children.
- Children under 8 years old must have a supervising adult, visibly present, with them at all times. Children 8 to 12 years old must have a supervising adult present and readily accessible within the apartment complex.
- Children may be supervised by an adolescent 12-16 as long as there is an adult (18 or older) on site (in an apartment) to supervise if a need should arise. The adolescent must have a full understanding of their responsibility for the child's safety and behavior, and the adolescent's and child's parents must have agreed on terms of the supervision. Adolescents 16 years or older, verifiable with a valid driver's license, may supervise a child free from on-site adult supervision.
- A playground is located between buildings one and two. The playground is designed for school-aged children, ages 5-12. All children must be supervised by an adult.
- In consideration of the noise from the playground and residents living in apartment buildings 1 and 2, the playground will close at 8:00pm every day.
- Children in the Community Room must have a supervising adult present at all times.
- Children are never to play in the parking lots, streets, roads or commercial campus buildings.
- When not in use, all play equipment (riding toys, wagons) and strollers must be put away.



## Childcare

In accordance with social service regulations, childcare may be provided for *only one* child other than your own, or two children other than your own *if they are from the same family*. A greater number of children would require the daycare provider to be licensed by the State of Colorado. According to State regulations, licensing is not an option for anyone living on campus because there is only one means of exit from each apartment.

## Firearms on Campus

No firearms of any kind are allowed on the Denver Seminary campus, including buildings, the campus apartments, grounds, and vehicles parked on campus. Persons with concealed carry permits may not bring their firearms on campus. In addition, ammunition, explosives and fireworks are prohibited.



## Security

Call Seminary security at 303-783-3120 to report a crime, suspicious or inappropriate behavior on the part of someone from outside or inside the Seminary community. If a situation is a criminal or medical emergency (or otherwise warrants in your opinion), call Littleton Police at 911, then call Seminary security.

## Accountability

- Campus residents in violation of housing policies will be subject to an accountability process in order to bring the violation to the resident's attention and seek compliance with the policy.
  1. The Director of Auxiliary Enterprises will contact the resident regarding the violation by email, and request a meeting if the situation warrants. The results of a meeting will be confirmed to the resident by email; if no meeting is necessary, the notification email will serve as a "first warning."
  2. The Director of Auxiliary Enterprises will contact the resident regarding a second violation and request a meeting with a committee consisting of Student Life and Campus Operations Group staff. A written warning letter will be issued to the resident from the committee.
  3. A third violation may result in the eviction of the resident, at the discretion of the above committee.
- A campus resident student may seek accountability regarding another resident student through the Grievance Process detailed in the Student handbook.

## Mediation



If you are experiencing seemingly irresolvable difficulties with your roommate or neighbor, (i.e., noise disturbances, space issues, lack of community), we encourage you to consider a mediation process through the **Dean of Students**. Conflict naturally happens when people are in a relationship—especially when living together—and we have found that entering into a non-threatening environment where hurts/concerns can be heard, policies can be clarified, and expectations can be set can greatly improve the quality of a living environment.