

## Food Service

The meal plan is operated on a declining balance system; meal plan money is spent by swiping your I.D. card at the point of purchase. Garrett-Evangelical meal plan dollars are only valid at the dining venue in Loder Hall and in the Garrett Place store in Loder Hall.

On most Wednesday nights during the academic year, a community meal is served from 4:45 p.m. – 6:00 p.m. in Loder Hall. This meal is provided free of charge to Garrett-Evangelical students and their immediate families (only spouse, partner, or children age 3+). Additional guests may join community meal at a cost of \$10/person.

All students on a residence hall contract (except those staying in the dorm one night per week) are required to be on a meal plan. Students are required to fulfill the obligations of their contract; that is, they may not change meal plans mid-year unless a medical need arises that would prevent a student from eating in the café, or they have a change in status that makes them newly eligible for a lower meal plan. Any student living in Garrett-Evangelical housing (apartments and dormitories) may purchase a plan; those living off-campus can only pay with cash or credit card. Meal plans are offered as follows:

Plan	Price per semester	Approx. #meals per week
Gold	\$1,230	11-13
Silver	\$1,080	9-11
Bronze*	\$895	7-9
Commuter (2 nights/week)*	\$615	5-7

\*only certain students are eligible for these meal plans

Commuter student meal plans are only available to commuter students living in Garrett-Evangelical housing for one or two nights per week.

The Bronze meal plan is only available to Garrett-Evangelical students under certain conditions, which are that the student:

- a) lives in Garrett-Evangelical apartments; or
- b) is an international (F-1) student; or
- c) is in field education; or
- d) is at least a second year student and can document that their work hours do not allow them to be present for more than 8 meals/week in the dining hall.
- e) is a commuter staying in campus housing 1-3 nights/week.

Participation in the Bronze or Commuter meal plan must be approved by the Director of Residential Ministries and is subject to change should the student's conditions change. Determinations will be made in accordance with the Office of Residential Ministries procedure manual. Students living in Garrett-Evangelical apartments, and residence hall residents wishing to have more money put on their account, may take advantage of the meal card system by putting a minimum of \$100 on their meal card, and adding funds in \$25 increments.

Students with specific, documented medical needs may apply for a meal plan exception with a doctor's note.

For those students taking part in intensive courses during the January or summer term who will be staying in the residence hall, the 2017-18 cost for the two-week intensive will be:

<b>Plan</b>	<b>Price for 2-week intensive (Jan./Sum.)</b>	<b>Approx. #meals per week</b>
Gold	\$175	11-13
Silver	\$154	9-11
Bronze	\$127	7-9

Those students who typically live in the dorm during the semester who wish to stay for all four weeks of January will pay:

<b>Plan</b>	<b>Price for all of January</b>	<b>Approx. #meals per week</b>
Gold	\$350	11-13
Silver	\$309	9-11
Bronze	\$256	7-9

Meal plan balances are valid through July 30<sup>th</sup> of each year. Any unused balances will not be refunded.

The Food for Thought Café is generally open for breakfast from 7-10 a.m., lunch between 11am – 2pm, and dinner from 4:45-6:30pm. Dinner is only served on Monday, Tuesday, and Thursday evenings. The café is closed on weekends; students are encouraged to purchase to-go items or to use the kitchens available in the residence halls to eat on the weekends.

## **Housing**

*Types available*

### Guest rooms

Single and double occupancy guest rooms, as well as VIP suites, are rented on a space available basis in Loder Hall.

### Apartments

One furnished (Maple-Noyes) and two unfurnished (Maple and Sherman) apartment buildings offer 112 units in total. Units are rented typically from mid-August until mid-May, with options for current students to extend their lease through the summer. Short-term rentals require a minimum of six months and are dependent on availability.

### Residence Halls

Two residence hall buildings (Loder Hall and Old Dorm) are located on campus immediately behind and south of the Main building. Rooms are available for rental on a semester basis and require participation in a meal plan when classes are in session.

### *General Housing Information*

Housing guidelines set forth in this handbook are applicable to both seminary and Northwestern University students living in seminary housing. The Office of Residential Ministries procedure manual will govern any decisions about eligibility and pricing for housing.

### *Garrett-Evangelical Student Housing Costs*

2017-18 housing costs are as follows:

#### *Residence Halls*

All residence halls require a one-time deposit of \$300 upon move-in.

Type of Room	One Semester Cost	Cost for January (1 month)	Cost for Academic Year (9mos)	Cost for total year (12 mos)
Old Dorm Suite	\$1,794	\$512	\$4100	\$5894
Old Dorm Single	\$2,138	\$612	\$4888	\$7026
Loder Double	\$1,794	\$512	\$4100	\$5894
Loder Tandem	\$2,375	\$680	\$5430	\$7805
Loder Single	\$2,639	\$754	\$6032	\$8671

\*for full time residents staying through Fall and/or Spring semester who have already paid a deposit. Does not include linens.

### *Intensive Housing (2 weeks - January/Summer term)*

Includes cleaning fees and price of linens.

Type of Housing	Price
Old Dorm Suite	\$556
Old Dorm Single	\$606

Loder Double	\$556
Loder Tandem	\$640
Loder Single	\$677

### *Apartments*

All apartments require a one-time deposit of \$800 upon move-in.

Apartments with dogs require a \$300 additional deposit.

Staff should contact the Office of Residential Ministries for rates.

Type of Apartment	Apartment Building	Monthly Cost	Cost for Academic Year (9mos)	Cost for total year (12 mos)
Efficiency (furn.)	Maple-Noyes	\$844+\$45/util	\$8,001	\$10,668
Large Efficiency (furn.)	Maple-Noyes	\$883+\$45/util	\$8,352	\$11,136
1 Bedroom (furn.)	Maple-Noyes	\$954+\$45/util	\$8,991	\$11,988
Large 1 BR (furn.)	Maple-Noyes	\$1022+\$45/util	\$9,603	\$12,804
1 Bedroom (unfurn.) (3 rm)	Sherman	\$968	\$8,712	\$11,616
1 Bedroom (unfurn.) (3.5 rm)	Sherman	\$1,010	\$9,090	\$12,120
1 Bedroom (unfurn.) (3.5 rm) (rehabbed)	Sherman	\$1,061	\$9,549	\$12,732
1 Bedroom (unfurn.) (4 rm)	Maple	\$1,073	\$9,657	\$12,876
2 Bedroom (unfurn.) (5 rm)	Maple/Sherman	\$1,188	\$10,692	\$14,256

Prices listed in these charts do not reflect additional meal plan costs. For meal plan costs, please see the above section on food service.

### *Northwestern University Student Housing Costs*

Northwestern University students and staff may rent rooms in our residence halls or apartments if there is availability. However, Garrett-Evangelical students, staff, and faculty get priority placement in housing. NU student/staff rates are not subsidized by Garrett-Evangelical; as a result, housing costs are higher. For current NU student/staff rates, please contact the Office of Residential Ministries. Rates will be determined by the current Office of Residential Ministries procedure manual, and are subject to change on July 1 of each year.

### Reservations

Housing applications are available online beginning in March. Returning students have until April 15<sup>th</sup> to apply for housing for the summer and/or next academic year. Preference will be given to returning students to who want to remain in their current

housing, then returning students who would like to change housing, and finally for incoming students in the order in which their applications are received, with remaining rooms being made available to staff and Northwestern University students. The Director of Residential Ministries will review all applications and make assignments within 4-6 weeks of receiving an individual's housing application.

Only enrolled graduate students (a minimum of one course per semester or quarter), staff, and faculty are eligible for seminary housing. Priority is given to those in a degree program over those categorized as special students. No undergraduate students are ever housed in seminary housing.

Students applying to move into an apartment or to move to a different apartment must have all existing balances paid in full and the current semester paid in full, or be up-to-date on their payment plan (as defined by the Business Office) before an apartment or a room will be assigned.

For all students moving into an apartment, a one-time security deposit of \$800 is due at the time an apartment is assigned, and the first full month's rent is due in advance of key pick-up and move in. The deposit is not refundable if the student changes their mind and does not move in.

For students moving into the residence halls, a one-time \$300 deposit is due at the time the contract is signed. The deposit is not refundable if the student changes their mind and does not move in. Residence hall charges are made and payment is due at the beginning of each semester.

### Commuter housing

Students commuting to campus may have the option of staying on campus for one, two, or three nights per week at a reduced rate as there is availability. Students must provide their own linens and vacate their rooms each week, as rooms may be used to accommodate additional guests on other nights.

### *Price per semester*

<b>Type of housing</b>	<b>1 night/week</b>	<b>2 nights/week</b>	<b>3 nights/week</b>
Old Dorm Suite	\$600	\$897	\$1,196
Old Dorm Single	\$714	\$1,069	\$1,426
Loder Double	\$600	\$897	\$1,196
Loder Tandem	\$793	\$1,188	\$1,584

Loder Single	\$881	\$1,320	\$1,762
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### Leasing Dates

Standard lease agreements are for the academic year, unless otherwise arranged with the Director of Residential Ministries. Apartments are leased for a minimum of six months, and residence hall rooms are leased for a minimum of one academic semester. Specific lease dates depend on personal schedule concerns and the availability of units for rent. Apartment leases may begin as early as August 1<sup>st</sup> for fall semester and December 15<sup>th</sup> for spring semester, depending on availability. Most apartments are leased from August 15 or September 1 through graduation the following May. Apartment residents may extend their leases through July 15<sup>th</sup> if they are a graduating student or leaving housing before the fall term begins. Any change in regular leasing dates must be negotiated with the Director of Residential Ministries.

If a student has completed all requirements for graduation prior to spring semester and wishes to remain in an apartment until graduation, the student may remain for the fall semester at the student rate, and spring semester at the non-enrolled rate, providing the particular apartment is not needed by an enrolled student for the semester requested (lease extensions are granted one semester at a time). Since all bills must be paid in order to graduate, it is expected that each month's rent will be paid by the first of the month.

Residence hall rooms are leased from the Friday prior to new student orientation through the last day of classes each semester. The final day in the residence halls for the academic year is the Sunday following graduation. Students in residence halls, for an additional charge, may remain in the residence halls through the winter break if they will be taking classes the following semester. Limited space is available for summer residence hall rental.

### Leases

All students are required to come into the Residential Ministries office to sign a lease. Summer leases and extensions should be signed prior to commencement; fall leases are signed on a rolling basis; spring leases should be signed upon assignment. Leases must be signed and returned with the necessary deposit for the rental unit to ensure a reservation. Housing applications for the fall semester received after June 1 are handled on a rolling basis until units are filled. Leases for the following academic year are not

guaranteed to be the same living space as occupied the previous year. Each application is evaluated based on changing family situations and the needs of all students for housing. Adjustments are made accordingly. If a student leaves the residence hall for one or more semesters, the room will be reassigned if needed by another student. Requests for a change in assignment received after the late registration deadline will be considered at semester break only unless special circumstances are present and a review is requested. There may be a fee of \$50 levied for changing your apartment after move-in, depending on circumstances.

### Subleases and Apartment Sharing

Apartments and residence halls offered by Garrett-Evangelical are primarily student housing and may only be used as such. Students wishing to sublet their apartment for the summer must make arrangements through the Office of Residential Ministries. Students must find their own subletter; all persons subletting the apartment must apply for housing through our website and must be a current graduate level student. All subleases must be approved by the Office of Residential Ministries.

Students may also choose to have a roommate while they live on campus to ease the financial burden. This is fine, but all non-partnered (married, legally partnered) persons must apply for housing separately and indicate the other as a roommate. If you are not a student, faculty, or staff person or directly related to said person, you will not be permitted to stay in housing.

Short-term guests are welcome to stay with residents, however, current city code does not permit the use of apartments for short-term rentals, such as you would find on websites like AirBnB. Use of apartments for such activities could result in warnings, fines, or in termination of your lease.

### Billing

Apartment rent is due on the first business day of each month. Residence halls are billed each semester during the academic year and monthly for June, July, and August.

All bills are computer-generated in the Business Office. Residents must pay their bills at the cashier's window prior to the rental period. Students may also mail in payments or call the Business Office if they wish to make a payment by credit card (847-866-3917). Garrett-Evangelical students may also pay online through their myGets account. Students should include their ID number when making payments to ensure it is applied

to the correct account. Any special payment plans (available only to Garrett-Evangelical students) must be coordinated with the Business Office.

### Canceling

Once signed, if a lease or room contract is canceled prior to the beginning date of that lease, or if the student does not move in, the reservation deposit is not refunded.

Residence Hall contracts may be terminated at the end of an academic semester without penalty for the remainder of the academic year. If the contract is terminated without two weeks notification to the Director of Residential Ministries, the security deposit is not refunded. Prior to the end of an academic semester, housing charges may be refunded on a pro-rated basis.

Apartment leases may be terminated without penalty for the following reasons:

- When an enrolled student has completed all requirements for graduation and accepts an offer of employment that is not local.
- When an enrolled student relocates to another seminary-owned housing unit.
- When a sub-lease arrangement is proposed by a resident and is approved by the Director of Residential Ministries.
- If there is a major life event, such as a marriage, divorce, birth, death, or illness or accident that would make their apartment inaccessible.

If a tenant wishes to terminate a lease or contract and does not fall into one of the above categories, a penalty of one month's rent (without occupancy) is required.

### Reservation Deposit

Payment of a reservation deposit is required at the time the lease is signed and returned to the Director of Residential Ministries and is non-refundable if the lease is broken before occupancy. Upon occupancy, this fee becomes the security deposit and reimbursement is made only after a post-occupancy inspection of the housing unit has been made, all keys are turned in, and any outstanding balance on the student's seminary account has been paid. Any costs for damage or excessive clean-up are deducted from the deposit. Cost of damage done that exceeds the amount of the deposit is charged to the tenant. Lost keys are charged at a rate of \$40 per key and \$100

for Loder key cards. The deposit is transferable from one type of seminary housing to another, although the amount is higher for an apartment and so a student may be charged for the remaining balance if moving from a residence hall to an apartment. A forwarding address must be left with the Building and Grounds office. A deposit is generally refunded within eight weeks of vacancy.

### Insect Control

The seminary has a contract with a private extermination company. Monthly spraying in dorms and apartments is available but not mandatory. The Maple and Maple-Noyes Apartments, and Old Dorm are sprayed on the second Monday of each month, while the Sherman apartments are sprayed on the fourth Monday of each month. The Buildings and Grounds Office must be contacted to schedule each visit by the exterminator, not to exceed one visit per month. Spraying takes place between 10:00am and 2:30pm. Residents should plan to be away from home during those hours to avoid inhaling fumes. All items should be removed from kitchen and bathroom cabinets, and floor and baseboard areas should be as clear as possible. Check with Buildings and Grounds for further instructions.

### Keys

Keys for apartment and residence halls are obtained from the Residential Ministries office. The office is open Monday through Friday from 8:30am to noon, and 1:00pm to 4:30pm except holidays or special all-campus vacation periods. During the summer, the office closes at noon on Fridays. If the first day of the lease falls on a weekend or holiday, special arrangements may be made to get the key prior to that date by calling or emailing the Office of Residential Ministries ahead of time.

In the fall it is possible to pick up apartment keys as early as three days prior to the beginning of the lease if arrangements are made ahead of time and if the apartment is ready for occupancy. The distribution of keys is also made available during scheduled hours on the Saturday and Sunday immediately prior to orientation. These hours are announced in the summer communication of registration materials and information from the Admissions Office and are also posted on campus. Outside duplication of keys is not permitted, except for the apartment mailbox keys. If duplicated keys are turned in to replace seminary-issued keys, a student's account will be charged \$40 for each of these keys.

If a student loses seminary-issued keys or keycards, the Buildings and Grounds Office must be notified. New keys are issued by that office, and a charge of \$40 per key is

added to the student's account. Copies of seminary keys made elsewhere by the student will not be accepted in lieu of seminary keys.

The keycards to access Loder Hall contain a computerized chip which must be programmed for access. Residents of Old Dorm are issued a keycard to access Loder Hall after hours to use laundry and kitchen facilities. Commuter students may pay a \$25 deposit to obtain a Loder Hall keycard to access the kitchens. If the keycard is lost or not returned, the replacement fee is \$100.

The cost of keys and keycards not turned in when housing is vacated will be deducted from the security deposit at the rate of \$40 per key and \$100 for keycards.

### Mail

Student mailboxes are located at the lower level of Loder Hall. All students living in the residence hall will be issued a campus mailbox.

### Maintenance

Buildings' interiors and furniture are maintained by the Buildings and Grounds staff. Residents should report any maintenance concerns or problems to the Buildings and Grounds Office (847.866.3994).

### Smoking

Smoking is prohibited in any enclosed seminary facility (including, but not limited to, common work areas, dormitory rooms, common areas in the apartment, buildings, chapels, libraries, classrooms, conference rooms, private offices, hallways, cafeterias, lounges, stairways, and restrooms) and in any designated outdoor area. In addition, in order to prevent the passage of tobacco smoke from outdoors to an enclosed facility, smoking is prohibited within 25 feet of an entrance, open window, ventilation intake or similar feature of any enclosed seminary facility.

Smoking is permitted in seminary apartments only if students purchase an approved air filtration machine, and with the understanding that any damages caused by smoke in the apartment may be taken out of the security deposit.

The only approved smoking location on campus is more than 25 feet west of the west exterior of the Main Building or Shaffer Hall, more than 25 feet north of Stead Hall or either Pfeiffer building, 25 feet east of Northwestern-Annenberg Hall, or 25 feet south of

the exterior of Stead Hall, or the Main Building. It is expected that smokers gathered in any group of two or more will be conscious of and sensitive to non-smokers passing by on a sidewalk or through a parking lot so they will not be unduly subjected to unwanted smoke. Any individual who believes the policy is being, or has been violated should politely discuss this issue with the alleged violator and then, if necessary, with a seminary official.

### Other items

Alcohol is not permitted in the Residence Halls or anywhere on the seminary campus. Illegal pharmaceuticals and drugs, including marijuana, are not permitted on seminary grounds.

### **Apartments**

There are a variety of apartment styles offered by the seminary. Two-bedroom apartments are generally reserved for Garrett-Evangelical students with children, with consideration of requests based on the following factors: date of request, partner status, number and ages of children, academic level, full or special student, and any special needs. Only one family unit (customarily meaning spouse, partner, and/or children only) is permitted per apartment. Students are allowed to room with one another, provided they are not in violation of Evanston City Code. Families with 3 or more children are encouraged to seek larger housing units outside the seminary.

### *Styles*

All seminary-owned apartment buildings are brick. Apartments usually have white or off-white plaster walls and ceilings and hardwood floors. Windows have shades or blinds, but no draperies. First floor apartments are located one half-story above ground due to garden level apartments and basements located below the first floor. The apartments are in large "U" shaped buildings with a common courtyard in the center of the "U." Unfurnished apartments have outside doors and porches off the kitchen as well as an interior stair door in the stairwell. The following styles of apartments are available:

### Furnished Efficiency (Maple-Noyes only)

Apartment with one main living area, small kitchen and bathroom. Furnishings may include: chair(s), sleeper sofa, dresser, desk, desk chair, end table, bookshelf, dinette table & two chairs. Gas, electric, water & heat are metered for the entire building.

Therefore, a separate charge of \$45 per month is levied for utilities in addition to the rent. Three large efficiencies contain a small separate room or alcove.

#### Furnished One Bedroom (Maple-Noyes only)

Apartment with one main living area, bedroom, small kitchen and bathroom. Furnishings may include: chair, couch, coffee table, end table, desk, desk chair, book shelf, dinette table and four chairs, double bed and dressers. Utilities are treated as described above.

#### Furnished Large One Bedroom (Maple-Noyes only)

These units are exactly like the furnished one bedrooms described above, but have an extra, unfurnished small room or alcove in addition to the regular sized bedroom. Utilities are treated as described above.

#### Unfurnished One Bedroom (Sherman)

3-room apartment with living room, kitchen, and bedroom. Heat and water are provided, but no furnishings. Tenant must contract individually with the gas and electric companies for service.

#### Unfurnished Large One Bedroom (Sherman or Maple)

3.5 or 4 room apartment with living room, dining room or alcove, bathroom, kitchen, and bedroom. Heat and water are provided, but no furnishings. Tenant must contract individually with the gas and electric companies for service.

#### Unfurnished Two Bedroom (Sherman or Maple)

Apartment with living room, dining room, bathroom, kitchen, and two bedrooms. Heat and water are provided, but no furnishings. Tenant must contract individually with the gas and electric companies for service.

#### *Apartment Preparation*

Apartments are cleaned between tenants (unless extraordinary circumstances do not allow), but are not necessarily redecorated between tenants. Painting is done on a rotating schedule. If there is a limited time span between the departure of one tenant and the arrival of another, it may be necessary to complete some painting and/or other

repair work after the new tenant moves in. Every effort is made to complete all work prior to the new tenant's arrival.

## **Children**

Families with more than three children are generally not housed in seminary facilities. These students are often referred to housing in the community. Children's toys and bicycles must be kept in apartments or storage areas, not in inner stairwells, hallways or the courtyards due to fire codes. Out of respect for all tenants, courtyards at the apartment buildings are not to be used as a playground or park.

## **Food Service**

Apartment residents may apply for the on-campus board plan in the Office of Residential Ministries, but are not required to do so.

## **Heat**

Steam heat with one thermostat for the entire building is provided in all apartments. Heat control in individual apartments is managed by opening or closing radiator valves and/or windows. The system does not operate with the valves partially open.

## **Insurance**

The seminary does not provide insurance coverage for loss or damage to personal property.

All residents are encouraged to acquire renter's insurance. The seminary's property insurance does not include the personal effects of students living in any of its housing facilities. Students are urged to secure renter's insurance to protect against the loss, damages, and/or theft of valuables such as computers, Blu-Ray players, cell phones, bicycles, televisions, etc. The Dean of Students or the Office of Residential Ministries can provide information regarding companies willing to insure students. It is the student's responsibility to keep a record of valuable personal items with identifying serial numbers.

## **Keys**

Residents are issued an apartment mailbox key and two sets of apartment and stairwell door keys for their living unit. Lost keys will be billed at the rate of \$40 each; keys not

returned when moving out are charged at the rate of \$40 each. Commercially made copies are not accepted as turn-ins.

## **Laundry**

Coin-operated washers and dryers are in selected basement areas of each apartment complex. It is \$1 to wash and \$0.50 to dry per load.

## **Mail**

Apartment mail is delivered in the lobby of each stairwell into individual mailboxes by the US Postal Service. Mailbox keys for both the apartment and the campus boxes are available from the buildings and grounds office. Mail is not delivered to boxes at the apartments that do not have a name displayed.

## **Outdoor Cooking**

Barbecue grills may not be used on seminary apartment property, including back porches and lawns. They may be used, if considerable care is exercised, in the alleys behind the buildings or on the concrete sidewalks, as long as pedestrian passage or exit from garages are not impeded. Grills and other outdoor equipment stored on a porch should not impede exit of the apartment or common stairways. Outdoor storage of these items is at the resident's own risk.

## **Garbage**

Garbage may not be left in the hallways or on the back porches – not even overnight. Tenants must remove garbage immediately to the dumpsters provided behind each building. Composting outside the apartment back doors is not permitted. We have had too much trouble with animals and vermin to be able to allow this practice.

## **Parking**

There is a parking lot near the Maple Avenue and Maple-Noyes apartments and a very limited number of garages located behind the Maple Avenue apartments. These parking spaces and garages are rented on a priority basis to students and do not automatically come with an apartment. An application can be filled out through the Office of Residential Ministries at any time for parking areas, after which garage keys can be picked up from the Buildings and Grounds Office. Parking stickers for the lot are issued by the Office of Hospitality and Housing. Cars not displaying a valid sticker

will be towed at the owner's expense. Parking on the street is available at all apartment buildings. Residents are warned to check the parking restrictions posted at the ends of the streets to avoid being ticketed or towed.

### **Pets**

Cats are permitted, although any damage done to the apartment (including any furnishings provided) is charged to the occupant. Cats must be confined to the owner's apartment and must not roam the halls or grounds. Dogs are permitted only in designated apartments in the Sherman building and only by the permission of the Director of Residential Ministries. An additional pet deposit of \$300 is required in order to have a dog in the apartments.

### **Firearms**

For the personal security and well-being of all faculty, staff, students, and visitors, and in compliance with Evanston City Code #9-8-2, possession of any weapon(s) on seminary premises or in one's vehicle parked on campus is strictly prohibited. Any violation of this provision will be addressed through disciplinary action, including the possibility of student dismissal or employee termination.

For the purpose of interpretation regarding this policy, the seminary shall consider as authoritative the definition of "weapon" contained in Evanston City code #9-8-1 (particularly the sections on dangerous weapons, firearms, and handguns). A copy of the City Code is available online at <http://www.cityofevanston.org/government/city-code/>.

### **Additional Restrictions**

No alcohol is permitted in the common areas of the apartments. No illegal drugs or other substances, including marijuana, will be tolerated in any seminary setting including the apartment buildings.

### **Storage**

Storage lockers are located in selected areas of each apartment complex. Residents may store items in these areas at their own risk. Storage lockers must be clearly labeled with the tenant's name and apartment number. Residents must also provide their own locks and remove them upon departure. Any lock remaining after a lease is ended will be removed, together with any contents in the locker. Costs incurred in such an action are

deducted from the security deposit. We do not have enough storage units for each apartment to have one; therefore, only one storage unit is permitted per apartment.

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## **Parking and Towing**

### **Parking**

The following parking rules and regulations have been developed by Northwestern University and edited to be applicable to Garrett-Evangelical students. It should be noted that parking is very limited and purchasing a permit does not guarantee a parking space.

### **Obtaining a Permit**

*Who is eligible:* In general, all students living outside the walking zone.

*Designated walking zone:* One must reside north of Central St., west of Ridge Ave.(not on it) form Central St. to Emerson St., west of the Metra tracks from Emerson St. to Lake St., and south of Lake St. (not on it), to establish eligibility.

*Registration procedure:* Vehicle registration is administered by the parking Office on the Ground Floor of the NU Visitor's Center at 1841 Sheridan Rd. The office is open Monday through Friday, 8:00 am until 4:00 pm. Students are required to present a valid Garrett-Evangelical ID, a valid driver's license, their vehicle registration and current housing contract or lease. Permits are non-transferable. Parking office personnel reserve the right to request additional documentation as necessary to verify address, affiliation and vehicle ownership. Northwestern will penalize students that submit fraudulent information.

See the Office of Residential Ministries for permit costs for the 2016-2017 academic year.

*Permit placement:* The annual permit must be affixed to the rear bumper, right of the license plate, or to the outside of the rear window, lower right corner.

*Permit refunds:* Three-quarters of the annual permit fee will be refunded with the return of the permit through the fifth day of Winter Quarter. Half the annual permit fee will be refunded from the fifth day of Winter Quarter through the fifth day of Spring Quarter. No refunds are issued after the Spring Quarter cut-off day.

Outstanding, non-appealable violations will be assessed to the refund. Refunds do not apply to permits purchased through the pre-tax program.

*Permit replacement:* A \$7 fee will be charged to replace a permit. The original permit must be returned to the Parking Office.

The Parking Office reserves the right to deny parking privileges to habitual violators.

## **Types of Permits**

*Handicapped permits:* Visitors with handicapped license plates or placards issued from a governmental entity may park in designated handicapped spaces or at parking meters. Students with handicapped license plates or placards must purchase an annual permit.

*Carpool permits:* Issued to faculty, staff, or commuter students forming a car pool or who want to register two vehicles. One car pool sign is issued to each pool and must be displayed in the vehicle that is parked on campus. The sign must be hung from the inside rear view mirror. (Failure to display the sign properly is a \$10.00 violation.)

Only two vehicles may be registered in one car pool.

*Temporary permits:* Issued at the daily rate of short-term parking (\$8.25). The expiration date, month, and year must be scratched off or punched out. These permits are issued at no cost to permit holders in emergencies.

*One-day visitor permits:* Issued at the daily rate (\$8.25) to department heads upon written request for use by guests, visitors, and vendors. Use of these one-day visitor permits by faculty, staff, or students is prohibited.

*Metered spaces:* Metered parking spaces are set aside solely for short-term use by visitors. Vehicles owned or operated by faculty, staff, or students are not allowed to use metered spaces.

*Reserved spaces:* Issued upon approval of written request by the Parking Committee. These spaces are reserved 7 days a week, 24 hours a day. The holder of the reserved space does not have the right to allow any other vehicle to park in the space.

*Sports and Aquatic Center permits:* Sports & Aquatic Center permits are sold only to non-affiliated users of the facility. Faculty, staff, and students are not eligible to purchase this permit.

## **Violations/Assessments/General Enforcement/Towing**

### **Assessments for Violations**

No valid permit \$50.00

Unauthorized permit \$50.00

Altered permit \$250.00  
Incorrect permit for lot \$30.00  
Permit or hang tag not properly displayed \$10.00  
Permit not facing aisle \$5.00  
Parked on walk or grass area \$30.00  
Blocking traffic lanes, service areas, posted areas, hydrants \$40.00  
Parking over lines or in two spaces \$15.00  
Expired parking meter \$15.00  
Over 20 minutes in a loading dock/zone \$15.00  
Reserved space violation \$100.00  
Handicapped space violation \$250.00  
Posted fire lane violation \$40.00  
Immobilization (booting) fee \$125.00

## Enforcement

### General Enforcement

All vehicles parked on the Evanston campus must display a valid permit year round, Monday through Friday, from 7:30 am until 4:00 pm. All other times of the day or week and during University holidays, a vehicle may park without a permit except in designated lots and reserved spots, which are listed below. Note that semester breaks are not holidays and permits are required.

Vehicles must not back into or pull through parking stalls. The permit must always face the driving aisle.

Vehicles may not be stored on campus beyond 48 hours without permission from the Parking Office. Vehicles found in violation are subject to ticketing for unauthorized permit, commercial tow and storage fees.

### Towing

Vehicles receiving two or more No Valid Permit or Unauthorized or Altered Permit violations, whether paid, unpaid, or under appeal, are subject to commercial towing.

Vehicles bearing a valid permit receiving four or more violations of any type, excluding under appeal, are subjected to commercial towing.

Vehicles may be commercially towed or relocated on the first violation if parked in a reserved space, handicapped space, tow-away zone, or otherwise creating a safety hazard.

Violation payment: Violations must be paid at the Parking Office, located 1841 Sheridan Rd., Monday through Friday, 8:30 am until 4:00 pm.

Appeals: Parking violations may be appealed to the Parking Committee. Appeal forms may be obtained at the Parking Office. Appeals must be filed within 10 days of the violation date. All Parking Committee decisions are final. If the violation is not waived; a \$10.00 service charge will be added to the violation assessment.

Denial or revocation of permit: The Parking Committee and the Parking Office have the authority to deny or revoke privileges. Those persons having their permits revoked forfeit the permit fee and must surrender the permit to the Parking Office.

Any permit obtained using deceptive practices will result in permit revocation.

#### Emergencies or Special Events/Legal Liability

The chief of the University Police Department may establish and enforce temporary parking restrictions deemed necessary for the safety and convenience of the university.

These parking regulations have been adopted by Northwestern University. Persons who operate a vehicle on Northwestern property are responsible for knowing and complying with these regulations. The university assumes no liability for loss or damage to a vehicle or its contents.

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## **Commuter Students**

### *Definition*

For the purposes of this section, commuter students shall be considered all students not living in seminary-sponsored housing.

### *Hospitality to Commuter Students*

In an effort to better address the needs of the changing student body, several efforts have been made in recent years to improve hospitality toward commuter students.

Please see the Office of Residential Ministries for more information or to sign up for the following:

- **Locker Storage:** In the basement of Loder Hall, there are 30 lockers available for use by commuter students. These lockers are available free of charge, but you must *sign up* for the lockers. Sign-ups begin August 1<sup>st</sup> of each year. The lockers are available on a first-come, first-serve basis, with a preference given to those students living beyond Evanston. Students can only sign up for one locker. You must provide your own lock. Students should not store food in lockers. Garrett-Evangelical reserves the right to inspect lockers if there is a problem with pests or if there is reasonable suspicion of illegal activity. All locker sign ups go through the end of the academic year; those students who will continue to commute to campus for the summer can extend their use of the lockers through July 30<sup>th</sup> or through the next academic year by notifying the Office of Residential Ministries.
- **Commuter Refrigerator:** In the basement lounge of Loder Hall, there is a refrigerator which is available strictly to commuter students. The refrigerator has a lock on it, and the combination changes each academic year. Commuter students can ask for the code in the Office of Residential Ministries. Students are expected to clean out their food. Periodic cleanings of the refrigerator will take place throughout the semester.
- **Microwaves:** Microwaves are located in the basement of Loder Hall, and are available to all students to use. Please clean up after use.
- **Kitchen access:** Commuter students can access the Loder basement kitchen if they request a keycard from the Office of Residential Ministries. Each keycard will be a \$25 deposit.
- **Commuter housing:** Housing may be available for students who wish to stay on campus 1-3 nights/week. These students should apply for housing as soon as they know their schedule so that their housing can be ensured. At least one week's notice is required to prepare commuter lodging; students applying with less notice may not be able to accommodated.