

GORDON-CONWELL THEOLOGICAL SEMINARY

APARTMENT HOUSING

POLICY & MANUAL

2011-2012

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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You MUST Know This

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 & Ambulance 911

[Beverly Hospital](#) (978) 922-3000

Poison Center (800) 682-9211

[Campus Safety](#) (978) 646-4180 or 978-836-6798

[Manager of Housing & Transitional Services](#) (978) 646-4061

Physical Plant Office/Maintenance (978) 646-4361

Safety & Security - Fire Related

EMERGENCY LIGHTING

In the event of a power failure, the corridors and stairways will be lit by emergency lighting. These lights are powered by batteries and, after a time, will go dark. In the event of a power failure lasting more than an hour or two, you will need to depend on your flashlight. The apartments themselves do not have emergency lighting. It is recommended that you keep a flashlight with fresh batteries in a convenient location in your apartment.

FIRE ALARM

The fire alarm system in the common areas of each building is connected directly to the Hamilton Fire Department. Therefore, it is very important that children are instructed to stay away from the fire alarms that are located in the corridors. In case the fire alarm sounds, all occupants are to exit the building IMMEDIATELY. Each respective apartment is equipped with a smoke alarm, and a fire extinguisher is located in each kitchen closet. Please be familiar with the location of these items.

HEAT DETECTORS

In each apartment there are heat detectors connected to the Hamilton Fire Department.

SMOKE DETECTORS & FIRE EXTINGUISHERS

There are smoke detectors in each apartment and they are very sensitive. If something is left unattended on the stove and begins to smoke, it will set off the smoke detector. Do not leave the area unattended while cooking.

If the smoke alarm goes off in your apartment and there is no fire, fan the area around the smoke as well as the smoke detector to clear the smoke from the alarm. Do not open the apartment door unless absolutely necessary; it will set off the fire alarm for the entire building and summon the Hamilton Fire Department.

Please take notice of the location of the fire extinguishers located in the common areas of each building. There is also a fire extinguisher located inside the kitchen closet of each apartment that can be used for all types of fire. Make sure that you know how to operate a fire extinguisher. If you have any questions concerning how to use a fire extinguisher, please ask the Physical Plant Office for a demonstration. If your fire extinguisher is used, please give it to the Physical Plant Office to be refilled. Physical Plant has all fire extinguishers checked on a yearly basis by an outside fire appliance contractor.

FIRE DRILLS

Fire drills are periodically planned in advance to check the alarm system as well as to practice apartment evacuation. If the alarm goes off, do not assume that it has been planned. Close room windows and doors, leave the building promptly, and stay out of the building until the fire department notifies you that it is safe to return to the building.

EMERGENCY FIRE PLAN & PROCEDURES

Upon moving into the building, familiarize yourself with the location of all exits, fire alarms stations and fire extinguishers. If you see, smell, hear, or suspect a fire, act quickly and concentrate on getting out of the building. Important Note: Do not attempt to fight fires that are not confined to a container or a limited area.

Checking and Opening Doors:

FEEL DOORS before opening. If the door is hot or has smoke leaking around it, or if you suspect fire on the other side, don't open the door. If the door seems safe to open, brace your shoulder against the door and your head to one side. Open the door slightly, ready to slam it shut if any heat or smoke rush in.

On Discovering A Fire:

- 1 Sound the alarm immediately to alert others.
- 2 Call 911.
- 3 Shut all doors and windows in the immediate vicinity of the fire.
- 4 Leave the building via the nearest exit.
- 5 Be prepared to provide information to the fire department.

On Hearing the Fire Alarm Sound:

1. If the exit passage is clear of smoke and heat:
 - a. Put on necessary clothing, but do not take time to gather personal belongings other than what is necessary to leave the building.
 - b. Close window and hallway door(s) tightly.
 - c. Leave the nearest exit, and gather with other residents away from the building.
 - d. Determine if anyone is left inside the building, and notify the fire or rescue personnel.
2. If the exit passage is blocked by heat or smoke:
 - e. Stay in your room with the door closed tightly.
 - f. Open the window for fresh air.
 - g. Remain at your window until help arrives.

HALLWAYS & ENTRYWAYS

Hallways and entryways must be kept clear at all times due to fire regulations. Please do not store items (i.e., rubbish, bikes, sleds, toys, grills, etc.) in these areas. Items such as doormats or other decorations are also not permitted in the hallways. Storage of bikes is allowed in the stairwells in D, E (Bell), and F (Graham) as long as they are stored neatly and do not block the walkway or stairs.

Hallways and entryways are NOT to be used as a children's play area at any time. The playroom in the basement of Retreat House is available during the winter months for children. Contact the Student Life Services office in advance to make arrangements.

Items stored improperly are against the State Fire Code, create a fire hazard, and may cause someone to fall. These items are subject to immediate removal by seminary personnel. After being held for 30 days, they will be distributed as the Housing Office deems appropriate.

GRILLS & PICNIC TABLES

Grills and separate grilling accessories should be labeled with the owner's name and apartment number. Propane tanks must be kept at least 25 feet away from the building. The tanks must not be kept in the apartment or the mechanical room. Alternative storage is available in the storage shed outside each apartment building. Do not leave grills unattended when cooking. Pour ample amount of water on coals to ensure that the fire is out. If you move the picnic tables around, please put them back in the location in which you found them.

RENTER'S INSURANCE

It is recommended that tenants obtain their own renter's insurance from an insurance company to protect their personal property. All personal property in any part of the building within the control of the tenant will be at the sole risk of the tenant. The seminary will not be liable for damage or destruction of the property of the tenant by fire, water, steam, defective refrigeration, or otherwise while on the leased premises or land adjacent thereto or in any storage space on the premises, except as otherwise provided by the laws of the Commonwealth of Massachusetts.

MAINTENANCE REQUESTS

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

Community Living

RESIDENCE LIFE COORDINATORS (RLCs)

In each building there are one or more students who serve on the staff of the Student Life Services Office. They serve in the capacity as liaisons and work directly with the Dean of Students, Assistant Director of Student Life Services and the Manager of Housing and Transitional Services. RLCs are available to assist residents with a variety of community life aspects in their respective buildings.

CHILDREN

1. Designated Play Areas: Parents should make sure that their children play only in designated play areas. During the winter months a play room in the basement of the Retreat House is available; to access this locked facility, contact [Student Life Services](#) at (978) 646-4062. The playground area and the campus grounds are available for games and athletic activity. The access road between Bell and Graham Halls and the Woodbury Street entrance to campus is blocked off during the summer months to provide an additional place to play, bike, and skateboard. Skateboarding is also allowed at the circle driveway of D Building.
2. Small pools may be set up in the playground area but not on the front lawn area of the apartments. Pools must be emptied each day and not allowed to lay flat on the grass overnight. This causes grass damage and more importantly can be a drowning hazard. Lean the pool against a bench or building.
3. Outdoor Disallowed Play Areas: Children should not play on landscaped areas or around electric transformer boxes. Children should be instructed not to go near the Waste Water Treatment Plant or the garage area near Pilgrim Hall. Also, they should not play on or near the mowers, snowplows or other equipment operating on campus. Please alert your children to this policy and the dangers that exist in the presence of equipment and machines. Also, do not allow your children to play near the pond; because it is spring-fed, it never completely freezes in the winter.
4. Indoor Disallowed Play Areas: Children should not play in building hallways. This includes the landings which lead to the attics and back entrance areas. This is both dangerous for the children and disturbing to the other tenants.
5. Labeling and Storage of Toys & Equipment: All toys, bikes, and miscellaneous equipment should be clearly labeled with the name of the owner as well as his/her building and apartment number. At the end of a child's playtime, all toys must be picked up and placed in a designated storage area or inside the resident's apartment. Items which are repeatedly left out on the campus grounds or in undesignated storage areas are subject to removal by seminary personnel.

SUPERVISION OF CHILDREN

Small children must be supervised by a parent or another adult AT ALL TIMES while they are outside. Our concern is first of all for your children, but also for the possible legal implications for parents, from

the perspective of the Department of Social Services (DSS). The DSS would define lack of supervision as “neglect” of a child. (The DSS does not specify age.)

FOSTER CHILDREN

In an attempt to respond favorably to requests from couples and families living in apartments who desire to care for foster children, the seminary has established a procedure for approval of foster children in campus housing. A copy of this procedure can be obtained from the Dean of Students. All requests to have foster children living in campus apartment housing are to be submitted in writing by the foster care couple to the Dean of Students.

C & D BUILDING / NURSERY SCHOOL PLAYGROUND

When the Nursery School is in session, the playground behind C and D buildings is not available to the residents living therein on Monday through Friday, from 8 a.m. to noon. The Nursery School also has occasional evening events during which the playground will be closed to seminary residents; in this case, residents of C and D buildings will be given advance notice.

PETS

Under no circumstances are pets allowed in the apartments. This is a condition of the lease and applies to visitors as well. If you should have overnight visitors who have pets, arrangements will have to be made for the pet to be kept in a kennel or elsewhere off campus.

HOME BUSINESS OPERATION

The seminary understands that in order for many students to meet the financial obligations associated with a seminary education, in-home businesses become an invaluable option. The seminary will attempt to provide every opportunity for this type of arrangement while working to protect the privacy and comfort of the community as a whole. Residents desiring to run a business from their apartment must receive approval from the Manager of Housing. This is to minimize any inconvenience or disruption in the lives of the other community members that may occur as a result of a higher volume of vehicles, people, and/or mail distribution. Those residents interested in operating an in-home business should obtain an “On-Campus Resident Business Application & Agreement” form from the Manager of Housing. Upon receipt and review of this completed form, the Manager of Housing will notify the applicant of his/her decision in writing.

LAUNDRY ROOMS

The laundry rooms in A, B, and C buildings are located at both ends of each building between the second and third floors. In buildings D, Bell and Graham, the laundry rooms are located in the middle of the building adjacent to the center stairwell. Each laundry room has coin-operated washers and dryers.

Operating Instructions:

1. Read the courtesies and “commandments” posted in laundry rooms.
2. Please do not overload the machines; LIGHTLY fill to rim. Do not pack clothes down.
3. The use of dye or flammable liquid is not permitted in the machines.

4. 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. Use less than the recommended amount of detergent. This still cleans clothes and prevents problems with plumbing.
5. No laundry cleaning agents are to be stored on the floor of the laundry rooms. This is a poisonous hazard to children. If there is no room on the shelf, items should be stored in individuals' apartments.
6. Washers run approximately 30 minutes and dryers 60 minutes. Please time loads and remove them when finished so others may use the machines. Also, please do not place other residents' clothing in the dryer.
7. Heaters will be pre-set during winter months; please do not alter setting. In A, B, and C buildings, faucets may be turned on to drip by seminary personnel during extremely cold temperatures to keep the pipes functioning properly.
8. Please remove lint from dryers as a courtesy to the next user. Also, clean up spills.
9. Nothing should be taped to the laundry walls as this removes paint and paper from the wall covering. Important notices should be posted, via an RLC, on the bulletin board in front entrance.
10. Please crush all empty soap and bleach containers before discarding in trash container. If discarding a bulk-sized container, please dispose of it in the dumpster outside.
11. Please check to be sure faucets and lights are turned off before you leave the laundry room (exception: please see #7).
12. If the machines are not working properly, contact the [MAC-GRAY](#) customer service number that is located on the machine. If problems are not handled in a timely manner, report the situation to the Physical Plant Office at 978-646-4361.

RUBBISH & RECYCLING

Trash Placement: Each building has one or more dumpsters located at the front or rear of the building where occupants may dispose of their rubbish. It is imperative that trash be placed fully inside the dumpsters (and that dumpster doors and lids are closed). This avoids the inevitable attraction of wildlife, keeps the area looking presentable, and prevents the Physical Plant staff from having to chase after it. If the trash dumpsters are full, trash should be kept in one's apartment until the dumpster has been emptied.

Trash Pick-Up Schedule: Trash is picked up every Wednesday. During a holiday week, it may be picked up a bit later in the day or one day later.

Cardboard Boxes: These must be flattened before being placed inside the dumpsters to ensure the best use of space. Boxes can also be recycled by breaking them down and placing them inside the designated recycling dumpsters located behind the Kerr Building Dining Hall, in front of Graham Hall, in front of Kresge Hall, and behind Pilgrim Hall.

Furniture: Do not bring any furniture to the Give & Take shop. If it needs to be trashed, it needs to be broken down as flat as possible and also placed in the dumpster flatly. If you are unable to do this, please contact the Physical Plant for assistance.

TVs/Monitors/Air Conditioners/Microwaves/Tires: These must not be placed in dumpsters. These items may be brought to the back of Kerr Hall, and placed next to the dumpster. The seminary will dispose of these items without charge to the resident.

Recycling on campus includes paper, cardboard, bottles, cans, and plastics. Containers designated for these items are located behind the Kerr Building Dining Hall, in front of Graham Hall, in front of Kresge Hall, and behind Pilgrim Hall. For this program to run effectively, it is very important to follow the

recycling guidelines. We encourage 100% participation in this effort to help the environment through recycling. Please contact Jim Mackay in Custodial Services if you have any questions, 978-646-4363.

BICYCLES

All bicycles on campus MUST be registered to the current owner with Campus Safety. A bicycle is NOT “registered” until the necessary paperwork is completed and a registration sticker (issued by Campus Safety) is properly attached to the bicycle. Registered bicycles may be stored in a designated storage shed or stairwell, in the owner’s apartment or storage bin, or in an outdoor bike rack.

Bicycles on campus that are not registered with Campus Safety are subject to immediate removal by seminary personnel. Such bicycles may be disposed of by the Housing Office after being stored for 30 days. A bicycle that has been removed may be retrieved during this 30 day period by doing the following: 1) positively identifying the bicycle, 2) paying a \$10.00 fine, and 3) completing the necessary registration process.

CANDLES/CHRISTMAS TREES

Please see the Fire Safety Policy on the [Campus Safety](#) section of the Gordon-Conwell Website.

ALCOHOL

The use and/or possession of alcoholic beverages on the campus of Gordon-Conwell Theological Seminary is prohibited.

SMOKING

Smoking is not permitted inside any buildings on campus.

STORAGE

Attic and Basement storage: Buildings A, B (Kresge) and C have an attic for permanent storage. Buildings D, E (Bell), and F (Graham) have lockable storage bins (approximately 4’ x 5’ x 6’) in the basement of Graham Hall. Each apartment has an assigned storage space, and the number on the storage bin must not be changed. Items stacked in the bins must be at least 18” below the sprinkler heads (marked by an orange line). Walkways MUST be kept clear at all times. Items left in such an area are subject to immediate removal by seminary personnel.

Use of Space: No flammable or combustible items such as gasoline, propane, lighter fluid, etc. are to be stored in the storage areas. (These can be placed in the storage shed outside the building.) The attic and basement storage areas are not to be used as work areas for tasks such as woodworking, painting, stripping, etc. Using the area for working with power tools or as a play area for children is also prohibited.

Sheds: Each resident has access to a storage shed. This may be used for storing flammable materials, bikes, strollers, yard toys, garden accessories, etc. All items must be clearly labeled with the current owner’s name and apartment building and number. Materials not properly labeled are subject to immediate removal by seminary personnel.

Under Stairwells: Only bicycles and strollers may be stored under stairwells. They must fall within the marked boundaries and should not block the stairwell or walkway.

Entryways / Hallways / Storage Walkways: Storage of ANY items in these areas at ANY time is prohibited. This includes floor mats, bicycles, toys, umbrellas, coolers, strollers, luggage, clothes, boots, shoes, baskets, bags of trash, air conditioners, etc. Placement of items in these areas is an illegal safety hazard as per the Massachusetts State Fire Code and is in violation of one's lease. Campus Safety monitors each building throughout the day and night for safety. If items are found, a citation will be left under the resident's door indicating that a \$10.00 fine is due. Fines are payable in full, or appeals are to be filed with the Office of Campus Safety within five calendar days of the date of issue. All charges are payable at the Cashier's Office. Fines not paid or appealed within five calendar days will be charged to the student's account together with a \$5.00 bookkeeping fee.

After a citation has been issued, if the items in violation of this policy are not removed, they will be removed by seminary personnel. These items will be catalogued and held for 30 days after which time they will be distributed as the Housing Office deems appropriate. If the amount of items needing to be removed is substantial, residents may be charged for the undue labor needed by seminary personnel as well as a storage fee.

ENTRY BY LANDLORD

Gordon-Conwell Seminary reserves the right to enter all campus facilities including on-campus apartments, as required for building supervision, maintenance or other school-related business. A search may be made of a resident's personal belongings when this 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 locate the resident.
- 3 A search will be conducted by two or more persons, who may include the Dean of Students or the Manager of Housing, 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 which are removed from the residence.

Building Features

PUBLIC ENTRANCE

The public entrance to the apartment is located at the front of each building. The main exterior door is unlocked at all times. The interior door remains locked and can be unlocked by a key and/or an electronic lock which is operated from each apartment. The other exterior doors of each building are to be kept locked and closed at all times for the protection of residents and their possessions. These doors must not to be propped open AT ANY TIME except for active loading/unloading, not to exceed 15 minutes (unless the resident is actively moving in for the first time or moving out of the building completely).

An intercom system is located inside each entrance. This is a two-way communication system between the entrance and each apartment. Never allow others entry into the apartment building without first checking who is the person desiring to enter. In order to post notices for public viewing, seek RLC permission to hang such items in designated areas. Do not post notices on entrance walls.

PRIVATE ENTRANCE

Located at the rear of A, B (Kresge) and C buildings is a private entrance which will remain locked at all times, and can only be unlocked with a key. There are also two handicap-accessible apartments on campus with private entrances directly into the apartments.

EXITS

All public and private entrances can be opened from the inside, and therefore are usable as exits.
Apartment Amenities & Up-Keep

FURNITURE PLACEMENT

Furniture should not be placed in such a way that it pushes up against plugs that are already plugged into the outlets. This breaks the electrical wires and can be a safety hazard. Additionally, in D, Bell, and Graham buildings, furniture should not be placed directly in front of the heating units. This not only blocks the heat but makes it difficult for Physical Plant to fix any problems. Residents who choose to place furniture in this way will need to move their furniture before any maintenance requests can be honored.

FLOORING

Kitchen: In A, B, and C buildings the kitchen has a vinyl floor and needs no waxing. It should be washed with luke-warm water. In D, Bell, and Graham the kitchen floors require periodic washing with ammonia to remove buildup to protect them and maintain their appearance. No wax should ever be used.

Living Room and Bedroom: These rooms have wall to wall carpeting and should be vacuumed on an “as needed” basis. If liquids and food items are spilled on the carpet, it should be cleaned immediately. However, whether you use cold water or hot water depends on the substance that was spilled. You should take adequate precaution so as not to stain the carpet permanently.

Wet Carpet Cleaning Systems: Do not rent a wet carpet cleaning system.

These systems are injurious to our carpets.

WINDOWS

When closed, windows should be locked for purposes of safety, particularly if there are children. Windows should be kept closed when the heating or air-conditioning units are in use. Screens are provided by the seminary. Windows should not be used for entering or exiting the building.

Caution: Residents should periodically check the screens and tighten as needed. Do not allow children to press against the screens.

Screens in Bell and Graham Halls can be removed by releasing the clips at the bottom corners and lifting up and out at the bottom, then down. Extreme care should be taken in doing this since these clips are very difficult to hold and screens may be dropped. Installing them is even more difficult.

DOORS

Do not attach adhesive hooks to the doors within your apartment. Use only “over-the-door” hooks. Do not install additional locks on your doors. Do not install your own child safety locks. This is against fire code regulations.

WALLS

To hang items on the walls, please choose from the following options: metal picture hangers that come with small nails, white-colored poster putty, or push pins. There are also special self-adhesive hooks made by Command 3M that will come off without damaging the surfaces. Please refrain from using the following items: stand-alone nails, screws, or tape.

If in doubt, ask the Physical Plant Office or the Housing Office before you install the hangers. Additionally, please note the following:

- 1 No hanging pots are permitted from the ceiling.
- 2 Only freestanding bookshelves are permitted. No bookshelves may be anchored to the wall.
- 3 Please try to keep large pieces of furniture from damaging the walls.
- 4 Please remove accidental marks immediately with a mild detergent (no abrasives).
- 5 Dry baking soda and a damp sponge removes grease splatter behind the stove and on the side of the refrigerator.
- 6 Nothing should be attached to the tile, medicine cabinet, shower or tub in the bathroom. Also, please do not affix any adhesives to the ceiling (including glow-in-the-dark stickers).
- 7 Painting, stenciling, and/or affixing wallpaper or wall borders are not permitted.

BATHROOM

Please do not put disposable diapers, baby wipes, sanitary napkins, tampons or condoms down the toilet. Please dispose of these items in the trash. Failure to do this will cause clogs of the sewerage system. The lavatory is constructed in one piece of fiberglass. No abrasive should be used in cleaning the lavatory or the tub. **Do not install hand held shower units without contacting Physical Plant.**

A tile cleaner with the aid of a broom or brush should be used to clean the shower area and the tile. The tile floor should be cleaned with a damp mop. Tilex or chlorine bleach sprayed regularly around tub area will keep mildew at a minimum. To clean oval areas in tub use any heavy duty bathroom cleaner with the aid of a broom or a brush.

The exhaust system is always running in order that an air change will take place throughout the entire apartment. The ceiling vent should be cleaned regularly. If your bathroom door has a louver, it should also be cleaned regularly.

Showers are not equipped with shower doors. It is important that showers not be taken until a shower curtain is installed, otherwise water splashing from the tub will drip through to the floor below. (Also, shower curtain should be inside the tub when showering.)

KITCHEN APPLIANCES

Electric Stove and Exhaust: You should find an operating manual explaining how to operate the stove in the apartment. If there is no manual, check your welcome packet or Housing Services will have one available for your perusal. If you have further questions, please check with the Physical Plant at (978) 646-4361.

Stove Cleaning for A, B (Kresge) and C Buildings

Burner drip pans: Use oven cleaner — if build-up is heavy, let it set for a few hours — then scour thoroughly with a stainless steel scrubber.

Burner controls: Slip off for easy cleaning. Using dry baking soda on a damp sponge. A brush is helpful in removing buildup around ring and crevices.

Top of stove: Top lifts up for easy cleaning. Give special attention to corners and crevices in removing grease buildup. Placement of aluminum foil on the bottom after cleaning saves on future cleaning time.

Oven: Place oven racks on door and spray both sides with oven cleaner. Set aside in sink. Wrap oven elements with strips of aluminum foil to protect them from oven cleaner. Oven elements should be lifted up to clean underneath, but should not be unplugged. Be sure oven is off and cool before cleaning. Spray oven with cleaner. Follow cleaner instructions. Use of stainless steel scrubber will readily remove buildup in oven, oven racks, and oven door. For difficult areas repeat procedure.

Extra effort might be needed, but it is important that all buildup be removed with each cleaning.

Placement of aluminum foil in bottom of oven is helpful in keeping oven clean. Hood: In all buildings the hood over the stove is operated with a button located in front of the hood; the first position activates the light and the second operates the exhaust fan. The exhaust should be used only when cooking. Please clean behind the stove at least every other month. The aluminum exhaust filter should be cleaned monthly. Dampen with water, sprinkle heavily with a degreasing cleaner and brush briskly, soak overnight in enough water to cover filter and rinse in the morning. Clean under hood weekly giving special attention to rim and fan areas. Dry baking soda with the aid of a damp sponge removes buildup easily.

Stove Cleaning for Building D, Bell and Graham

All ovens, except for studio and handicap-accessible apartments, are CONTINUOUS CLEANING.

(Studio and handicap-accessible apartment residents, please follow instructions found in stove cleaning section for Buildings A, B, and C.) Please read the stove manual. If your apartment does not have manual, please check your welcome packet or Housing Services will have one available for your perusal. **DO NOT USE OVEN CLEANER TO CLEAN CONTINUOUS CLEANING OVENS.** Oven cleaner may be used only on burner rings and drip pans, oven rack, and broiling pans. Oven racks come clean with the use of a stainless steel scrubby. If racks are cleaned weekly, no buildup will occur. The hood in the exhaust duct over the range has a light which is operated by a switch located on top of the hood. Should you wish to replace the drip pans, **DO NOT** discard the old ones.

Refrigerator: You should find a manual explaining the operation of the refrigerator in the apartment. Once again, if there is no manual in the apartment, please check your welcome packet or Housing Services will have one available for your perusal. The control can be set to meet your individual needs, but we ask that residents take precaution not to set the control any higher than is needed for the refrigerator to do an adequate job. Please clean behind and under the refrigerator at least every other

month. Also, vacuum dust off the coil in the bottom front of the refrigerator by removing the black plastic guard. (Tip: You can recycle any old baking soda in your refrigerator and use it for cleaning.)

Sink and Disposal: The sink is stainless steel and should be cleaned only with water and soap or stainless steel cleaner. "Lime-a-way" or a similar product may be used for hard water deposits on faucets. (Tip: To keep disposal clean and free of odor, pour baking soda in the disposal before going to bed at night, and when leaving for vacation.)

All garbage may be put in the disposal except bones, tea bags, string, celery, onion skins, banana skins, fat and grease. (Pour grease into covered container, do not allow in drain). In using your disposal always have cold water running. In D, Bell and Graham residences, a wall switch above the counter top shuts off power to the disposal. This switch must be in the "on" position for your disposal to operate and the sink stop must be placed in the drain properly.

AIR CONDITIONER / HEATING UNITS IN A, B (KRESGE), C and D BUILDINGS

In buildings A, B and C, each bedroom and living room has a combination air-conditioner/heating unit. It is very important that all occupants familiarize themselves with the operation of this unit in order to keep operating costs as low as possible. Due to the fact that these units are placed in a sleeve so that the condensation can run toward the outside rather than toward the inside, please do not place any weight on top of the unit. Building D has air conditioner wall units in bedrooms and air conditioner/heating units in the living room.

Windows should be kept closed when the heating or air-conditioning units are in use. If the unit is running during a full or partial power outage in the building, please turn the unit off. Trying to run it on partial power could result in severe damage to the unit.

The effective and efficient operation of the heating/cooling units is highly dependent on the cleanliness of the filter on each unit. Regular washing of the filter will enhance personal comfort, minimize the expenditure of electrical energy, reduce maintenance problems and costs, and significantly prolong the life of the units. PLEASE WASH FILTERS ONCE A MONTH. To do so, remove the filter from the side or top of the sleeve, brush or vacuum filter, and then wash it with mild soap and water. For questions on how to remove the filter, please contact the Physical Plant Office.

If you are going to be out during the day, or for longer periods of time, be sure to turn off the unit or turn it down to a reasonable temperature. Units can be turned up when you come home from work and/or classes; the apartments will heat up or cool down very quickly.

AIR CONDITIONER / HEATING UNITS IN D, GRAHAM & BELL HALLS

These buildings are provided with a central baseboard hot water heating system which is controlled by a wall thermostat. The baseboard units also have damper controls which can be utilized to adjust the heat to each room separately. PLEASE TURN THERMOSTAT DOWN when apartment will be empty. If heat is not working properly, please contact the Physical Plant Office and make sure to move furniture away from baseboards to make it possible for maintenance workers to reach the heating units. Note: Any furniture blocking the baseboards may affect the heat level inside the apartment. It is especially important not to place furniture in front of the valves at either end of your heating baseboard. There are bright-colored stickers near these valves as a reminder; please do not remove them. Remove baseboard covers once a year to clean heating fins. During the winter months, space heaters are permitted in the apartments if a resident desires to use one as a supplemental heating source.

Electrical provisions have been made to install window type air conditioners in Bell and Graham in the living room and all bedrooms. A separate 20 AMP 120 volt receptacle is provided on the outside wall of each exterior room for this purpose.

HEAT DURING WINTER MONTHS

The heating systems throughout all the apartment buildings on campus are controlled by heating sensors. The National Building Code states that the buildings are to maintain a recommended 64 degrees Fahrenheit. However, Physical Plant strives to maintain the temperature at 68 degrees. Due to the size of the buildings and the heating demand throughout the winter, the boilers are not able to provide the sometimes wanted 75 degree heat. No matter how high the thermostat is turned up, if it is an extremely cold day and everyone has their heat running, the apartments are likely not to get above 68 degrees. However, if the temperature is warmer outside and the demand for heat is not as apparent, the heat will go above 68 degrees.

CARBON MONOXIDE DETECTORS

Carbon Monoxide detectors have been installed in every apartment. The 9-V battery in each detector should last more than a year. When the low battery alert beeps, replacement batteries are available from Physical Plant or your Residence Life Coordinator.

LIGHT BULBS

Replacement of all light bulbs in each apartment (including the refrigerator and stove) is the responsibility of the tenant. Just as light bulbs were furnished at the beginning of your tenancy, you should make sure that the light bulbs are all working for the next occupant. Please report any problems with electrical outlets, fixtures, etc. promptly to the [Physical Plant Office](#).

ENERGY & WATER CONSERVATION

The high cost of energy accounts for a substantial portion of your housing expense. Concerted efforts to reduce energy usage to a minimum can substantially reduce this expense. High energy users include the HVAC heat/cool units, washing machines and dryers, hot water heaters and other portable appliances such as toasters and irons which are your personal property. The use of personal refrigerators or freezers in Bell & Graham is permitted. Turning lights off when not in use can also reduce energy consumption significantly. Also, please do not open the windows during cold months when the heat is turned on in the building. This can easily cause the heating pipes to burst. For help with temperature maintenance (e.g., if your apartment is too hot in the winter), please contact the Physical Plant Office for assistance. The cooperation of all residents is important to minimize energy surcharges and alleviate the need for further increases in your housing costs as the cost of electricity increases.

As an occupant, please take the time to become familiar with the light switches and what they operate in each room. In the master bedrooms of A, B, and C buildings, the switch operates the receptacle located directly below it; it is for the purpose of a night light if you desire. There are also night lights located in the lower portion of all wall fixtures in the individual switches. The seminary has installed water-saving shower heads and sink aerators in all residential areas on campus. This work was completed in order to reduce the high flow of water consumed by Gordon-Conwell housing. Shower heads and faucet aerators are not to be removed. The sink aerators are specially designed to be tamper proof. Any attempt to

remove the aerators as well as the shower heads will destroy them and the resident will be responsible for replacement costs. Do not install water filters.

TV ANTENNA

Each building has its own central antenna, and jacks are provided in each living room that make it possible for any TV to be connected to the central antenna system. Jacks are also provided for those who wish to subscribe to cable TV. No TV antenna or satellite dish may be installed on the outside of the apartment building.

TELEPHONE & HIGH SPEED INTERNET ACCESS

There are telephone receptacles in each apartment. No second phone lines are allowed to be installed. Each occupant is responsible for providing a phone as well as ordering and payment of the telephone service. Use the street address of your apartment building when doing this, NOT the seminary address. The telephone placed in the kitchen must be a wall phone. The apartments are serviced through Verizon or Comcast.

[Comcast](#) and [Verizon](#) have been approved by the seminary for high-speed Internet access. For more than one hook-up, please do not drill a hole in the wall for cable. Rather, run a longer cable to second room and T-off.

ELECTRICITY

The occupants of each apartment in D, Bell and Graham are responsible for contacting [National Grid](#) to have the electricity transferred to their name.

You SHOULD Know This

Application & Assignment

APPLICATION PROCESS

Applications for Gordon-Conwell housing will be accepted and processed after the seminary has received the admitted student's matriculation deposit. Applications are not complete unless submitted with a \$50.00 non-refundable application fee. This fee, with the application, will confirm the applicant's name on the application wait list for apartment housing. In order to secure your spot on the application wait list, you must submit an additional \$500.00 security deposit by April 15th for summer/fall move-in dates or November 15th for January/spring move-in dates. Applications submitted after the deadline must include both fees together. Upon moving in, Landlord will hold the \$500.00 security deposit for the fulfillment of Tenant's obligations under the lease, and for the cleaning and repairing of the Premises, if necessary, after Tenant vacates the Premises. The full amount of the security deposit will be returned within 30 days after Tenant vacates the premises, minus any amount that is necessary to rectify any defaults in the payment of rent, to repair damages to the premises, other than ordinary wear and tear, and to clean the premises if required. Available apartments will be assigned at the discretion of the Housing Office according to the criteria of assignment stated below, taking into consideration the date of receipt of application, the desired move-in date, and the availability of the unit size requested. Consideration also will be given to the preference of the building and floor requested. Written confirmation of a seminary apartment assignment will be sent to the applicant as soon as an apartment becomes available. Application for an apartment does not guarantee that one will be available.

CRITERIA FOR OCCUPANCY

The following criteria for occupancy will be used for the assignment of the various size units:

- A. Three-bedroom units are to be occupied by the following parties:
 - 1. Families of four or more. The maximum number of children allowed in these units is five. Specific allocations of these units will be made for married couples or single parents with three or more resident children, and families with two resident children of the opposite sex where at least one child is eight years of age or older.

- B. Two-bedroom units are to be occupied by the following parties:
 - 1. Married couple with one, two or three resident children
 - 2. Single-parent with one, two or three resident children
 - 3. Family units of two (i.e., two siblings)
 - 4. Two or three singles of all the same sex
 - 5. Married couple without children (if apartment is unoccupied and no one is on the wait list) with the provision that the couple may be asked to move to a one-bedroom unit at the end of the lease year if the two-bedroom apartment is needed at that time.

- C. One-bedroom units are to be occupied by one of the following: married couple without children, married couple with one child (six years of age or younger), or two singles of the same sex.

- D. Studios are to be occupied by a married couple with no children or one or two single persons.

NOTE: A couple with no children who, after becoming occupants of a studio apartment become parents, may remain in that unit until the lease expiration subsequent to the child's second birthday.

E. Studio, one- and two-bedroom apartments will become available to single students after August 1st for Fall and January 7th for Spring if married couples are not on the application waiting list.

F. Roommate Clause:

1. In order for single students to be eligible to occupy a two-bedroom apartment, that group must consist of at least two or more students. If a group falls short of this requirement at any point during the lease, the tenant understands that the seminary reserves the right to move remaining students to a smaller apartment after giving a thirty (30) day notice.

2. In order for single students to be eligible to occupy a one-bedroom apartment, that group must consist of two students. If a pair falls short of this requirement at any point during the lease, the tenant understands that the seminary reserves the right to move remaining students to a smaller apartment after giving a thirty (30) day notice.

Please note: Any family member that is not a spouse or child of a GCTS student must receive written authorization from the housing office before they will be allowed to stay in on campus housing.

CRITERIA OF ASSIGNMENT

Financial need will not be considered in determining eligibility for occupancy in seminary apartments.

INTERNATIONAL STUDENTS

International students must hold a valid F-1 Visa to qualify for on-campus housing. In order to be placed on the apartment assignment wait list, the Housing Office must receive an apartment application. To receive priority assignment as an F-1 Visa student, the apartment application must be received in the Housing Office by April 1st. If at any time the F-1 student falls out of status according to USCIS regulations, he/she (and entire family) must vacate on-campus housing within seven days.

PRIORITY OF ASSIGNMENT

Category I Special Cases (March 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 (March 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 not under Category I or II.
9. Staff (Up to 6 spaces are assigned on August 31st of each year, as available.)

Note: Staff/faculty in the 6 allotted apartments will be guaranteed approximately a 2-year lease. If asked to leave at the end of that 2-year lease term (due to needing space for students), the Seminary will provide a payment of \$2,500 to the staff/faculty member for the inconvenience of needing to move.

*Includes Military Chaplaincy, Professional Counselor, Teaching Ministry, Pastoral Ministry, and Future Christian Leaders Scholarships. (as of 8/19/2010)

Leases

ELIGIBILITY FOR APARTMENT LEASE & OCCUPANCY

In order for an applicant to be eligible for an apartment lease, the applicant must be a currently registered Gordon-Conwell student or faculty (by approval of the Presidential Leadership Team or Provost), or a seminary-invited guest (e.g., adjunct professors, visiting scholar).

There are two categories of residents in seminary apartments: tenants and occupants. “Tenants” include any students, staff or faculty members. “Occupants” are family members living with a tenant such as the tenant’s spouse, children, and immediate relatives. Occupants other than the tenant’s spouse or children, must receive written approval from the Housing Office in advance. All tenants must be “seminary program-related” by meeting the following respective eligibility requirements:

Students: Officially enrolled students must take at least twenty-one (21) credit hours per lease year towards their designated degree, with at least one course registered in both the fall and spring semesters. If a current tenant fails to complete the required twenty-one (21) credit hours in the Lease year, s/he will be ineligible for the renewal of the lease for the following 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 credits.)

Faculty: Any faculty living in apartments must be approved by the Provost and Dean of Faculty. Any exceptions must be approved by the Leadership Team.

Other: Any seminary-invited adjunct professor, visiting lecturer, pastor-in residence, and similar seminary-invited, program-related guests.

SCHOLARSHIP ELIGIBILITY

Any Tenant who received assignment priority for housing due to his/her scholarship status must maintain that scholarship for as long as s/he resides in seminary housing or else s/he will lose his/her eligibility. If the leaseholder loses his/her eligibility in any way, s/he agrees to vacate the Premises within thirty (30) days from the ending of the date of eligibility.

OCCUPANCY LIMIT

Students are permitted to live in on-campus housing for a MAXIMUM OF THREE (3) LEASE YEARS.

SECURITY DEPOSIT

Prior to arrival, a security deposit in the amount of \$500.00 is paid in advance by the Tenant to secure a position on the housing application list. Upon Tenant's first day of occupancy, the seminary will place the security deposit in the seminary's account and credit the Tenant'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 Tenant's last month of occupancy. The seminary will hold the security deposit for the fulfillment of tenant's obligations under the lease, and for the cleaning and repairing of the apartment, if necessary, after the tenant vacates the premises. After the Tenant has vacated the apartment, the security deposit will be returned to the tenant, minus any amount that is reasonably necessary to rectify any defaults in the payment of rent, to repair damages to the premises caused by the tenant, other than ordinary wear and tear, and to clean the apartment if required. Upon returning the security deposit to the Tenant, the seminary will provide Tenant 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.

LEASES

Leases run from June 1 to May 31. The monthly rent is payable at the Cashier's Office no later than the fifth business day of the month. A lease may be renewed provided the tenant's account is current and the tenant is in good standing (see Non-Renewal of Leases below).

There will be one lease issued for each apartment. All adults living within each apartment must sign the lease. Married students with families will be issued a lease with the student named as tenant and family members named as occupants. Students who finish their degree program in the middle of a semester/session must move out within 30 days of completing their degree.

LEASE AGREEMENT CHANGE/RENEWAL

Students (i.e., non-graduates who are up to renew their lease) who do not intend to renew their lease or would like an extension on their current lease should notify the Manager of Housing in writing by the Monday after the first reading week of their last semester of tenancy. The request should include the rationale for such an extension as well as the date until which the tenant desires an extension. The deadline for lease renewal is March 15; students who submit signed leases from March 16 through April 1 will be charged a \$50.00 penalty. Students who do not return their lease by April 1 will forfeit their apartment unit and will be expected to move out by May 31. In order to accommodate incoming students in a timely manner, the move-out date for students not renewing their lease or who do not apply for an extension is May 31.

PAYMENT OF RENT

Rent is due on the first day of the month and will be considered late after the fifth business day of the month. Rent payments may be hand delivered to the Cashier's window in the Financial Services Office or mailed to Gordon-Conwell Theological Seminary, Financial Services Office, 130 Essex Street, South Hamilton, MA 01982.

If a tenant fails to pay rent within the time limit deemed reasonable by Massachusetts General Law, a 5% penalty will be charged. The 5% penalty will be assessed against all rent and fees which are past due.

If a tenant's rent is delinquent for 2 months or more, the tenant's student account will be placed on "hold". Hold action prevents registration, the release of transcripts or diplomas and may result in deregistration from courses or exclusion from graduation ceremonies.

Once the rent is paid and the account is brought current, the "hold" will be removed from the student's account. (See Payment of Bills section in the Student Handbook)

EXEMPTIONS FOR GRADUATING SENIORS

Graduates with school-aged children receive an automatic extension of their lease until the end of the child(ren)'s school year. Graduates who wish to apply for a short-term extension beyond the end of the lease year for other reasons must submit a written petition to the Manager of Housing. Consideration will be made for those completing their required work in December or January.

Graduating seniors may come to their final year of study and find that they have less than twenty one (21) credit hours left in their program. It is not necessary for them to take extra classes to fulfill the twenty-one (21) credit hour requirement as they will not be receiving another lease for the following year. However, since OCCUPANCY LIMIT IS THREE LEASE YEARS, graduating seniors should attempt to finish as expeditiously as possible.

SECOND DEGREE STUDENTS

Graduating students, who have not resided on campus for the three-year maximum limit, and who desire to remain for a second degree MUST do the following:

1. Inform the Housing Office by written petition no later than the Monday after the first Reading Week during the semester in which they are finishing their first degree.
2. For students finishing their degree program in the summer, the Housing Office needs to receive a petition in writing by May 31. The Housing Office will assume that students will be graduating, and apartments will be reassigned, unless written notification is received on dates noted above.

NON-RENEWAL OF LEASE

The seminary reserves the right to revoke/deny a new lease if all balances on tuition and rent are not current by April 22nd. A tenant with a delinquent account over 30 days may have their lease terminated. Eviction proceedings will begin unless the Housing Office has granted deferment. A penalty of 5% will be charged for all accounts over 30 days. (see Payment of Rent)

If a tenant's lease will not be renewed for a reason other than graduation, the tenant will be given no less than 30 days notice before the end of the lease year. The tenancy will end on the final day of the lease year (i.e., May 31). Reasons for non-renewal include but are not limited to the following: insufficient course registration (less than 21 credit hours) within the academic year, poor rent payment history, repeated violation of lease agreement, etc.

EARLY TERMINATION OF LEASE

Tenants desiring to move out prior to the end of the lease year must follow the procedure listed below:

1. The current Tenants must officially inform the Housing Office in writing of their desire to move at least 30 days prior to the desired move-out day. The tenant must also fill out a Statement of Departure Form (available in the Housing Office).
2. If the Housing Office is unable to fill the apartment, the resident desiring to leave may attempt to find a new tenant. The new tenant must meet seminary eligibility requirements, (number of students, family, etc.).
3. If neither the Housing Office nor the current tenant is able to find an eligible party to take over the lease, the current tenant is responsible to fulfill the terms of the lease.

SUBLETTING

The Housing Office assumes no responsibility for matching current tenants with potential sublessees; however, current tenants are required to notify the Housing Office of the details surrounding their apartment and the timeframe during which a sub lessee is desired.

Residents may sublet their apartment only with prior written approval from the Manager of Housing. Although the rent to be paid by the sub lessee must not exceed the Gordon-Conwell current established rental charges, the tenant is advised to consider requesting a security deposit as the tenant will ultimately be responsible for any damage or unpaid rental charges. Apartments may not be subleased for a period to exceed three months. The following are stipulations and procedures for subletting:

1. The sub lessee must be seminary program-related and comply with the criteria for occupancy and assignment of apartment units as detailed in this manual.
2. The sub lessee may pay the rent but the tenant is ultimately held responsible for the payment of the rent.
3. A Sublease Agreement must be created by the current tenant and it must include the dates covering the sublease, and information on the sub lessee. A sample Sublease Agreement form can be obtained from the Housing Office.
4. The Sublease Agreement must be approved and signed by the Manager of Housing. It must then be signed by the current tenant and the sub lessee before the latter may take occupancy. A copy of the signed agreement should be submitted to the Housing Office.
5. All sub lessees will be required to live in accordance with the conditions of the Seminary Apartment Lease, the Student Handbook and Academic Planner, the Seminary Apartment Housing Policy and Manual, and The Automobile and Public Safety Regulations.

MOVING OUT

The Housing Office will provide move-out directions to the tenant, including a cleaning checklist, instructions regarding utilities and a Statement of Departure form. Prior to moving out, the apartment and storage area must be cleaned thoroughly by the Tenant. Tenants should follow the check-out procedure carefully. If the apartment and storage area are not properly cleaned, the Tenant will be charged a cleaning and labor fee in addition to supplies and repair costs. Any charges will be deducted from the Tenant's security deposit. Apartment and mailbox keys should be returned to the Housing Office.

MOVING FROM ONE APARTMENT TO ANOTHER

Tenants choosing to move from one apartment to another for reasons other than compliance with the Criteria for Occupancy will be charged a \$500.00 moving fee. This fee has been made in consultation with the Physical Plant Office to cover a portion of their labor and material costs for the move.

MAIL SERVICE

Mailboxes for each apartment are located at the entrance of each building. This is for mail from off-campus. The apartments have a direct mail delivery from the [South Hamilton Post Office](#). Each apartment will be allotted one key for the assigned mailbox. The following are the street addresses of each building:

A Building: 132 Essex Street

B Building (Kresge): 134 Essex Street

C Building: 136 Essex Street

For the above buildings, please place your family name inside on the bottom of your box, not on the outside. The postal service staff will open the unit door not individual doors.

D Building: 138 Essex Street

E Building: (Bell Hall) 140 Essex Street

F Building: (Graham Hall) 142 Essex Street

For the above buildings, please place your family name only in designated areas on mailbox door.

These on-campus mailboxes are used to distribute mail as follows:

- All packages for apartment residents are delivered to mailroom Residents then receive notification of any packages received in their GCTS mailbox.
- From one on-campus location to another

All off-campus mail to Dorm residents is delivered to their GCTS mailbox.

KEYS

In all buildings except Graham Hall and Bell Hall, each apartment is issued one mailbox key and each tenant is issued one key for the apartment. The key will fit both entrance doors and the apartment doors. In Graham Hall and Bell Hall tenants are assigned two apartment keys, one for the apartment and one for the exterior doors, and a mail key. Keys should not be duplicated. Replacement keys may be obtained from [Campus Safety](#) at a cost of \$30.00 per key if needed. All keys must be returned when the tenants vacate their apartments. Residents may be charged for keys not returned to cover the cost of replacements.

RENTAL REFERENCE

Gordon-Conwell provides rental references upon request of the tenant. Because this is a part of the student's educational record, the tenant must provide written consent for the release of information.

TENANT GUESTS

Guests of tenants who stay longer than one week must notify the Housing Office in advance of their stay. Extended guest stays will typically only be allowed in the case of the tenant's birth of a child. In which, case the parents of that student will be eligible to stay for a maximum of six weeks.

Safety & Security - Vehicle Related

REGISTRATION & MAINTENANCE

ALL VEHICLES must be registered with [Campus Safety](#). Owners of unregistered vehicles are subject to a fine as detailed in the Campus Guide to Auto & Public Safety Regulations.

No oil-changing in vehicles is permitted on campus per order of the Department of Environmental Protection. Offenders will be subject to a \$50.00 fine. The seminary's Physical Plant/Maintenance garages are unavailable for student use. Also, no waste oil is to be disposed of in the campus dumpsters or on seminary property.

DRIVING

Speed Limits: Speed limits on seminary roads should be observed for the safety of all.

Entrance and Exits: In addition to the main entrance/exit from Essex Street, there is one specified entrance and exit way respectively. Resist the temptation to enter or exit the seminary going the wrong way. These are one-way roads, and going the wrong way is a dangerous safety hazard.

Bell/Graham Access Road: When open, this road (located between Bell and Graham Halls and the Woodbury Street entrance to campus) is not to be used as a short-cut across campus. For destinations other than Bell or Graham Halls, please drive around campus. This road is blocked off during the summer months to provide an additional place to play, bike, and skateboard.

PARKING

Resident Parking

Each apartment on campus is assigned a single, numbered parking space matching their apartment number in the parking lot associated with that building. Apartment residents with two or more vehicles may park the second vehicle in:

- 1 Any unused space in Visitor parking at their building between the hours of 9 PM and 9 AM.
- 2 The side parking lot of Pilgrim Hall, if spaces are available (do not park in front of Pilgrim Hall)

Bell Hall and Graham Hall have a small number of parking spaces that are not assigned or reserved for visitors. These may be used to park a second vehicle providing that vehicle is used daily. These undesignated spaces may not be used to store a second vehicle. If someone parks in your parking space, please notify [Campus Security](#) at (978) 646-4180 for assistance.

Visitor Parking

Visitor parking is available at each apartment building and is reserved for the exclusive use of visitors between the hours of 9 AM and 9 PM. Apartment residents are responsible for where their guests park. Please be sure your guests are in visitor parking and not another resident's assigned parking space.

Overnight guests may park their car in any unused Visitor parking space assigned to the building in which they are staying.

Prohibited Parking

Parking is prohibited in front of Pilgrim Hall on weekdays from 8 AM to 12:30 PM when the Nursery School is in session. There is no parking in the C/D building circle. For a complete summary of on-campus regulations regarding vehicles, parking, plowing, emergencies, citations, etc., please refer to the [Automobile and Public Safety Regulations Manual](#). It is illegal to park in any posted or marked FIRE LANE (unless actively loading/ unloading, not to exceed 15 minutes).

Please be aware that a violation of parking policies may result in a ticket or fine as outlined in the Automobile and Public Safety Regulations Manual

SNOW REMOVAL

Following a significant snowstorm (i.e. accumulation of three inches or more), snow removal procedures will go into effect. Signs will be posted to indicate the date and time that the lots will be plowed.

Regardless of the time of the snowstorm, travel lanes between rows of parking cars in the parking lots will be plowed.

When the residential parking lots are plowed, all vehicles must be moved out of the parking lots by the start time posted in order to avoid receiving a citation and having your vehicle towed. You may return your vehicle to your lot as soon as the plowing is finished. A designated time when all vehicles must be returned to their parking lots will also be posted. Vehicles not returned by this time, or left overnight, will be issued a citation.

If necessary, further instructions will be given to the Residence Life Coordinators to pass along to you. If you do not see any flyers posted announcing snow removal, please do not move your cars.

Shovels, snow-melting substances, and or sand can be found in the apartment lobbies for your use. Please put them back in place when you are finished using such items.

Where to Move Your Vehicle: A & B (Kresge) Residents/Guests: Park ALL vehicles on the right side of the road going out of the A/B lots. Park on one side only. Do not park on both sides of the road. If you have an extra car stored in the Pilgrim Hall lot, make sure that vehicle is moved too.

C & D Residents/Guests: Park ALL vehicles on the left side of the road going out from your building. Park on one side only. Do not park on both sides of the road. If you have an extra car stored in the Pilgrim Hall lot, make sure that vehicle is moved too.

Bell & Graham Residents/Guests: If space permits, park on both sides of the access road between Bell Hall and Pilgrim Hall. Park well off to the side of the access road. There must be enough room in the middle to let a fire truck pass in case of emergency. If you have an extra car stored in the Pilgrim Hall lot, make sure that vehicle is moved too.