

DATE: March 2011
TO: G-ETS Applicants for Garrett-Evangelical Housing
FROM: Barbara Adams, Director of Housing & Hospitality
SUBJECT: Housing for the Academic Year 2011-12

Attached you will find:

1. A form on which you may request housing for the summer of 2011. ***All persons currently in housing who do not already have a signed lease for next year, MUST return this form even if they plan to leave at the end of spring semester; otherwise we have no record of your plans.*** For the summer of 2011, a limited number of residence hall rooms will be available in Old Dorm only as Loder Hall will not be open until mid-June and will be needed for our summer programs. Apartments are generally **NOT** ready for new occupants before August 1 or later.

This is not a housing application for Garrett summer intensives or for Course of Study; those may be obtained separately from the Office of Hospitality & Housing or the Garrett-Evangelical Theological Seminary web site.
2. A form on which you may request housing for the academic year 2011-12 (August 26, 2011 – May 13, 2012). Early arrival (prior to August 26) for the residence halls will result in an additional fee for those given permission to arrive prior to the beginning of the semester. This is a weekly fee which varies with the type of room assignment and applies to all or part of a week.
3. A form on which you may request parking if you live in the Garrett-Evangelical apartments. (There are frequently no parking spaces available to Sherman Ave. residents altho street parking at Sherman is much more readily available). On-campus parking is handled through Northwestern University.
4. A list of housing costs for 2011-12. **Please note that these costs apply to Garrett students only; they represent a subsidy which is part of the financial assistance we offer to our students. Unsubsidized costs for our staff tenants, and tenants from Northwestern University are available upon request.** All new costs take effect on July 1, 2011.

Some persons will need to complete all forms, if they need summer housing, fall housing, and parking at the apartments. Please be sure to indicate your first, second, and third choices, since the type of housing you desire may not be available.

The deadline for priority consideration for *current G-ETS students only* in housing for this summer and the next academic year is *Friday, April 15, 2011*. This deadline does not apply to new incoming students. Requests for repeat accommodations are filled first, after which requests for changes are made in the order they are received. An attempt is made to fulfill requests of all returning students, *whose forms are in by the deadline*, before assignments are made for new students. Requests will be accepted after the deadline, but will not be placed on the initial priority list. Requests received after the April 15 deadline will be prioritized with all others in the order in which they are received.

Enclosures

INSTRUCTIONS FOR COMPLETING HOUSING REQUEST FORMS

(These forms are ONLY for the academic year; not for the summer or J-term sessions)

1. Complete all applicable forms. *All current residents must complete the yellow form (summer housing) even if they are graduating or leaving for the summer, unless you already have a signed lease for the academic year 2011-12. Otherwise we have no record of your plans.*
2. Make sure your contact information is complete, including city, state, zip, cell phone, telephone and e-mail address.
3. Students may arrange to share an apartment but you must arrange for your own apartment-mate, s/he must be a Garrett student, and the full apartment rent will be charged whether one of you moves out or not, except in case of true emergency (e.g., death in the family).
4. Two bedroom apartments are generally reserved for G-ETS students with children; if you would like to share a 2BR apartment or a large 1BR, with another G-ETS student, please identify that student by name. Be certain you have discussed this with the other party and s/he has agreed to the arrangement.
5. Smoking is NOT permitted in the dormitories. Smoking is permitted in individual apartments; however if your smoke becomes problematic for your neighbors you may be required to purchase an air-purifier machine to use in your apartment. Smoking is NOT permitted in ANY common areas of the apartment buildings, nor out on the apartment back porches.
6. If you applied for both an apartment and a residence hall room, please place a 1 to the left of your FIRST choice.
7. Within the type of housing (i.e., apartment or residence hall) you are requesting, please indicate your first, second and third choices by number (e.g., 1, 2, 3).
8. If you need to take occupancy of your dorm room prior to August 26, 2011, an additional fee will be charged. This is a weekly fee which will vary with the type of room and applies to all or part of a week.
9. Apartments will not generally be ready for new occupants until August 1 or later. There are always a few exceptions, but those exceptions depend entirely upon who moves out of the apartments and when.
10. If you request and are granted a beginning lease date between the 1st and the 15th of the month, your rent will be billed from the first of the month. If you will be moving in between the 15th and the end of the month, your rent will be billed from the 15th.
11. All dorm contracts and apartment leases end at the conclusion of the spring semester. Summer extensions may be applied for in the spring. Leases are not extended beyond July 15th except by special permission, and never beyond July 31 unless the tenant is staying thru the next academic year.
12. If you have any accessibility needs that may affect your housing assignment, please describe on a separate sheet of paper and include with your application.
13. If you are planning to live in the apartments and need parking, please complete the enclosed parking form. If you are planning to live in the dorms and need parking, you will need to arrange that through the NU Parking Office when you get here.
14. Housing assignments are not guaranteed. No deposit will be required unless and until you are offered a housing assignment. At that time, you may be asked to confirm your intent to live in G-ETS housing by returning a signed apartment lease or dormitory contract with the appropriate deposit (\$300 for dorms, \$600 for apartments. There is an additional deposit of \$300 required if you have a dog in the Sherman Building).
15. When moving into an apartment, the deposit (\$600) and your first full month's rent must be paid in advance of picking up keys, regardless of which half of the month you are moving in.
16. If you are applying to live in the residence halls, you will be required to purchase a **board plan** in order to eat in the Garrett Café in Loder Hall. If you will be here full-time, you will be required to purchase a minimum of \$1500 per semester. A 2-night contract will require purchase of \$750 per semester on the meal plan. These amounts are minimums; money may always be added to your account in \$25 increments at your request. A 3-night per week stay is a full room contract; however, persons able to document 3 night stays may be eligible for a less-than-full board plan upon approval. Apartment tenants may participate in the meal plan but are not required to do so.
17. Breaking your lease before its end date will usually result in a penalty equal to one month's rent post vacancy.

* ***Please be certain we have your correct contact information at all times.***

SEMINARY HOUSING

TYPES OF HOUSING AVAILABLE

Residence Halls: Two residence hall buildings are located on campus immediately behind and south of the Main Building. These units will be available for rental on a semester basis and will require a campus meal plan when classes are in session.

Apartments: One furnished and two unfurnished apartment buildings offering 112 rental units are available for rental on a monthly basis to seminary students, faculty and staff. These buildings are located within walking distance (3 blocks) of the seminary.

RESIDENCE HALL HOUSING

The on-campus seminary residence halls available for 2011-12 offer four possible living arrangements:

- Old Dorm Single rooms -- room designed for one person's occupancy and furnished with bed, dresser, desk/chair, bookshelves and possibly an easy chair.
- Old Dorm Suites -- small private bedroom, with sitting/study room shared by one other person. Furnished with bed, dresser, desk/chair for each person; and sofa, 2 easy chairs, coffee table and bookshelves in the common room.
- Loder Double rooms -- very limited number of rooms in Loder Hall designed for occupancy by two students. Furnished with two twin beds, 2 desks/chairs, 2 bookshelves, and 2 wardrobes. Each double will have a private bathroom. These rooms are cable-ready.
- Loder Hall Singles -- room designed for single occupancy; furnished with full-sized bed, wardrobe, dresser, desk/chair, and bookshelf. Each single will have a private bathroom. Rooms are cable-ready.

Loder Hall will be completely renovated and brand new for the academic year 2011-12. Both dorms will be Wi-fi equipped.

Parking: Permits are available for the Northwestern University lot and must be obtained at the NU Parking Office at 1819 Hinman Ave. Parking at the apartments is either street parking or by rental of a space in the seminary-owned parking lot on Maple Ave.

Food Service: A meal plan is required for **all** students with a residence hall contract. (See "Instructions for Completing Housing Applications"). A full meal plan (10+ meals per week) will cost \$1500 per semester.

Other Facilities: Coin operated laundry facilities are located on all three residential floors and in the basement of Loder Hall; these will be available for all dormitory residents. Dining facilities and the Cokesbury bookstore are located on the first floor of Loder Hall. Student mail service and vending machines are located in the Lower Level of Loder. Second floor and Lower Level have student kitchens; student lounges are located in the Lower Level and on the first floor (cable TV in Lower Level); a TV room is located on the 3rd floor; a small chapel on 4th floor; and a prayer/study room in the Lower Level.

APARTMENTS

There are a variety of apartment styles offered by the seminary. Garrett-Evangelical students get top priority for apartments, but there are often many available for other individuals who have an affiliation with either the seminary or Northwestern University (graduate students, faculty, visiting scholars). Unfortunately, we are not able to house undergraduate students.

- **Furnished Efficiency**-apartment with one main living area, small kitchen and bathroom. Furnishings include: Q-sized sleep sofa, desk/desk chair, bookshelf unit, end table, and dinette table and 2 chairs. Hot water and heat are provided; a separate charge is made each month for gas and electricity.
- **Furnished One Bedroom (3 rooms)**-apartment with one main living area, bedroom, kitchen and bathroom. Furnishings include: chair, couch, desk/desk chair, bookshelf, end table and coffee table, dinette table and 4 chairs, double bed and two dressers. Hot water and heat are provided; a separate charge is made each month for gas and electricity.
- **Furnished Large One Bedroom (4 rooms)**-these units are exactly like the furnished one bedroom apartments above but may have a second small bedroom or alcove, in addition to the regular-sized bedroom. There are only four of these units. Hot water and heat are provided; a separate monthly charge is made for gas and electricity.
- **Unfurnished One Bedroom (3 rooms)**-apartment with living room, kitchen, bathroom and bedroom. Heat and hot water are provided; gas and electricity are separately contracted for by tenants.

- **Unfurnished Large One-Bedroom (3.5 rooms)**-apartment with living room, kitchen, bathroom, bedroom and an extra alcove or very small room. Heat and hot water are provided; gas & electricity are separately contracted for by tenant.
- **Unfurnished Large One Bedroom (4 rooms)**-apartment with a living room, dining area, bathroom, kitchen and bedroom. Heat and hot water are provided; gas and electricity are separately contracted for by tenant.
- **Unfurnished Two Bedroom (5 rooms)**-apartment with living room, dining room, bathroom, kitchen and two bedrooms. Heat and hot water are provided; gas and electricity are separate. Generally prioritized for G-ETS students with children.

Sharing Apts: You may sign up to share an apartment with another Garrett student. The large 1BRs and the 2BRs lend themselves to this most obviously, but unrelated students have even shared the furnished 1BRs. You must find your own roommate and the lease is for the academic year; if one of you finds it impossible to live with the other, the rent must still be paid in full.

Parking: There is a parking lot near the Maple Ave. apartments and a very limited number of garages located behind the Maple Ave. apartments. These parking spaces and garages are rented on a priority basis to students living in the Maple (unfurnished) or Maple/Noyes (furnished) apartments and do not automatically come with an apartment. Sherman Ave. residents may apply for parking spots but will be prioritized after initial requests from Maple and Maple/Noyes residents have been filled. Parking on the street is available at all of the apartment buildings more readily at Sherman Ave. Residents are warned to check the parking restrictions posted at the end of the streets.

Children: Families with more than three children are generally not housed in seminary facilities. These students are referred to housing in the community.

Pets: Cats, birds and fish are the type of pets permitted in any seminary apartment. Dogs are accepted only by special permission, and only in the Sherman Ave. building. There is an additional dog deposit of \$300.

Air Conditioners: Air conditioners are permitted in the apartment buildings. You must supply your own window unit. Arrangements must be made with Buildings & Grounds to install the unit. All of the double-paned windows contain an insulating gas – if you install the AC unit yourself and crack the glass, you will be responsible for window replacement costs.

Summer Rent Charges: Many of our students choose not to be on campus for one reason or another during the summers. Summer options for **apartment** dwellers who are leaving the area are:

- If you live in a furnished apartment and are planning to return to it in the fall, you may move **all** your personal belongings to the storage area of the basement, move out by mid-May, and you will not be charged summer rent. The Seminary accepts no responsibility for your belongings. You may return as early as August 1.
- If you live in an unfurnished apartment and plan to be gone for the summer, you may find a sub-lettor. That person has to be known to and approved by the Director of Housing & Hospitality. The sub-leasing agreement is between the tenant and the sub-lettor; seminary accepts no responsibility for your sub-lettor's treatment of your apartment and belongings. Seminary will continue to bill your rent to your account and you will be responsible to collect from your sub-lettor.
- There are no rent credits for tenants leaving their unfurnished apartments in the summer.

Leases: Apartment leases generally run for the academic year and end mid-May. Breaking a lease early will usually result in a penalty of one month's rent.

PERSONS WHO NEED SPECIAL ACCOMMODATIONS SHOULD NOTIFY THE DIRECTOR OF HOSPITALITY AND HOUSING AT THE SEMINARY IN WRITING.

Partial Contracts in Dorm Rooms

We have historically had many commuter students who preferred a partial contract in the dormitories because they were not on campus full-time, but came from too far away to be able to commute back and forth on a daily basis. A partial contract consists of a one- or two-night per week contract plus a similarly pro-rated board plan.

We will continue to offer this option in the dorms to our commuter students with a couple of changes to past procedures:

- One-night contracts will be treated as guest housing and priced accordingly (see cost sheet at the back of this packet). No meal plan will be required; the Café may be accessed on a cash basis.
- Two-night contracts will be available on a space available basis and prices for the various types of rooms are also on the cost sheet at the back of this packet.
- Students will not be required to leave a housing deposit for partial contracts.
- Students will not be permitted to leave things in the rooms between stays.
- In order not to have to carry all of your books and/or bed linens back and forth each week, students on partial room contracts will be given first right of refusal on commuter lockers located in the lower level of Loder Hall in which these things can be stored. (No food items may be stored in these lockers as such things attract vermin.)
- A board plan for two-night contracts shall consist of a half-plan or \$750.00 per semester. Since the new board plans will operate on a declining balance, the length of time this balance lasts will vary by student. Money can always be added to the board plan in \$25 increments.
- Three nights per week or more shall be considered a full room contract. If a student can demonstrate from his/her class schedule that s/he is on campus no more than three nights per week, a pro-rated board plan of \$1050 per semester may be approved.

If you are interested in a partial contract, please let the Housing Office know and fill out the appropriate form(s) attached.

If you have any questions, please feel free to contact the Housing Office at 847-866-3939.

Thank you.

GARRETT-EVANGELICAL THEOLOGICAL SEMINARY REQUEST FOR SUMMER HOUSING (not summer school)

May 16, 2011 through August 25, 2011

Do not use this form if you are coming for the summer intensive session only.

Instructions:

- ✓ If you are currently in G-ETS housing, you **must** return this form to the Office of Housing & Hospitality.
- ✓ If you do **not need** summer housing, simply check the appropriate box.
- ✓ Make sure your **contact information is complete**, including city, state, zip, telephone and e-mail.

Name _____	Social Security # _____
Current Address _____ _____	Summer Address _____ _____
Telephone _____	Telephone _____
E-Mail Address _____	Cell Phone _____

I **DO NOT** NEED HOUSING AND WILL VACATE MY CURRENT RESIDENCE NO LATER THAN May 15, 2011

I **DO NOT** NEED SUMMER HOUSING, BUT WILL BE BACK IN THE FALL. THEREFORE, I HAVE COMPLETED BOTH THE FALL(ORANGE) AND SUMMER(YELLOW) FORMS FOR THE ACADEMIC YEAR 2011-2012

I **DO NEED** SUMMER HOUSING AND AM APPLYING ON THE FOLLOWING BASIS

G-ETS AFFILIATION

S-WTS/NU AFFILIATION

TYPE OF HOUSING REQUESTED

For summer 2011, very limited residence hall accommodations may be available. Please indicate your interest here. Further details will be available when negotiations are concluded.

1. I am currently living in Garrett Evangelical Theological Seminary dormitories and would like to move to a Garrett apartment for the: **Summer / Fall / Both** (circle one)

2. I am currently living in G-ETS dormitories and would like to continue where I am for: **Summer / Fall / Both** (circle one)

3. I ALREADY LIVE IN A SEMINARY APARTMENT :

I am coming back next year and would like to continue where I am throughout the summer and fall.

I am not coming back next year, but would like to request an extension of my current lease through:
 15-Jun 30-Jun 15-July

Persons in this category need not complete the orange form.

I am coming back next year but wish to change my housing for the coming year.

**Garrett-Evangelical Theological Seminary
Request for Housing: Academic Year 2011-2012
August 26, 2011 through May 13, 2012**

G-ETS Student Information

Student ID#: _____ Social Security#: _____ Date of Birth: _____

Name: _____ Phone: _____ Gender: _____

Street: _____ Cell Phone: _____ Do you smoke?: _____

City/State/Zip: _____ E-mail: _____

Marital Status: _____ Will Spouse accompany you?: _____ Name of Spouse: _____

How many children will accompany you?: _____ Ages of children: _____

G-ETS Affiliation: _____ Degree Program: _____ Level (1st year, 2nd year, etc.): _____

Type of Housing Requested

Residence Halls

Residence Halls: \$300 deposit (Please note your 1st & 2nd choices)

With Roommate/per semester

Suite (Old Dorm) \$1600

Double (Loder – pvt bath) \$1800

Without Roommate/per semester

Single (Old Dorm) \$1900

Single (Loder – pvt bath) \$2300

Roommate request: (if known) _____; Have you agreed to live together? Y ___ N ___

Partial Contract (one or two nights/week): Suites/Singles in Old Dorm \$50/night
Single occ. Loder \$60/night

Begin Residence Hall Contract:

Fall Semester Early arrival/Fall semester January Term (cont. through spring semester) Spring Semester

(A weekly charge will be assessed for arrivals prior to 8/26/11)

All Residence Hall Contracts (except 1 night/week) require a mandatory meal plan. (Please see instructions for completing Housing Request Forms, item #16, for description)

Apartments

Apartments: \$600.00 deposit; \$300 add'l. for dog (Please note your 1st & 2nd choices)

Unfurnished (Rent is monthly)

1 Bedroom (3 rooms) \$916

1 Bedroom (3.5 rooms) \$957

1 Bedroom (4 rooms) \$997

2 Bedroom (5 rooms) \$1094

Furnished (Rent is monthly)

Efficiency \$762 +\$40/mo gas & elec

Lg. Efficiency \$797 +\$40/mo gas & elec

1 Bedroom \$861 +\$40/mo gas & elec

Lg. 1 Bedroom \$921 +\$40/mo gas & elec

Specific Apartment Request _____ Begin Apartment Lease on: _____

For Office Use Only

Rm. Contract/ Apt. Lease start date: _____ End date: _____ Monthly/Semester rent: _____

Deposit: _____ Room type: _____ Roommate: _____

PARKING REQUEST

Name _____ Address _____

My first and second (if applicable) choices for parking are:

Garage

Parking Space

There are only a limited number of garages and parking spaces. Assignment dates coincide with those of apartment lease, unless otherwise noted.

Car Info

Year: _____ Make: _____ Model: _____ Color: _____

License Plate Info

State: _____ Plate Number: _____

Please DO NOT RETURN this form WITHOUT LICENSE PLATE INFORMATION.

Do Not Complete This Section:

Your parking assignment begins _____ and ends _____

_____ Parking space number _____ in the Maple/Noyes lot. Cost for the rental of this space is \$45/month. You are to use **ONLY** the space to which you are assigned. A parking sticker, which must be picked up in the Office of Hospitality & Housing, should be placed in the **lower right-hand corner of your rear window**. Cars in the lot **NOT** displaying this sticker will be towed at the owner's expense.

_____ Garage number at the _____ Maple apartments _____ Maple/Noyes apartments.
No parking sticker is necessary for the garages. Cost for the rental of this garage is \$80/month. Keys for garages are available from the Office of Buildings & Grounds on the beginning date of your assignment (Garages are very limited in numbers).

Please notify the Office of Hospitality & Housing at once if your parking needs change, as you will be billed according to the assignment on file.

ADDITIONAL CONDITIONS (if any):

Parking Sticker received:

SIGNATURE

DATE

HOUSING COSTS FOR APPLICANTS ENROLLED AT G-ETS

Academic Year 2011-12

Residence Halls (per semester)

Additional charge for arrival prior to August 26, 2011

Loder Double (pvt. bath)	\$ 1800
Loder Single (pvt. bath)	\$ 2300
Old Dorm Suite	\$ 1600
Old Dorm Single	\$ 1900
Two nights per week – OD Suite (If Available)	\$ 1100
Two nights per week – OD Single (If Available)	\$ 1300
Two nights per week – Loder Double	\$ 1400
Two nights per week – Loder Single	\$ 1600

Jan. term: weekly rate (sem. rate divided by 14) x 4 for ongoing residents **only**. Persons who do not move out of their room will be charged the January rate, whether they are here or not.

Guest Rates (per night,students)

Loder Double	\$ 65
Loder Single	\$ 70
OD Suite	\$ 60
OD Single	\$ 55

Apartments (per month)

Efficiency, furnished	\$ 762	(+ \$40/mo. for gas and elec. utilities)
Large Efficiency, furnished	\$ 797	(+ \$40/mo. for gas and elec. utilities)
One-bedroom, three room furnished	\$ 861	(+ \$40/mo. for gas and elec. utilities)
One-bedroom, four room furnished	\$ 921	
One-bedroom, three room unfurnished	\$ 916	
One-bedroom, three and a-half room unfurnished	\$ 957	
One-bedroom four room unfurnished	\$ 997	
Two-bedroom, five room unfurnished	\$1094	
(reserved for Garrett-Evangelical students with children)		
Deposit (refundable after inspection of vacated premises)		\$ 600
Additional Pet Deposit (Only at Sherman upon approval for dog)		\$ 300

Parking at apartments (per month)

Garage	\$ 80
Parking Lot	\$ 45

Residence Halls Summer (per month, minimum of two months)

Old Dorm Suite	\$450/mo.
Old Dorm Single	\$500/mo.
Loder Single	\$750/mo.
Loder Double	\$650/mo.

Board Plan

Dormitory Residents are required to purchase minimum levels of Café Dollars in order to eat at Garrett Café. Full-Time Residents are required to purchase \$1500/sem; 2 nights/wk-\$750/sem. J-Term is \$225/2weeks. Additional Dollars may be added to your account in \$25 increments.