GORDON-CONWELL THEOLOGICAL SEMINARY

APARTMENT HOUSING

POLICY & MANUAL

2015-2016
Seminary Vision Statement

"To advance Christ's Kingdom in every sphere of life
by equipping Church leaders
to think theologically, engage globally and live biblically."

Housing Office Mission Statement

“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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Policy and procedure changes that might be made during the year will be expeditiously conveyed. When changes are made, it is the policy of the seminary to 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.

Edited: 7/2015
Application & Assignment

APPLICATION PROCESS

Step 1:
Complete all requirements with the Admissions and Registrar Offices to attain Reserved Student Status

Step 2:
Complete the online Apartment Application. Please do so by March 15 for summer/fall move-in dates or November 15 for January/spring move-in dates. Applications will be prioritized according to the Housing Office Assignment Policy.

Step 3:
Send a $50 Housing Application Fee and $500 Security to the Housing office by check. Please ensure that your student ID number is on the check. The Housing Application Fee is non-refundable. The Security Deposit is refundable. Once the Housing Office has received these two items, you will be assigned Housing, based on availability.

A. Regarding Security Deposits:
   Upon moving in, the 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 as soon as possible 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.

   If a student pays a security deposit but does not move on campus for whatever reason, the security deposit will be refunded to the Student as soon as possible.

B. Regarding Housing Assignments:
   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 requested. Written or e-mail 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 or assigned.
CRITERIA FOR OCCUPANCY

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

1. Studios may be occupied by a married couple with no children or, at the discretion of the Manager of Housing, one or two single persons. A couple with no children living in a studio apartment may remain in that unit after the birth of their first child until that child is two years of age.

2. One-bedroom units may be occupied by one of the following: married couple without children, married couple with one child (six years of age or younger), or, at the discretion of the Manager of Housing, one or two single persons.

Note: The Manager of Housing determines if apartments will be offered to single students based on the availability of units and Seminary needs.

3. Two-bedroom units may 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. 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.

4. Three-bedroom units may be occupied by the following parties:
   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.

5. Roommate Information:
   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.

   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 campus housing.
CRITERIA OF ASSIGNMENT

Financial need will not be considered when 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 1 of the same calendar year. 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

1. Tenants continuing in their same apartment
2. All other applicants as follows:

Category I Special Cases (March 1 – Fall, November 1 – Spring deadline to apply for Housing)

1. Seminary invited guest or faculty (As per Academic Dean and AJ Gordon Guild)
2. New - F-1 Visa students (overseas/domestic)
   Including: Pastors in Africa, Future Christian Leaders Scholarship students
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
   1. Kern Pastor-Scholar
   2. Merit*, Partnership
      *Includes Military Chaplaincy, Professional Counselor, Teaching Ministry, Pastoral Ministry, International, Presidential, and Missions Scholarships. (as of 1/17/2014)
   3. Michael Haynes
   4. Graham, Trustee
   5. Multi-Cultural Development Scholarship

Category III - All Others (prioritized by application date)

7. New Student
8. Current Student, including students getting married, wanting to move from a dorm to an apartment, or to move to a larger or smaller apartment due to change in family size
9. Staff

Note: The Manager of Housing determines if apartments will be available to staff based on the availability of units and Seminary needs.
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 or 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.

DURATION OF OCCUPANCY

Students are permitted to live in on-campus housing for a maximum of three (3) lease years. Students may petition in writing for a 4th year. Petitions should be sent to the Manager of Housing. F-1 students are eligible to stay for a 4th year.

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. 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 received from the bank where the deposit has been held.

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.
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 each apartment will have one lease contract attached to it. Two copies of the lease will be sent to each tenant. One copy is to be returned to the Housing Office, the other is to be kept by the tenant for his or her records. 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 a date late in the spring semester set by the Manager of Housing. Students who do not return their leases by the deadline may forfeit their apartment unit and 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 may be charged. The 5% penalty may 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)

When moving in or out, partial month or pro-rated rent amounts may be calculated and authorized by the Manager of Housing provided that adequate notice is given by the tenant.
EXEMPTIONS FOR GRADUATING SENIORS

May graduates with school-aged children receive an automatic extension of their lease until the end of the child’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 for an extension 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 years, graduating seniors should attempt to finish as expeditiously as possible.

Students completing their studies during the summer and officially graduating in October must vacate Seminary housing at the latter of the two deadlines listed below.

1. The expiration date of their lease or dorm contract (May 31st for Apartment residents, June 30th for apartment residents with school aged children, and the last day of written work for Dormitory residents)

2. Two weeks for apartment residents and one week for dormitory residents after their last scheduled on-campus class meeting.

Please note: Semlink courses and directed studies are not considered on-campus courses and do not contribute towards eligibility for on-campus housing. (Added 1/4/2013)

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 by the 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 30.

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.

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 may be held 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 sublessee 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 sublessee 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 sublessee must be seminary-related and comply with the criteria for occupancy and assignment of apartment units as detailed in this manual.

2. The sublessee 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 sublessee. 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. Then, it must be signed by the current tenant and the sublessee before the latter may take occupancy. A copy of the signed agreement should be submitted to the Housing Office.

5. All sublessees 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. Any keys move-out paperwork should be returned to the Housing Office before the Tenant leaves campus.

When moving in or out, partial month or pro-rated rent amounts may be calculated and authorized by the Manager of Housing provided that adequate notice is given by the tenant.

**Tenant Services**

**MAINTENANCE REQUESTS**

All requests for maintenance work in the apartment may be done through the Internet.

Log on to SchoolDude at www.myschoolbuilding.com to begin entering the information. The school number is “798390293,” and the password is “workorder.” Physical Plant will receive your request and handle your repair in a timely manner.

**Emergency Maintenance Requests: 3 Step Process**

1. During daytime (8 AM to 4 PM), call the Physical Plant Office at (978) 646-4361 or the Housing Office at (978) 646-4061.

2. After business hours, on the weekend, or holidays, contact Campus Safety at (978) 836-6798 and leave a message. They will automatically be paged.

3. After calling, submit a Maintenance Request via SchoolDude. This ensures that Physical Plant has a record of the request in their system.

**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 which compromises the personal health or safety of anyone in the seminary community.
2. Reasonable attempts will be made to contact 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 will normally take place 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.

**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.

**MOVING FROM ONE APARTMENT TO ANOTHER**

Tenants who wish to move from one apartment to another for reasons other than compliance with the Criteria for Occupancy may write a petition to the Housing Manager. A tenant petitioning to move is not guaranteed approval. A $500.00 moving fee may be charged to the tenant if granted approval to change apartments. 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**

Along with your apartment mailbox and address, you will also be assigned a campus mailbox at the Mailroom, located in the Kerr building, which has the address of 130 Essex St. Because the post office has difficulty delivering mail accurately to the apartment buildings, we strongly suggest that all of your mail (with the exception of your cell phone bill, which must reflect your apartment address) be addressed to 130 Essex St., plus the box number you will be assigned after you arrive on campus. In addition, all packages that you receive must have the 130 Essex St. address on them, since all packages come to the Mailroom, not to individual apartments.

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

- All packages for apartment residents are delivered to the mailroom. Residents receive notification of any packages delivered to 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, every 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 the Housing Office at a cost of $30.00 per key if needed. All keys must be returned when the residents vacate their apartments. Tenants will 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 this information.

**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.

**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](tel:(978) 646-4062) at (978) 646-4062.
The playground area and the campus grounds are available for games and athletic activity except in areas listed below.

2. **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.*

3. **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. Instead, lean the pool against a bench or building.**

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. Bicycles should also be registered with Campus Safety. 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 primarily 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 apartments are to be submitted in writing by the foster care couple to the Dean of Students.

**BIRTHING ON CAMPUS**

Individuals interested in knowing more about planned home-birthing on campus should contact the Housing Office regarding the policy.
LOCAL PUBLIC and CHRISTIAN SCHOOLS

Elementary Schools

1. Public Elementary Schools
   a. South Hamilton
      i. Cutler School – (978)-468-5330
      ii. Winthrop School – (978)-468-5340
   b. Wenham
      i. Bessie Buker Elementary School – (978)-468-5324

2. Christian Elementary Schools
   a. North Shore Christian School, Lynn, Beverly, Marblehead locations, preK-8, (781)-599-2040
      b. Salem Christian School, Salem location, preK-8, (603)-893-4289
      c. Boxford Academy, Boxford location, K-5, (978)-887-8390

Middle Schools

1. Public Middle Schools
   a. Hamilton/Wenham
      i. Miles River Middle School, (978)-468-0362

High Schools

1. Public High Schools
   a. Hamilton-Wenham Regional High School, (978)-468-5310

2. Christian
   a. Covenant Christian Academy, Peabody location, K-12, (978)-535-7100

C & D BUILDING/NURSERY SCHOOL PLAYGROUND

The playground behind C and D buildings is not available to the residents living therein and is designated for Nursery School use only. Residents may use the Eric Rouse Memorial Playground located next to the Give and Take building.

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 host overnight visitors who have pets, arrangements must 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 can be 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. 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. Please mark your laundry detergent with your name and apartment number.
2. Please do not use liquid fabric softeners as these contain chemicals hazardous to our wastewater treatment plant. Use dryer sheets instead.
3. Please do not overload the machines; LIGHTLY fill to rim. Do not pack clothes down.
4. The use of dye or flammable liquid is not permitted in 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. Use less than the recommended amount of detergent. This still cleans clothes and prevents problems with plumbing.
6. 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.
7. 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.
8. 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.
9. Please remove lint from dryers as a courtesy to the next user. Also, clean up spills.
10. 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 the front entrance.
11. 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.
12. Please check to be sure faucets and lights are turned off before you leave the laundry room (exception: please see #7).
13. If the machines are not working properly, contact:
   1. the MAC-GRAY customer service number that is located on the machine.
   2. Send an e-mail to the Manager of Housing.
TRASH & RECYCLING

Where to Place Your Trash:
Each building has one or more dumpsters located at the front or rear of the building where occupants may dispose of their trash. 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 clean up the area. 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 twice a week; Tuesday and Friday. 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, and behind Pilgrim Hall.

Furniture:
Do not bring any furniture to the Give & Take shop. If it needs to be disposed, it needs to be broken down as flat as possible and also placed in the dumpster.

TVs/Monitors/Air Conditioners/Microwaves/Tires:
These must not be placed in dumpsters. Please contact the Manager of Housing before disposing of these items. The Seminary has a process in place for the disposal of these items. The resident may be charged a disposal fee.

Recycling on campus is picked up on a regular basis and includes paper, cardboard, bottles, cans, and plastics. Containers designated for these items are located in front of Graham 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 John Brandkamp 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. Locks are provided by Gordon-Conwell and personal locks must NOT be used. (Added 8/10/12) 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 these safety violations.
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 issue date. 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.

**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. All 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 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).**

Do not allow anyone to enter the building without first verifying that they are authorized to do so. 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**

There are 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 & Care**

**FURNITURE PLACEMENT**

Furniture should not be placed up against any electric plugs attached to the outlets. This 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 heat-related 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. Do not use the floor to iron your clothes. 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 damage 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.

Do not remove screens from windows.

DOORS

Do not attach adhesive hooks to the doors within your apartment. Do not install additional locks on your doors. 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 do not use the following items: large nails, screws, or double-sided 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. Self-adhesive wall art or stickers 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 sewage system. No abrasive should be used in cleaning the sink or the tub. **Do not install hand held shower units. Instead, submit a work order with 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 runs automatically in order to ventilate the apartments. 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, the shower curtain should be inside the tub when showering.)

**KITCHEN APPLIANCES**

Electric Stove and Exhaust: You may find an operating manual which explains how to operate the stove in the apartment. If you have questions, please call 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. Use dry baking soda on a damp sponge. A brush is helpful in removing buildup around the ring and crevices.

**Top of stove:**
The top lifts up for easy cleaning. Give special attention to corners and crevices in removing grease buildup.

**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 the oven with cleaner. Follow cleaner instructions. The use of a 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.

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:*

Do not use oven cleaner to clean continuous-cleaning ovens. Only use oven cleaner on burner rings and drip pans, oven rack, and broiling pans. Oven racks can be cleaned by using 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:

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.

Sink and Disposal:

Some apartments are equipped with an in-sink disposal. The disposal is mean only for food scraps. Please run the in-sink disposal at least once per week. Failure to do so will cause the unit to prematurely fail and the tenant may then be responsible for the cost of replacement or repair. If you need assistance regarding proper operation of the disposal please contact Physical Plant.

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 or grind citrus peels at least once a month.)

All garbage may be put in the disposal except bones, tea bags, string, celery, onion skins, banana skins, corn husks, seaweed, fat and grease. (Pour grease into covered container, not down the drain). When 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. For your disposal to operate, this switch must be in the “on” position 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. If you do, the unit can become tilted backwards and water will flow into the apartment. 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, and 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 in each room separately.

PLEASE TURN THE THERMOSTAT DOWN when apartment will be empty. If your 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. Keep in mind, however that space heaters use a lot of electricity and will cause your heating bill to increase, likely a significant amount.

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.
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 not likely to get above 68 degrees. However, if the temperature is warmer outside and the demand for heat is lower, the heat will go above 68 degrees.

If your heat does not seem to be working during winter months, call Physical Plant during normal business hours or Campus Safety after hours.

*Please note: Any space heaters used in the apartments must meet current fire safety specifications.*

**CARBON MONOXIDE DETECTORS**

Carbon Monoxide detectors have been installed in Graham and D buildings. 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. Carbon Monoxide detectors, by Code, are not required in Buildings A, B, C, or Bell Hall as there is no boiler or fuel source housed there.

**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 greatly 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 expenses as the cost of electricity rises.

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**

Jacks are 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 may 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 setting up your utility. Please do not use the Seminary’s 130 Essex Street address. 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 connection, please do not drill a hole in the wall for the cable. Instead, use an adapter to provide a second connection.

**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. Residents who fail to do so may be subject to at least a $25 bookkeeping fee each month.

**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 which are located in the corridors. In case the fire alarm sounds, all occupants are to exit the building immediately.

**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 on the stove.

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 every 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 replaced. Physical Plant has all fire extinguishers checked on a yearly basis by an outside fire appliance contractor.

Students or residents who misuse, tamper with or otherwise disturb fire safety equipment (including smoke detectors, fire extinguishers, pull stations, and fire doors, or remove batteries from detectors) will be referred to the Dean of Students for disciplinary action.

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.

Again, in case the fire alarm sounds, all occupants are to exit the building immediately.

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 needed 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., trash, 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.

**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:
The main entrance/exit to the Seminary is on Essex Street. There is a second entrance to the Seminary on Woodbury Street, and a second exit to Bridge Street. The Woodbury Street entrance and the Bridge Street exit are both one-way. Please do not enter or exit the Seminary campus going the wrong way.

Bell/Graham Access Road:
This road between Bell and Graham Halls and the Woodbury Street entrance to campus is not a short-cut. For destinations other than Bell or Graham Halls, please use the main access road.

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 Safety 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 parked 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.

**Where to Move Your Vehicle During Snow Removal from Non-Kerr Residential Parking Lots:**

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 one side of the access road between Bell Hall and Pilgrim Hall. There must be enough room in the middle to let a fire truck pass in case of an emergency. If you have an extra car stored in the Pilgrim Hall lot, make sure that vehicle is moved too.

**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