

# Student Housing Policies



2020-2021

The Seminary provides the following policies to promote an enjoyable residential living experience, enhance the safety of campus residents, and ensure proper stewardship of Seminary property. The purpose of these policies is to achieve harmony among our residents as we live together in Christian community. These policies are part of the apartment lease contract by reference, and are subject to revision at any time, in conjunction with a written notice of change to residents.



## Rental Procedures

### HOUSING APPLICATION AND WAITING LIST PROCESS

Only students and prospective students (also referred to as “students” in this document) that have been accepted in a Master’s degree program to Denver Seminary and given a student ID number may apply for campus housing. D.Min students are not eligible for on-campus housing. Placement in campus housing is based on a student’s position on the waiting list (first come, first served), as well as the timing of the student’s committed move-in date. A student’s name is placed on the waiting list by submitting a housing application to the Denver Seminary Campus Apartments Housing Coordinator. The Housing Coordinator contacts the student via email or phone with a housing option, including an approximate move-in date, when an apartment becomes available.

Once a housing option is offered, the student must communicate their acceptance within **five** business days by e-mail ([housing.helpline@denverseminary.edu](mailto:housing.helpline@denverseminary.edu)).

A *Security Deposit Agreement Form* is sent to the student with the housing option. In order to hold the apartment, the student must return the signed *Security Deposit Agreement Form* within 5 business days, along with a security deposit as follows: \$500 for shared roommate apartment, \$600 for one-bedroom family, \$700 for two-bedroom family, and \$800 for three-bedroom family; otherwise, the apartment will be made available to others. This security deposit is refundable upon moving out, assuming there are no damages (beyond normal wear) to the apartment and all rent and fees are paid. If the deposit is paid and the student does not move into the apartment, the security deposit amount is not refunded.

## THE WAITING LIST AND PRIORITY PLACEMENT

Students with a documented disability as well as international students will be placed at the top of the waiting list until April 1<sup>st</sup> for the upcoming fall semester (October 1<sup>st</sup> for the spring).

## ROOMMATE PLACEMENT

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

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

In the case of roommates, each roommate is responsible for their own lease. If a roommate moves out, the remaining roommate is only responsible for their portion of the rent per their current lease. The owner exercises the right to place a new roommate. If a replacement roommate cannot be found and there is another half-empty apartment, the owner has the right to request the roommate to relocate, by giving a 30-day written notice, or require the remaining roommate to pay the full apartment monthly rent amount at the beginning of next monthly billing period.



## ELIGIBILITY FOR LIVING ON CAMPUS.

Students in campus housing must be accepted or enrolled in a masters-level degree program and be in good standing both academically and in terms of personal conduct. Additionally, residents must be enrolled in a **minimum of six (6) credit hours** for each of the fall and spring semesters or a **minimum of (12) credit hours per lease season** (Contract term from June 1<sup>st</sup> through May 31<sup>st</sup>). Students are allowed to maintain residency in the campus apartments for a **maximum of 5 years**. In the event of a mitigating circumstance, the Seminary will determine exceptions to this eligibility policy on a case-by-case basis, including the pursuit of a second degree that may justify the extension of the 5 year maximum (This will be a rare instance). New residents are required to complete a credit and background check prior to moving into a campus apartment.

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

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

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

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

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

- **New residents will be required to provide proof of insurance prior to taking occupancy and list Denver Seminary as an "Additional Interest."**
- Continuing residents must annually renew their renter's insurance and provide proof of insurance to the Housing Coordinator.
- Renters insurance can be obtained from any carrier the resident chooses. A list of local insurance agents providing renter's insurance (as well as other lines of insurance) is provided as part of the move-in process.

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

## **LEASE AND MOVE OUT PROCEDURES**

Academic year-long leases run through May 31<sup>st</sup> regardless of the move-in date. The term for renewed leases is June 1<sup>st</sup> through May 31<sup>st</sup> of the following year. Students graduating at the end of the fall semester must vacate their apartment no later than December 31<sup>st</sup>. Resident must submit a *Notice of Intent to Vacate* form within 30 days of vacating their apartment.

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

For students wanting to stay past the lease term but not sign another year-long lease, a *Lease Extension Request Form* may be submitted to the Housing Coordinator. The *Lease Extension Request Form* must be submitted at least 30 days before the lease terminates. Lease extensions are granted for a maximum fixed term not to exceed 60 days, and once in place will not be modified. The lease extension request is entirely subject to the Housing Coordinator's approval, based on availability to incoming residents and necessary turnover time for your particular apartment. The Housing Coordinator also reserves the right to offer the extension on a month-to-month basis only.

## **EARLY TERMINATION OF THE LEASE**

There is a \$500 administration fee charged for early termination of the lease. Residents wanting to vacate their apartment prior to the end of the lease term must submit a *Notice of Intent to Vacate Form* to the Housing Coordinator at least 30 days prior to the desired move-out date. Additionally, the resident must sign an *Early Lease Termination Agreement Form* before the Housing Coordinator can begin marketing the resident's apartment. If the Housing Coordinator is able to fill the vacancy for the remainder of the lease term, the *Notice of Intent to Vacate* is accepted. If the Housing Coordinator is unable to fill the vacancy, the Housing Coordinator will work in collaboration with the resident wanting to vacate to find a new resident. The new resident must meet Seminary requirements for campus apartment residency and be approved in advance by the Housing Coordinator. In either case where a new resident completes the vacating resident's lease term, **the resident vacating the apartment is responsible for rent until the date of the new resident's move-in.** (If the Housing Coordinator is unable to fill the apartment vacancy by either of these ways, the resident is responsible to fulfill the lease obligation until the end of the term.)

## **SUBLETTING**

**Please note: The only times subletting is allowable are the “summer months” of mid-May (after graduation) until late August (the beginning of the fall semester), and January prior to the beginning of the spring semester.** Arrangements between those wanting to sublet their apartment and those wanting temporary housing during the summer or January (primarily Doctor of Ministry students) may be made by means of the “Housing Forum” located on the Off Campus Housing web page of the Seminary website. Residents may post/advertise their apartments on this forum and those interested in housing will respond and decide with residents regarding a subleasing agreement. The resident, not the subletter, is responsible to pay the monthly rent on time during the sublet agreement. **This forum is for connecting with subletters who are Denver Seminary students, only. Non-Seminary students are not allowed as subletters.**

When subletting, the full-time resident must **notify the Housing Coordinator in advance** for approval of the subleasing arrangement and provide the subletter’s name, contact information and the duration of their stay. Permission for subletting is at the discretion of the Housing Coordinator and, depending on length of stay, may require background/credit screening and certificate of immunizations from the subletter.

## **PAYMENT POLICIES**

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

- Cash or check
- Automatic debit from a bank account (Requires set-up prior to payment date)
- Credit card (Paid online through student portal)
- Transfer from the student account



Payment Policies

If rent has not been paid by the end of the business day on the 5<sup>th</sup> of the month, a late fee will be assessed according to the resident’s lease. If the 5<sup>th</sup> should fall on a weekend or holiday, the deadline will be the following business day. Greater than a zero balance on rent accounts after the 5<sup>th</sup> of each subsequent past due month may incur an additional late fee and be subject to additional rent collection procedures that may result in eviction from the apartment. There is a \$30 fee for NSF checks or fund transfers.

## **INTERHOUSING TRANSFERS**

There is a \$300 administration fee charged when a resident requests a move from one apartment to another (\$175 for an individual student). Resident will not be charged a fee if the transfer is necessitated by a change in family status (within 6 months of the qualifying event). The fee is also waived if a resident transfers apartments at the request of the Seminary.

Transferring residents will be required to leave their apartment in rentable condition, according to the move-out procedure. The transferring resident will be responsible for any costs suffered by the Seminary because of delays caused by the transferring resident.

## Personal Conduct

- Quiet hours are from 11:00pm to 7:00am Sunday through Saturday. A respectful attitude and observance of these quiet hours is expected in all interactions and activities, including the volume of TVs, computers, gaming equipment, stereos, musical instruments, voices, and children playing.
- Smoking and illegal drug use is not allowed in apartments, apartment breezeways, community areas, parking lots or other campus grounds. This includes marijuana and any related by-products.
- In accordance with Denver Seminary's campus policy, and "Guidelines for a Christian Lifestyle," the illegal possession or use of alcohol, or manufacture or dispensing of alcohol from a common source by any member of the Denver Seminary community on Seminary property is prohibited. While use of alcohol by an adult of legal drinking age is legal, it is prohibited on the Seminary campus outside of the privacy of a residence.
- Guests (including overnight guests) are welcome on campus but must comply with all campus policies. The Housing Coordinator must approve, in advance, guest stays exceeding 7 days. Owner may also regulate, limit, or prohibit from the apartment or apartment complex guests who in the owners' reasonable judgment have been disturbing the peace, disturbing other residents, violating apartment rules and regulations, or guests who have lived or stayed in resident's apartment for more than 7 consecutive days without written permission. The intent of the aforementioned guest regulation is so that DenSem students do not stay on a regular basis in an apartment without becoming a Lessee.
- All campus residents are required to comply with the Guidelines for a Christian Lifestyle included in the Student Handbook, as well as other relevant portions of the Student Handbook.

## Care of Apartments



Conscientious Christian stewardship dictates how these facilities are used, but a few specific guidelines are in order.

- Seminary Facilities personnel will handle repairs and work requests. If you have a maintenance work request or an appliance repair request, contact Seminary Facilities at [housing.helpline@denverseminary.edu](mailto:housing.helpline@denverseminary.edu) or 303-357-5885. For a maintenance or security emergency after business hours, on the weekend or a holiday, call the security 24/7 phone number at 303-961-1184.
- When hanging pictures, decorations, etc., use only the appropriate size and style of nail hooks. Gummed hooks, screws, molly bolts and other types of nails must not be used. This applies to the kitchen, bathroom and bathtub/shower area as well. \*
- Curtain rods and curtains can be installed in an apartment. They should be removed when vacating the apartment, and all screw holes must be filled in.
- Painting walls, baseboards, floors or any part of the apartment is not allowed in the campus apartments. This includes stenciling decorations on the walls.
- Ceiling fans, ceiling lamps and wall lamps may not be installed.
- Appliances and fixtures may not be removed from any apartment.
- Do not attempt to grind such items as cornhusks, cobs, celery, fruit pits, *grease*, potato skins, onionskins or any type of bones in the garbage disposal. If in doubt, do not put an item down the disposal! Continue to flush the disposal with cold water after use to ensure the pipes are clear.
- Residents are responsible for purchasing and changing their own light bulbs after move-in.\*

\*See Welcome Packet

- Residents are asked not to place candles in windowsills. Also, be aware that candles are serious fire hazards and should always be closely attended when lit.
- No mirrors are allowed on windowsills – especially western facing windows! This may sound funny, but the sunlight is so intense in Colorado that we have had a mirror act like a laser and become a very serious fire hazard!
- Residents should use reasonable diligence in taking care of the apartment, and when vacating the apartment must leave it in the same condition as when received, less normal wear and tear.
- Care of the apartment must always include a safe egress route for evacuation of the apartment in case of an emergency.
- Furnace rooms must remain completely empty of all items. **Storing items in apartment furnace rooms is a serious fire hazard and a violation of local fire codes.** If this policy is violated, residents are subject to the following action:
  - Written notification of the violation is given to the resident. Facilities Dept. staff will follow-up three to five days after the notification with an unscheduled inspection of the furnace room to insure the items are removed.
  - If the furnace room is not cleared at the time of the first inspection, a *Demand for Compliance* notification may be given.
  - A second unscheduled inspection is made three to five days after the second notification. If the items are still not cleared, a *3-day Demand for Compliance or Possession* notification may be given, and eviction proceedings may be initiated if compliance is not met.

## Pets

Pets are not permitted, even temporarily, anywhere in the apartment or apartment complex without owner's representative's prior written permission. The presence of a pet with or without resident's permission will subject resident to the charges, damages, and eviction provision. Additionally, pets of guests and "pet sitting" by residents is not allowed.

## Keys

- Each apartment resident is provided with an apartment key, laundry room key, and mailbox key. If an additional key is needed for a residential family member, such as a teenaged child, it will be provided at no charge. The return of the additional key is expected upon move-out along with the rest of the keys.
- If any seminary/apartment key is lost or broken, notify the Seminary immediately at [housing.helpline@denverseminary.edu](mailto:housing.helpline@denverseminary.edu) or 303-357-5885. A replacement key is \$5. If the loss of a key requires the replacement of the door lock, a \$50 fee will be assessed. If you need an additional key, contact the Seminary housing helpline (see above). Any extra key made from an outside source will require the locks to be changed upon discovery by the Seminary and a \$50 door lock fee assessed to the resident.
- **If you are locked out of your apartment, call the 24/7 Seminary Security Team at 303-961-1184.**

## Mail

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



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

## Gas and Electric

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

Heat must always be kept at a minimum of 60 degrees Fahrenheit at all times to keep water pipes in your apartment from freezing.

## Campus Internet Service

Internet service to each campus apartment is provided through Comcast. Instructions for activating the Internet service are provided at the time of move-in.\* The resident is responsible for calling providers and activating telephone and cable TV services, if desired. Cable TV service is available through Comcast. Any charges incurred after move-out for services that have not been cancelled will be the responsibility of the former resident and may be deducted from the security deposit.

Please note:

- Satellite dish installation is not allowed on campus.
- Ethernet wall ports in apartments are not active due to use of modems.
- Modem access is located in the living room.

## Sanitation

- Residents are responsible to take their own trash to the apartment dumpsters. Trash should not be stored outside of the apartments for *any* amount of time. Besides being unsightly, it can attract pests such as rodents, pigeons, and raccoons and other varmints. Likewise, do not put out birdseed or any food that would unintentionally attract wildlife and birds.
- The recycling dumpsters are located south of apartment Building One (marked with signs).\* The recyclable materials that can be put in these *dumpsters with the yellow tops* is listed on the side of each dumpster. Please DO NOT put trash in the recycling bins.

## Storage

- Residents may only store items in their apartment and in item-specific designated areas in the apartment complex, such as bike racks, the bike storage shed and toy corrals. Storage is not allowed in the apartment breezeways on any of the three floors, or under first floor stairwells. This is a fire code violation.
- Children's outside toys must be stored in the toy corrals.
- Residents are permitted to keep a doormat outside of their front door, as well as a personal item on one side of the door that occupies a floor space of no more than 2' deep x 3' wide. Large items obstructing a clear path for safety and medical personnel are not allowed and may be subject to impounding and removal fees charged to resident's account. Chairs and related furniture must be brought in after each use.
- Personal grills and personal fire pits are not permitted on campus.

- Bicycles must be stored on a bike rack, in the bike storage shed, or in the owner's apartment. Bikes must not be stored in the apartment breezeways. Storing a bike anywhere on campus is at the owner's risk. A strong bike lock, such as a U-lock (cable locks are often easily cut), is recommended!
- ALL bikes on campus must be registered for identification purposes. Resident's must obtain a registration sticker for all bikes at the Campus Operations Group front desk in the Graber Administration building.
- Bicycle storage shed space is available for rent at \$20 per semester, per bike **or** \$30 for the entire school year per bike. See receptionist in the Admin. Building for more details. Spaces are first-come, first-served as long as space is available.



## Parking

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

## Laundry

- Laundry room access is for campus residents only.
- The machines are to be used **ONLY** between the hours of 7:00am and 11:00pm, unless it is an emergency.
- See guidelines in Welcome Packet provided at time of move-in.
- Failure to follow guidelines may be grounds for revoking laundry room privileges.

## Community Areas

- The Community Room and Exercise Room are for residents and their guests to use daily 7:00am to 11:00pm.
- Community areas should always be left clean and orderly after each use. If toys or furniture are moved, please return them to their previous place before leaving.

## Solicitation

- Solicitation on Seminary property and campus apartments is strictly prohibited. If encountered, call DenSem Security immediately at **303-961-1184**.
- Housing Coordinator must approve all postings, including fliers, etc in the apartment breezeway areas. SLEM must approve all postings for the apartment laundry rooms and other areas on campus. Authorized postings will include a date, name, and contact number and be posted only in designated areas.

## Children

- Parents are responsible for the conduct of their children at all times and are expected to instruct them to respect people and Seminary property. Respect includes not bullying other children.
- A playground is located between buildings one and two. The playground is designed for school-aged children, ages 5-12. All children must be supervised by an adult.
- In consideration of the noise from the playground and residents living in apartment buildings 1 and 2, the **playground hours are 9:00am to 8:00pm** every day.
- Children in the Community Room and Exercise Room must always have a supervising adult present.
- Children are never to play in the parking lots, streets, roads or commercial campus buildings.



## Childcare

In accordance with social service regulations, occasional childcare may be provided for under 4 children and only two should be under 2 years old. A greater number of children would require the daycare provider to be licensed by the State of Colorado. According to State regulations, licensing is not an option for anyone living on campus because there is only one means of exit from each apartment.

## Weapons and Explosives on Campus

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

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



## Security

Call Seminary security 24/7 at 303-961-1184 to report a crime, suspicious or inappropriate behavior on the part of someone from inside or outside the Seminary community. If a situation is a criminal or medical emergency (or otherwise warrants in your opinion), call Littleton Police at 911, then call Seminary security.

## Accountability

Campus residents in violation of certain housing policies, at the seminary's discretion, will be subject to an accountability process in order to bring the violation to the resident's attention and seek compliance with the policy.

1. The Housing Coordinator will contact the resident regarding the violation by email.
  2. Should the violation not be corrected, the Housing Coordinator will contact the resident with a second violation notice by email and call if necessary.
  3. A third violation may result in a written Demand for Compliance Notice. If necessary, a meeting may be scheduled with the resident and Dean of Students.
- All notices become part of the resident's lease file.

A campus resident student may seek accountability regarding another resident student through the Grievance Process detailed in the Student handbook.

## Community Advisors

Community Advisors are student representatives and extensions of the Student Life department who live in each apartment building. They work to build healthy community by providing programming and support for all residents. As a way to welcome and acclimate new residents, your Community Advisor will reach out to schedule a meeting time via your student email upon the decision of your move-in date. This meeting will include a tour of apartment amenities and assist with the check-in requirements.

## Mediation



If after trying to work out differences through the Housing Coordinator and you continue to experience seemingly irresolvable difficulties with your roommate or neighbor (i.e., noise disturbances, space issues, lack of community), we encourage you to consider a mediation process through the **Student Life Office**. Conflict naturally happens when people are in a relationship—especially when living together.

Resident or Residents

Owner or Owner's Representative – Denver Seminary

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date