As you come to him, a living stone rejected by men but in the sight of God chosen and precious, you yourselves like living stones are being built up as a spiritual house, to be a holy priesthood, to offer spiritual sacrifices acceptable to God through Jesus Christ. For it stands in Scripture:

"Behold, I am laying in Zion a stone, a cornerstone chosen and precious, and whoever believes in him will not be put to shame."

-1 Peter 2:4-6

**OUR MISSION:**

“The role of the Housing Office is to support the mission of the Seminary through the provision of student housing. To this end we seek to create a diverse, safe and supportive living environment, which is both affordable and of high quality, and to provide a Christ-centered community which enables students to grow spiritually, physically, interpersonally and academically.”
Community Life Statement

- We affirm that the scriptures of the Old and New Testaments are the ultimate guide for our values, attitudes and behaviors in all relationships.

- We will seek to foster the development of spiritual maturity through maintaining a personal devotional life and through participating in community worship and prayer.

- We will seek to keep the unity of the Spirit through the bond of peace, and in gentleness, patience and humility, accept one another in love.

- We will seek to encourage one another to mature in Christ-likeness through attempting to speak the truth in love in the classrooms, in business affairs, in social relationships and in all other areas of our common life.

- We will seek to encourage unity in families through responsible relationships.

- We will seek to respect and encourage our uniqueness in Christ, which includes our diversity of denomination, race, culture, personality, experience, gifts and goals.

- We will seek to become involved individually and corporately with the Church in ministering to spiritual and social needs within and beyond our own community.

- We renounce attitudes such as greed, jealousy, false pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice such as that based on race, sex and academic or socio-economic status.

- We renounce behaviors such as distortion of God's Word, deception, falsehood, drunkenness, stealing, and sexual immorality such as premarital intercourse, adultery and homosexual behavior.

- We believe where conflict or sin occurs in the Gordon-Conwell community, a biblical process such as stated in Matthew 18:15-20 should be followed to seek correction, forgiveness, restitution and reconciliation.

- We will seek to practice an attitude of mutual submission according to the mind of Christ, recognizing that at times our personal rights and preferences must be put aside for the sake of others' conscience and the good of the community.

- We will seek to encourage the cultivation of such spiritual attitudes as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.
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When changes in the particulars of this manual are introduced, the seminary will give such notice as will ensure adjustment without undue inconvenience. However, the right to make whatever changes may be deemed necessary at any time is specifically reserved.

Important Phone Numbers

Fire, Police and Ambulance 911
Beverly Hospital 978-922-3000
Poison Center 1-800-682-9211
Campus Police and Security x 4180* or 978-836-6798
Manager of Housing & Transitional Services x 4061*
Physical Plant/Maintenance x 4361*

*Students living in Pilgrim Hall must dial 978-646 before dialing the above extensions.

Safety and Security

Dormitory Access

All entrances to the dormitories should remain closed and locked. Guests may gain entrance into the dormitory by using the house phones provided. It is also recommended that dorm rooms and suites be locked when the residents are away.

Egress

Hallways, stairways and entrances or any other exit of the dormitories (also known as “egress” areas) must be kept clear at all times. This is a Massachusetts fire code enforced for the protection of the community. Items left in these areas will be considered “abandoned,” will be removed by the seminary, and disposed of after thirty (30) days if not claimed by the owner.

Extension and Telephone Cords

Extension, appliance and telephone cords should never be run across the threshold of the door or across building hallway floors. All extension cords should be checked to make sure that they are rated for the appliance(s) that are plugged into them. The extension cord should always be larger than the cord of the appliance plugged into it. Any questions about appropriate cords may be directed to the Physical Plant Office.

Fire Drills and Fire Emergency Procedures

Gordon-Conwell is required by law to implement regular fire drills in all of the campus residences. In most cases, residents are informed prior to the drill. The seminary may implement unannounced fire drills in order to ensure that all residents are prepared in the event of a fire.

It is important that all residents become familiar with the following procedure for exiting the buildings. Fire Emergency Procedures
Before a fire:

1. Know the location of all exits.
2. Learn the location of all fire alarm stations in your building.

On discovering a fire:

1. Sound the alarm immediately to alert other personnel.
2. Call 911.
3. If it can be done safely, shut all doors and windows in the immediate vicinity of the fire.
4. Leave the building by the nearest exit.
5. Be prepared to provide information to the firefighters responding to the call.

On hearing the fire alarm sound:

If the corridor is clear of smoke and heat:
1. Put on all necessary clothing. (During inclement weather it will be necessary to grab a jacket or coat).
2. DO NOT TAKE TIME TO GATHER PERSONAL BELONGINGS OTHER THAN WHAT IS NECESSARY TO LEAVE THE BUILDING! ONCE YOU ARE OUT - STAY OUT!
3. Close windows tightly if time permits.
4. Close hallway door(s) if time permits.
5. Leave by the nearest exit.
6. Everyone from your building should gather at the predetermined location outside the building and stay together.
7. Once you are outside, whoever is normally in charge of your dorm or building will be responsible to take roll call to determine whether everyone has left the building. Once this is known, the fire or rescue personnel should be notified.

If the corridor or entrance passages are blocked by heat or smoke:

1. Stay in your room with the door closed tightly.
2. Open the window for fresh air.
3. Remain at your window until help arrives.

IMPORTANT: Do not attempt to fight fires that are not confined to a container or a limited area. Report any use of fire extinguisher so that it can be recharged.

Insurance

It is recommended that all dormitory residents consider the purchase of renters insurance. The seminary assumes no responsibility for any lost, stolen and/or damaged items in the dormitory room/suites or storage areas.

Smoke Detectors

Smoke detectors have been installed in each dorm room. They do not need to be checked or specially maintained by the resident. In fact, it is important not to remove the battery from these units as they are very costly to replace and are designed to last for 10 years. If the smoke detector is disconnected, a fine
will be assessed. If there are any obvious problems or malfunctions, please contact the Physical Plant Office.

**Dormitory Contracts**

- Contracts are issued by the Housing Office on a semester by semester basis. No contracts are issued for the summer sessions.

- A new Dormitory Contract must be signed within 48 hours of moving into a dormitory in the fall and spring semesters respectively.

**Contract Terms**

In signing the Dormitory Contract, the student is promising to abide by all policies and procedures outlined in this Dormitory Manual, the Student Handbook & Academic Planner and the Automobile & Public Safety Regulations manual. These policies include but are not limited to the following:

1. The use and/or possession of alcoholic beverages on campus are prohibited.
2. Smoking is not permitted in the dormitories. This includes pipes and cigars.
3. Open flames are not permitted in the dorm. This includes candles or incense.
4. Halogen lamps, electric blankets and electric space heaters are not permitted as they are an extreme fire hazard.
5. Dormitories may have access to separate storage areas in the loft or attic for suitcases and trunks, but all storage items must be removed immediately when the student vacates the dormitory room.
6. Do not hang anything from sprinkler heads in the ceiling. To hang items on the walls, please choose from the following options: metal picture hangers that come with small nails, white colored poster putty, push pins, or self-adhesive hooks (non-foam only!) such as those made by 3M. Please do not use the following items: stand-alone nails, screws, tape or adhesives that leave white foam backing on walls upon removal. Upon moving out, students will be charged for any undue damage to walls.
7. Cooking is not permitted in the dorm rooms/suites. The use of heat producing appliances (electric or gas) is prohibited in the dorm rooms/suites. This includes:
   - Coffee makers
   - Mug warmers
   - Toasters and toaster ovens
   - Microwaves
   - Electric burners/hot plates
   - Rice Cookers
   - Any other electric cooking appliance
8. Each dormitory has a lounge in which these appliances may be used with the exception of electric burners and hot plates. Electric burners are extremely dangerous and are not to be used anywhere in the dorms. All appliances should be monitored and attended while being used, and should be unplugged when not in use. The seminary has provided a microwave and refrigerator for each dorm lounge. Pilgrim Hall kitchen is available during the summer and January sessions as well as on Sunday afternoons during the fall and spring semesters. Students desiring to use the kitchen at other times may make arrangements with the Housing Office to do so.
9. Pets are not permitted in the dormitories. Pets include fish, birds, reptiles or any other animal. Pets of visitors are also not permitted in the dormitories.
10. Weapons, flammable liquids, and tires are not to be used or stored in dormitory rooms/suites or storage areas. Such items are subject to immediate confiscation and disposal.
11. Air conditioners are not allowed in Main Dorm, Pilgrim Hall or Retreat House because the electrical system cannot withstand the additional demand that would be placed on the system.
Electric fans are allowed. Only one air conditioner per suite is permitted in Gray, Phippen, and Lamont Halls.

12. Small dorm refrigerators are allowed in dorm rooms.
13. Residents will not paint or otherwise alter the dormitory room or furniture. This includes applying borders to the walls.
14. Residents must not throw balls, frisbees or anything else in the dorm rooms or hallways. The sprinkler system will be activated if hit and could do significant damage.
15. The hallways, entryways and stairways must be kept clear at all times. (See Safety and Security section of this manual.)
16. Residents are prohibited from being on the rooftops of any building.
17. The seminary reserves the right to move dormitory residents from one room to another at any time.

Network Policy

Gordon-Conwell provides Internet access for staff, faculty, students, and guests. In order to provide the best service possible for everyone we must limit and steward the number of wireless access points. Therefore students are prohibited from installing their own wireless routers. Staff and faculty requiring wireless access in unserviced areas should contact the Helpdesk for assistance.

Computer activities having a significant negative impact on the network or found to be inconsistent with the school’s Community Life standards will be blocked and the appropriate department will be notified. Examples include, but are not limited to, illegal filesharing, pornography, and malware distribution.

Peer-to-peer networks, filesharing, torrents and the like are not permitted on Gordon-Conwell networks. While we recognize that these technologies are legal in principle, they are all too often used to illegally distribute copyrighted material.

Maintenance Requests and Maintenance Related Emergencies

All requests for maintenance work in the apartment may be done through the Internet. You may log on to myschoolbuilding.com to begin entering the information. The school number is 798390293, and the password is workorder. Physical Plant will retrieve your request and handle your repair in a timely manner.

In the event of a daytime maintenance emergency (8 a.m. to 4 p.m.), call the Physical Plant Office at (978) 646-4361 or the Housing Office at (978) 646-4061. If a maintenance emergency arises after business hours, on the weekend, or holidays, contact Campus Safety at (978) 836-6798 and leave a message. They will automatically be paged.
You NEED to Know This

Residence Life

Residence Life Coordinators

Each dormitory has an individual who works with the staff of the Student Life Services Office. They serve as a liaison between residents and the Dean of Students. They are present to assist students with a variety of aspects of community life in each dormitory.

Quiet Hours

Each residence hall will determine their quiet hours at a meeting held by the Residence Life Coordinator.

Unoccupied Rooms/Unassigned Roommates

Some students may not initially have a roommate assigned to their room/suite. Students should keep these areas (including the restroom) clean. The Housing Office reserves the right to assign another student to such rooms at any time. Should an assignment need to occur, the Housing Office will make every effort to notify the current student of this in advance.

If two out of three or one out of two residents in a room/suite move out over the same period of time, the Housing Office may temporarily move the remaining resident to another location while Custodial Services paints and maintains the dorm/suite. (This is weather-permitting maintenance that would typically occur during the first summer session while humidity is typically low.)

Bathrooms

Gray, Phippen and Lamont rooms/suites as well as some Retreat House dorms have semi-private bathrooms. It is the responsibility of the dorm residents occupying these rooms to keep the bathrooms clean. Gray, Phippen and Lamont Halls each have one community bathroom cleaned by Custodial Services. Shower curtains are provided by Custodial Services.

The bathrooms in the Main Dorm, Pilgrim Hall, and some in Retreat House are community bathrooms that are officially cleaned by ServiceMaster; however, every effort should be made to maintain cleanliness.

Promptly report any ill-functioning utilities (e.g., lights, fans) to the Physical Plant Office.

Common Rooms

Dormitory Lounges

Each dormitory has a common room or lounge which is available for use by all residents of the dormitory. The seminary provides a refrigerator and a microwave in each lounge for the student's use. All other appliances are the responsibility of the residents. Only small appliances (e.g., coffee pots, toasters, rice cookers) may be used in the lounge area. All such small appliances are to be unplugged when they are not in use. Electric burners are prohibited anywhere in the dorms.
The lounge is a common area and may be in close proximity to residential rooms. Students using the lounge should be courteous of those who may live near the lounge as sound travels and may be very disturbing. All effort should be made by students to keep the lounge (especially the microwave and refrigerator) clean. The lounge area should not be used to store personal belongings. The dorm lounges are not to be used for overnight accommodations for guests.

*Gray and Phippen Study Rooms*

These study rooms are to be used on a short-term, daily basis. That is, students should not keep their personal study materials in these rooms overnight. These rooms are meant to be used by the entire community of residents living in these residence halls rather than being used by a small number of students who leave their belongings in these rooms on a long-term basis and are not to be used for overnight guests.

*Laundry Rooms*

Each dormitory has access to a laundry room with coin-operated washers and dryers. Gray Hall, Phippen Hall, Main Dorm and Lamont Hall share a laundry room that is located in Phippen Hall of the Kerr Building. Retreat House and Pilgrim Hall each have laundry facilities on-site.

Please refer to the following instructions when operating the laundry machines:
1. Please do not overload the machines; LIGHTLY fill to rim. DO NOT PACK CLOTHES DOWN.
2. The use of dye or flammable liquids is not permitted in the machines.
3. Please remove lint from dryers as a courtesy to the next user. Also, clean up spills.
4. Washers run approximately 30 minutes and dryers 50 minutes. Please time loads and remove them when finished so others may use the machines.
5. Only liquid detergent and liquid bleach are to be put in the dispensers. Powdered detergent and bleach are to be put directly on the load.
6. Heaters are pre-set during winter months; please do not alter setting. Fans should be turned off in the summer upon leaving the laundry room.
7. Nothing should be taped to the laundry walls as this removes paint and paper from the wall covering.
8. Please crush all empty soap and bleach containers before discarding in trash container.
9. Please check to be sure faucets and lights are turned off before you leave the laundry room.
10. Clothes that have not been claimed by anyone in the laundry room area should be placed in the Lost & Found box located in each laundry room. These boxes will be emptied out on the first Monday of every month and then distributed or disposed of by Custodial Services.

* If the machines are not working properly, contact MAC-GRAY customer service. The number is located on the machine. If problems are not handled in a timely manner, report the situation to the Housing Office.

*Storage Areas*

The seminary has storage areas available for each dormitory. Storage is available for current residents only. Retreat House and Pilgrim Hall storage areas are located within each building.

All Kerr Building storage spaces are located in the "loft" on the fourth floor of the Kerr Building. Students wishing to reserve loft spaces must do so at the Housing Office. The loft is kept locked at all times. Each resident’s key will let him/her into this storage area. There is one loft space available per student, unless
more spaces are approved by the Housing Office. Pull trolleys are stored in the Kerr Loft on the left as you enter the loft. In consideration of others who use them, please return the trolleys as soon as you are finished using them.

All items left in the storage area by a resident must be labeled with the student’s name and permanent address and must be placed 18” below the sprinkler heads (marked by a red line). Students who move from a Kerr building dormitory to Pilgrim Hall or the Retreat House (or vice versa) must move their storage belongings to that building as well. Any items left in storage areas (or other areas of the dorm) when the resident is not officially living in the dorm will be removed by Custodial Services staff, stored for 30 days, and, if unclaimed, discarded by the Housing Office. The owner of such belongings will be charged a $25.00/hour labor fee required to remove these items as well as a storage fee. Additionally, if a student comes to claim these items within the 30-day period, he/she is responsible for having the items transported.

Storage of weapons, tires, or flammable liquids, such as gasoline, propane, paint thinner, etc is prohibited. They will be removed if found in the storage area.

The seminary assumes no responsibility for any lost, stolen and or damaged items stored in the storage areas. Students are strongly encouraged to purchase renter's insurance for their belongings.

**Bicycle Storage**

All bicycles must be registered with Campus Safety. Storage areas for bikes owned by dormitory residents are found in the following locations:

- Retreat House: The bicycle storage room is located in the basement of the room adjoining the laundry room. The keys for the dormitory will unlock the room.

- Pilgrim Hall: The bicycle storage area in Pilgrim Hall is located on the first floor inside the main entrance.

- Kerr Building: There is a bicycle rack outside of the Kerr Building, near the library entrance. Bikes may also be stored in the stairwell closest to the main entrance of Kerr on the lowest level of the building.

**Pilgrim Hall Kitchen**

The Pilgrim Hall kitchen is available during the summer and January sessions from 6:30am - 10:00pm as well as on Sunday afternoons during the fall and spring semesters. Students desiring to use the kitchen at other times may make arrangements to do so through the Housing Office. Please note that this kitchen is for the use of dorm students only and is kept open for use provided that its users regularly maintain its cleanliness.

Students provide their own pots, pans, utensils, etc.

**Guests of Students**

- Each student may have one overnight guest of the same sex (who is not a current student) in his/her dormitory room for a period not to exceed three nights unless the Housing Office has granted permission in writing for an extended stay. Guests who would like to stay longer than three nights should either
reserve an off-campus arrangement or contact the Housing Office to see if a guest room is available for a small fee.
• Vacant dorm rooms are not to be used for visitors, guests, etc. The Housing Office must authorize the use of any room.
• Reservations must be made at least 24 hours in advance based on availability. Students may have a guest of the opposite sex visit them in their room. They must follow the rules of the dormitory regarding late and early hours. All guests of the opposite sex may not be in the room before or after these hours.
• The dorm lounges are not to be used for overnight accommodations for guests.
• Guests must be 18 years or older with the exception of immediate family members (i.e. sibling of same sex). Any other guests under the age of 18 must be approved by the Housing Office.
• Linens are provided. Mattresses are available if needed.

Commuters

Commuter Rooms

When available, commuter students may be able to reserve rooms on a nightly basis. Applications for commuter beds are available at the Housing Office. Reservations must be made at least 24 hours in advance. Commuter rooms are assigned on a “first come -first serve” basis and availability may vary depending on the number of rooms not being used by on-campus students. There is a 3-night, per week limit. Rooms are $30.00 per night.

Commuter Lounge

A commuter lounge is available in the Kerr Building located just off the Great Room (down the hall from Campus Safety/Physical Plant offices). The lounge is open daily for the use of commuter students to take a break or rest/relax between classes. Use of cell phones is not permitted. The lounge is equipped with a refrigerator, toaster/microwave oven as well as Internet access. Every person using the lounge is responsible for keeping and leaving the room clean and in order. Group meetings are not to be held in the lounge. (Rooms for meetings may be reserved through the Physical Plant office.)

Cleaning Essentials

• All cooking and eating areas should be kept clean and food containers should be tightly sealed. This will prevent the attraction of ants and other insects.

• The vents in the bathroom fans should be cleaned on a regular basis in order to maintain maximum airflow. This will help prevent mildew and keep the fans from burning out. Residents of Gray, Phippen and Lamont Halls are strongly encouraged to clean these fan vents on a weekly basis. The fans in other dorms will be cleaned by Custodial Services, but residents are encouraged to watch for build-up as well. Please report any malfunctioning to the Physical Plant Office.

• Dorm rooms and suites should be vacuumed at least once a week. This prevents a build-up of dirt and prolongs the life of the carpeting. Vacuums are available in the janitorial closets; please return them immediately after each usage.
• Any spills on the carpet, floor, upholstery or other furniture should be cleaned up immediately. The seminary vacuums should not be used to clean up liquid spills. For larger or difficult-to-clean stains, the **Physical Plant** should be called at 978-646-4361.

• It is the student’s responsibility to clean up all spills, leaks, or messes left by him/her. Custodial Services staff are not responsible for this; rather, their role is to perform basic up-keep and cleaning of the premises (e.g. sanitize surfaces, vacuum, trash removal).

• Windows should not be left open in such a way that would allow a mattress to get wet; this leads to irreparable staining of the mattress.

**Entry of Dorm Room**

Gordon-Conwell Seminary reserves the right to enter all campus facilities, including on-campus dormitory rooms, as required for building supervision, maintenance or other school-related business. A search may be made of a resident’s personal belongings when it is believed necessary to investigate an alleged violation or hazard that may jeopardize the health or safety of others in the community.

The process whereby such a search may be initiated is as follows:

1. The Dean of Students must first determine that there is reasonable cause that a violation of school standards has occurred that compromises the personal health or safety of anyone in the seminary community.
2. Reasonable attempts will be made to find the resident.
3. A search will be conducted by two or more persons, normally including the Dean of Students or the Manager of Housing and Transitional Services, and normally in the presence of the resident.
4. A notice stating the reason for the search and its findings will be provided for the resident. Items believed to be evidence regarding violations or endangering personal health or safety may be impounded, and the resident will be given a receipt for such items removed from the residence.
You SHOULD Know This

Dormitory Housing

The following dormitories are provided as the primary residence for single students

Men's Dormitories
- Kerr Building: Main Dorm
- Pilgrim Hall

Men's Dormitory Suites
- Kerr Building: Gray Hall
- Kerr Building: Phippen Hall

Women's Dormitories
- Kerr Building: Lamont Hall
- Retreat House

Dormitory Application & Assignment

Application and Dorm Deposit

Applications for Gordon-Conwell Housing will be accepted and processed after the seminary has received the admitted student's matriculation deposit. A $50.00 non-refundable application fee must accompany the application.

This fee, with the application, will confirm the applicant's name on the wait list for dormitory housing. In order to secure a spot on the wait list, a $500.00 security deposit must be submitted by April 15 for summer/fall move-in dates or November 15 for January/spring move-in dates. Upon student's first day of occupancy on campus, the Seminary will place the security deposit in the Seminary's account and credit the student's account on an annual basis with interest accumulated at the rate of 5% (or such lesser amount of interest as has been received from the bank where the deposit has been held) up to but not including the resident's last month of occupancy. The seminary will hold the security deposit for the fulfillment of student's obligations under the dorm contract, and for the cleaning and repairing of the dormitory, if necessary, after the student vacates the premises. After the student has vacated the dormitory, the security deposit will be returned to the student, minus any amount that is reasonably necessary to rectify any defaults in the payment of dormitory fees, to repair damages to the premises caused by the student, other than ordinary wear and tear, and to clean the dormitory if required. Upon returning the security deposit to the student, the seminary will provide the student with a written statement detailing the full amount of the security deposit received, the charges made by the Seminary against the security deposit, and the disposition made or to be made of the security deposit.

Criteria For Occupancy of the Dormitories

Students living in on-campus are required to complete twenty-one (21) credit hours towards the designated degree per academic year. The academic year consists of all classes taken between the summer semester and the end of the following spring semester. Students failing to complete the required twenty-one (21) credit hours will be notified at least 30 days before the end of the spring semester of housing ineligibility for the coming year. Students moving in just prior to the fall semester who do not
have a chance to take a summer class may take eighteen (18) credits the first year of tenancy; likewise, those who move in just prior to the spring semester need only take nine (9) credits.

**Priority of Assignment**

Dormitory rooms are assigned in accordance to the following priority list:

1. Students returning to the same rooms.
2. All other applicants as follows:

**Category I Special Cases (April 1 – fall/November 1 – spring deadline to apply for housing)**

1. Seminary invited guest (As per Academic Dean and AJ Gordon Guild)
2. New - F-1 Visa students (overseas/domestic)
3. New student - physically challenged
4. Gordon College (3)

**Category II Certain Scholarship Recipients (April 15 – fall/ November 15 spring deadline)**

5. New Student — Special Scholarships Priority
   Merit*, Graham, Michael Haynes, Minority, Partnership, and Trustee;

**Category III All Others (Prioritized by application date)**

6. Faculty
7. New Student – Priority Wait List
   *(Category I and II housing applications received after March 1 and 15 deadlines.)*

8. Any Student – All current students or new students without a scholarship.
9. Staff (Up to 6 spaces are assigned on August 31st of each year, as available.)

**Occupancy Limit** - Students are permitted to live in on-campus housing for a **MAXIMUM OF THREE (3) Years.**

*Includes Military Chaplaincy, Professional Counselor, Teaching Ministry, Pastoral Ministry, Pastors in Africa, and Future Christian Leaders Scholarships. (as of 6/15/2011)*

**Moving In**

New students may arrive for fall semester on the Monday of Labor Day Weekend, or sooner if approved by the Housing Office. Although the seminary is closed for the holiday, the Housing Office staff is on duty to welcome new students. The Housing Office also hosts a Labor Day Cook-Out in the evening for all new dormitory students and their families.

Students arriving for spring or summer terms will be assigned a move-in date as space becomes available. Notification to students of their room assignment and move-in date will be issued through a letter from the Housing Office.
Returning students may move in the Tuesday after Labor Day for the fall semester, the first day of classes for the January session, and the Thursday before classes begin for the spring semester. Students wishing to stay in dormitory housing after completing the spring semester may sign up by turning in the completed Dorm Room Reservation form issued by the Housing Office in the spring.

**Moving Out**

The Housing Office will provide important move-out directions to students including a move-out checklist and Statement of Departure form. It is imperative that these instructions be followed; it is the student's responsibility to thoroughly clean his/her entire dormitory room and storage area before moving out. Failure to do so will result in additional fees at a cost of $25.00/hour labor fee in addition to supplies and repair costs. Charges will be deducted from security deposit. Items left behind in either a dormitory room or storage area by a resident who has moved out will be removed by Physical Plant staff, held for thirty days, and discarded. Students moving out at the end of January semester must do so on the last day of January.

**Petitioning For Release from Dormitory Contract**

Students must sign a Dormitory Contract within 48 hours of moving into a dormitory in the fall and spring. Once the dorm contract is signed and returned to the Housing Office, if a student later decides not to live on-campus and wants to break the contract, the $250.00 security deposit is non-refundable. Once the semester begins and the contract is broken, the student is responsible to pay all charges applied to the student account.

Students, who believe they have special circumstances, and thus need an exception to be made in their case, must submit a written request to the Manager of Housing. The petition should include the intended date of departure and a detailed reason for the request.

1. Students must submit written request to be released from the Dormitory Contract. Petition should be directed to the Manager of Housing. Petition should include the following:
   a. Intended date of departure (which will be no sooner than 10 days after date of petition)
   b. Detailed reason for request.

2. Students should receive a written response to the request within five business days of receipt of petition.

**Petitioning For Room Changes**

Any student desiring a room change must submit a written request along with a $50.00 fee to the Housing Office. The request may be filed no earlier than two weeks after the first day of the semester. The student will be placed on a wait list and will be assigned a new room when it becomes available.

**Summer Absence**

- Students may apply to live in the dorms for one or all of the summer terms by completing the Summer Dormitory Application issued by the Housing Office and returning it to the office by the date specified.
• Students leaving for one or more terms during the summer are required to completely vacate the dorm rooms and complete checkout procedures as detailed in the move-out procedural list issued by the Housing Office. In some cases, with approval from the Housing Office, students may leave large or difficult-to-move items if they are returning to the same room.

Board Plan

All dormitory residents are required to purchase a meal Board Plan contract during the fall and spring semesters. Two Board plan options are available: 9 meals—Monday through Friday noon; and 12 meals—Monday through Saturday dinner. Breakfast is available Monday through Friday on a cash basis. A boxed meal is available for students on the board plan who are unable to attend the meal period. During the January session and summer months, the meal plan is optional.

All new students are automatically registered for the 12 meal plan. Students may change to the 9 meal plan after their first semester.

Keys

Each dormitory resident is responsible for his/her own keys once the Housing Office has distributed them. Keys should never be given to someone who is not a resident. If a key is lost, the student must notify the Housing Office. The keys are replaced at a cost of $30.00 each. If keys are not returned upon checkout, a charge of $30.00 per key will be charged to the student's account.

The keys for all vehicles left on campus during holidays, vacations, etc. need to be left with a neighbor who will be responsible to move your vehicle in case the vehicle needs to be moved. At the owner’s option an extra set of keys to any student or staff vehicle may be given to the Campus Safety Office to be used in an emergency only.

Mailboxes

Each student is assigned a mailbox to which mail and packages from both on and off campus are delivered. Students are responsible to respond appropriately to seminary administrative notices in mailboxes.

Telephones

In Main Dorm, Retreat House, Gray, Phippen and Lamont Halls, the seminary provides telephone service. The local phone service charge is included in the Dorm Charge. In Gray, Phippen and Lamont Halls, the green jack is to be utilized; the red jack is for internet.

Pilgrim Hall is not included in the seminary telephone system. Residents of Pilgrim Hall must call Verizon to set up individual local and long distance phone service.

High-speed internet is available in all the dorm rooms except for Retreat House and Pilgrim Hall. Both high-speed and wireless internet is available in the Great Room, Library, and Academic Center.