

# Student Housing Policies



2018-2019

The Seminary provides the following policies to promote an enjoyable residential living experience, enhance the safety of campus residents, and ensure proper stewardship of Seminary property. The purpose of these policies is to achieve harmony among our residents as we live together in Christian community. These policies are part of the apartment lease contract by reference, and are subject to revision 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 Master’s degree program to Denver Seminary and given a student ID number may apply for campus housing. D.Min students are not eligible for on-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. The Leasing Coordinator contacts the student via email or phone with a housing option, including an approximate move-in date, when an apartment becomes available.

Once a housing option is offered, the student must communicate their acceptance within **five** 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 *Security Deposit Agreement Form* is sent to the student with the housing option. In order to hold the apartment, the student must return the signed *Security Deposit Agreement Form* within 5 business days, along with a security deposit as follows: \$500 for shared roommate apartment, \$600 for one-bedroom family, \$700 for two-bedroom family, and \$800 for three-bedroom family; otherwise, the apartment will be made available to others. This security deposit is refundable upon moving out, assuming there are no damages (beyond normal wear) to the apartment and all rent and fees are paid. If the deposit is paid and the student does not move into the apartment, the security deposit amount is not 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 one child are given priority in two bedroom apartments on the first and second floors.
- Families with two or more children are given priority in two or three bedroom apartments on the first floor or second 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, the coordinator will share contact information with the roommates at the time of placement.

In roommate situations, residents will sign an individual lease. In an individual lease, roommates' leases are not tied to each other, but the seminary reserves the right to move a new roommate in should one roommate decide to leave



## 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 both academically and in terms of personal conduct. Additionally, residents must be enrolled in a **minimum of six (6) 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 (This will be a rare instance). New residents are required to complete a credit and background check prior to moving into a campus apartment.

In compliance with City of Littleton Housing Codes, the maximum number of occupants allowed to live in the campus apartments are 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 are 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 renter's 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. Go to: <https://drive.google.com/file/d/0B780P71ZRsvvdGhqc2pkdE5pM2FtOTVOTzBCSkc5RXFLOHRr/view> for a copy of the certificate.

## **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 must vacate their apartment no later than December 31<sup>st</sup>. Resident must submit a *Notice of Intent to Vacate* form within 30 days of vacating their apartment.

**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-Out Responsibilities List/e-mail. 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 Form* must be submitted at least 30 days before the lease terminates. Lease extensions are granted for a maximum fixed term not to exceed 60 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**

There is a \$500 administration fee charged for early termination of the lease. Residents wanting to vacate their apartment prior to the end of the lease term must submit a *Notice of Intent to Vacate Form* to the Leasing Coordinator at least 30 days prior to the desired move-out date. Additionally, the resident must sign an *Early Lease Termination Agreement Form* before the Leasing Coordinator can begin marketing the resident's apartment. If the Leasing Coordinator is able to fill the vacancy for the remainder of the lease term, the *Notice of Intent to Vacate* is accepted. If the Leasing Coordinator is unable to fill the vacancy, the Leasing Coordinator will work in collaboration with the resident wanting to vacate to find a new resident. The new resident must meet Seminary requirements for campus apartment residency and be 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.** (If the Leasing Coordinator 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 subletting is allowable 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. Permission for subletting is at the discretion of the Leasing Coordinator and, depending on length of stay, may require background/credit screening and certificate of immunizations from the subletter.

## **PAYMENT POLICIES**

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



Payment Policies

- Cash or check
- Automatic debit from a bank account (Requires set-up prior to payment date)
- Credit card (Paid online through student portal)
- 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 \$30 fee for NSF checks or fund transfers.

## **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 because of delays caused by the transferring resident.

## **Personal Conduct**

- 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, computers, gaming equipment, stereos, musical instruments, voices, children playing, and vehicle use.
- Smoking and illegal drug use is not allowed in apartments, 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.

- Guests (including overnight guests) are welcome on campus, but must comply with all campus policies. The Leasing Coordinator must approve, in advance, guest stays exceeding 7 days.
- 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 dictates how these facilities are used, but a few specific guidelines are in order.

- Seminary Facilities personnel will handle repairs and work requests. If you have a maintenance work request or an appliance repair request, contact Seminary Facilities at [housing.helpline@denverseminary.edu](mailto:housing.helpline@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.
- When hanging pictures, decorations, etc., use only the appropriate size and style of nail hooks. Gummed hooks, screws, molly bolts and other types of nails must not be used. This applies to the kitchen, bathroom and bathtub/shower area as well.
- Curtain rods and curtains can be installed in an apartment. They should be removed when vacating the apartment, and all screw holes must be filled-in.
- Painting walls, baseboards, floors or any part of the apartment is not allowed in the campus apartments. This includes stenciling decorations on the walls.
- 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, do not 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 windowsills. Also, be aware that candles are serious fire hazards and should always be closely attended when lit.
- No mirrors are allowed on windowsills – 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 liability insurance in the amount of \$300,000 is required for all residents for potential 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) is provided as part of the move-in process.
- Residents should use reasonable diligence in taking care of the apartment, and when vacating the apartment must leave it in the same condition as when received, less normal wear and tear.
- Care of the apartment must always include a safe egress route for evacuation of the apartment in case of an emergency.





## Pets

Pets are not allowed in the campus apartments, including guest's pets and those you may be "pet sitting."

## Keys

- Each apartment resident is provided with an apartment key, laundry room key, and mailbox key. 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 any seminary/apartment key is lost or broken, notify the Seminary immediately at [housing.helpline@denverseminary.edu](mailto:housing.helpline@denverseminary.edu) or 303-357-5885. A replacement key is \$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 the 24/7 Seminary Security Team at 303-783-3120.**

## Mail

The U.S. Postal Service provides apartment mail delivery. Mail is delivered to your apartment mailbox in the mail kiosk between buildings two and four. Packages are 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). U.S. Mail is only delivered to your mailbox, and you will only have access to your mailbox during the dates of your lease. Mail holding and forwarding information is available 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 is 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 to keep water pipes in your apartment from freezing.

Pertaining to phone and cable TV, note the following:

- Satellite dish installation is not allowed 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, pigeons, and raccoons and other varmints. Likewise, do not put out birdseed or any food that would unintentionally attract wild animals and birds.
- Recycling dumpsters are located 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.
- 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 a 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 obtain a registration sticker for all bikes at the Campus Operations Group front desk in the Graber Administration building.
- Bicycle storage shed space may be rented for \$25 per semester for two bikes from the same household, including roommates. 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 and a violation of local fire codes.** 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 of the violation is 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 are removed.
- If the furnace room is not cleared at the time of the first inspection, a *Demand for Compliance* notification will be given.
- A second unscheduled inspection is made three to five days after the second notification. If the items are still not cleared, a *3-day Demand for Compliance*

or *Possession* notification will be given and eviction proceedings will begin if compliance is not met.

## 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 can be parked in Denver Seminary parking lots.
- Parking in the campus apartments' area is restricted to residents only and limited to one parking space per apartment. Parking spaces 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 Anita Graber Administration 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 their 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., cannot 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 is 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. All residents for these four machines must follow the laundry schedule.
- 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 two dryers that correspond with the colored dot on the board for two hours.
- The laundry schedule is a two-hour time slot, which 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.
- 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.
- Solicitation is strictly prohibited on Seminary property and in the campus apartments. If encountered, call security immediately.
- Seminary staff must approve all postings, including fliers, etc. Authorized postings will include a date, name, and contact number and be posted only in designated areas.



## 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 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.

## Weapons and Explosives on Campus

Denver Seminary strictly prohibits the possession, storage, and use of all weapons or explosives on campus property, including, but not limited to, firearms, ammunition, pellet guns, air guns, paintball guns, stun guns/tasers, smoke devices, bows/arrows, large knives, swords, bludgeons, explosives, and fireworks.

It is a violation of the Seminary's policy to possess or store any of the above items in classrooms, campus residences, vehicles parked on campus property or at any Seminary sponsored activities, even if the bearer possesses a valid concealed weapons permit.



## Security

Call Seminary security 24/7 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 certain housing policies, at the seminary's discretion, 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.

Resident or Residents

Owner or Owner's Representative – Denver Seminary

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Signature Date

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Signature Date

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Signature Date