

Garrett Seminary Housing Policies and Information

Types of housing available

Guest rooms

.Garrett Housing is not offering Guest Housing during 2021 to the public. Others will be considered on a case-by-case basis determined by the Director of Housing. However, when guest housing is offered again single and double occupancy guest rooms, as well as VIP suites, are rented on a space-available basis in Loder Hall.

Apartments

Garrett owns and operates three apartment complexes close to campus. Maple-Noyes includes a mix of furnished and unfurnished apartments for rent. Maple and Sherman apartments are unfurnished. Total, there are 112 units available for rent. 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

The residence halls are located on campus immediately behind and south of the Main building. Rooms are available for rental on a semester basis. We offer a monthly rental for Northwestern residents.

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 Housing and Events procedure manual will govern any decisions about eligibility and pricing for housing.

Garrett-Evangelical Student Housing Costs

Residence Halls

Type of Room	One Semester Cost	Monthly
Old Dorm Suite	\$1,894	\$541
Old Dorm Single	\$2,257	\$646
Loder Double	\$1,894	\$541
Loder Tandem	\$2,508	\$718
Loder Single	\$2,788	\$796

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

Off-Campus Apartments (for students enrolled at Garrett-Evangelical)

Type of Apartment	Apartment Building	Monthly Cost
Efficiency (unfurn.)	Maple-Noyes	\$858+\$45 (utilities)
Efficiency (furn.)	Maple-Noyes	\$891+\$45 (utilities)
Large Efficiency (unfurn.)	Maple-Noyes	\$900+\$45 (utilities)
Large Efficiency (furn.)	Maple-Noyes	\$932+\$45 (utilities)
1 Bedroom (unfurn.)	Maple-Noyes	\$976+\$45 (utilities)
1 Bedroom (furn.)	Maple-Noyes	\$1,007+\$45 (utilities)
Large 1 BR (unfurn.)	Maple-Noyes	\$1,050+\$45 (utilities)
Large 1 BR (furn.)	Maple-Noyes	\$1,079+\$45 (utilities)
1 Bedroom (unfurn) (3 rm)	Sherman	\$1,023
1 Bedroom (unfurn) (3.5 rm)	Sherman	\$1,067
1 Bedroom (unfurn) (3.5 rm-rehabbed)	Sherman	\$1,121
1 Bedroom (unfurn) (4 rm)	Maple	\$1,133
2 Bedroom (unfurn., basement)	Maple	\$1,148
2 Bedroom (unfurn) (5 rm)	Maple/Sherman	\$1,255

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

Other Housing Charges

Residence hall or apartment key replacement (or additional key) fee	\$40
Loder key card replacement fee	\$100
Surcharge for apartment damage repairs beyond wear and tear)	\$30/hour plus cost of materials

Please note if a vendor needs to be involved, the cost will be their invoice cost of labor and materials. Additionally, if a hard key is lost there is a core change fee as well. That fee is \$70 per core. Most units have 3 cores.

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 Housing and Events. Rates will be determined by the current Office of Housing and Events procedure manual and are subject to change on July 1 of each year.

Reservations

Housing applications for extensions /renewals are available online beginning in March. Returning students have until April 15th to apply for housing for the summer and/or next academic year. Preference is given to returning students 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 and inquiries are received, with remaining rooms being made available to staff and Northwestern University students. The Director of Housing and Events 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. While there are generally no undergraduate students housing in seminary housing, the Housing Office under special circumstances can decide under the guidance of Garrett leadership.

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 the rooms each week, as rooms may be used to accommodate additional guests on other nights. Additionally, commuter students are generally placed in Old Dorm suite up to Loder Tandem units depending on availability. Residents in commuter housing also must pick up their key by 4:00pm on the day they are staying on campus. They are to return the key the last day of their stay by 11:00am to the Housing Office. For more information on the commuter housing program please contact the Housing Office.

Price per semester]

Type of housing	1 night/week	2 nights/week	3 nights/week
Old Dorm Suite	\$633	\$947	\$1,263
Old Dorm Single	\$755	\$1,129	\$1,506
Loder Double	\$633	\$947	\$1,263
Loder Tandem	\$837	\$1,255	\$1,673
Loder Single	\$930	\$1,394	\$1,860

License Agreement Dates

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

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 unsubsidized rate, providing the apartment is not needed by an enrolled student for the semester requested (license 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 housing charged will be paid by the first of the month.

Residence hall rooms are licensed 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. Any other arrangements must be negotiated with the Director of Housing and Events.

Residence Hall Contracts and Lease Agreements

In this section you will see a basic overview of the housing process. Please note we have the right change the process at any point. We will attempt to notify you of any changes but ultimately it is the responsibility of the student to stay informed of any changes that may occur. All students are required to sign the electronic license agreement before keys can be issued. Please note a license agreements and extensions should be signed prior to commencement; fall agreements are signed on a rolling basis; spring agreements should be signed upon assignment. Agreements 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. Agreements 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, the room will be reassigned, if needed, to another student. Requests for a change in assignment received after the late registration deadline will be considered at semester break unless special circumstances are present, and a review is requested. There will be a fee of \$50 levied for changing apartments after move-in, depending on circumstances. Please note unit changes may be granted on a case-by-case basis

Billing

Apartment monthly housing fee is due on the first business day of each month. If the apartment is occupied from any date between the first and the fifteenth of a month and onward, it is considered occupied for the entire month and the occupant will be charged for a full month. If the occupant moves in after the fifteenth of the month, a half month's fee will be

charged. If payment is received after the 5th of the month, a late fee as listed in your lease agreement will be applied to your account. Additionally, if late for 3 or more consecutive months and/or a pattern of late payments is evident Garrett Housing may determine to terminate its housing agreement with said occupant.

Residence halls are billed each semester during the academic year and monthly for June, July, and August. The residence hall charge is due at the beginning of the term of the initial move-in date.

All bills are computer-generated in the Business Office. 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 and Northwestern occupants may also pay online through their myGets account. Garrett Students and/or Northwestern occupants 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 by the student/occupant, if a license agreement or residence hall agreement is canceled prior to the beginning date of that license agreement, the reservation deposit is not refunded.

Residence hall agreement may be terminated at the end of an academic semester without penalty for the remainder of the academic year. If the agreement is terminated without two weeks notification to the Director of Housing and Events, the security deposit is not refunded. Prior to the end of an academic semester, housing charges may be refunded on a prorated basis.

Apartment agreements may be terminated without penalty for the following reasons along with documentation that supports the 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 Garrett seminary-owned housing unit.
- When a sub-lease arrangement is proposed by a resident and is approved by the Director of Housing and Events.
- If there is a major life event, such as a marriage, divorce, birth, death, or illness or accident that would make apartment inaccessible.

If a tenant wishes to terminate an agreement and does not fall into one of the above categories, the tenant must adhere to the terms of the license agreement.

Reservation Deposit

Payment of a reservation deposit is required at least one month prior to move in date or the time the lease is signed whichever is first and returned to the Director of Housing and Events and is non-refundable if the agreement is broken before occupancy. Upon occupancy, this fee becomes the move in 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. 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 10:00 am and 2:30 pm. 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 Office of Housing and Events. The office is open Monday through Friday from 8:30am to noon, and 1:00 pm to 4:30 pm 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 Housing and Events ahead of time. If you are locked out of your space and require assistance there will be a \$25 charge incurred beginning with the second and every consecutive lock out afterward. Additionally, verification of ID will be asked prior to reentry into unit.

If a student loses seminary-issued keys or keycards, the Housing Office (Garrett.housing@garrett.edu) and Buildings and Grounds Office (BuildingsandgroundsDepartment@garrett.edu) must be notified immediately. New keys are issued by Housing 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. A student's account will be charged \$40 for each of these 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. Additionally, if a hard key is lost there is a core change fee as well. That fee is \$70 per core. Most units have 3 cores.

Loder Mail Boxes

Student mailboxes are located at the lower level of Loder Hall. All students living in the residence hall will be issued a campus mailbox. Mail should be sent to the following address:

Your Name

2121 Sheridan Rd.

Evanston, IL. 60201

The Garrett mailroom is staffed from 1:00 p.m. to 3:30 p.m. Monday through Friday. During that time, staff spends some time delivering mail and packages to offices but spends most of their time in the mailroom. The mail is picked up from the Post Office once a day, around noon. All the mail and packages received from the Post Office are sorted and distributed every day. Mail will be put in mailboxes. For packages students will receive a numbered key that opens a parcel locker on the east side of the mailroom. The key stays in the parcel locker when opened to pick up the package. If a package is received too large for a locker the student will receive a slip in their mailbox with the pickup hours on it. Please return the slip after picking up the package so we can reuse it.

Packages – There are different options for ordering online. We hope the information below will be helpful as you make the best choice for your needs.

Amazon – Unless you specify a different delivery method most Amazon packages are delivered through the Post Office. If you are tracking the package, you will receive an email from Amazon when it is delivered to the Post Office. The emails are worded in a way that it looks like the package has been delivered to our mailroom. That is not the case. It usually takes several days after you receive the email that the package has been delivered for the Post Office to include the package in the mail they give us so we can give it to you. If a student would like to bypass our mailroom process, we suggest sending all Amazon packages to an Amazon Locker.

Amazon Prime – This is a subscription service for Amazon with extra perks. Amazon Prime packages are usually delivered to the front desk in the Main Building. Please see their website for details regarding how Amazon Prime works.

UPS – UPS delivers to Garrett once a day, usually in the late morning. Normally, they bring their packages to the mailroom in Loder, and they are distributed from there.

Fed Ex – Fed Ex normally delivers to the front desk in the Main Building. We pick up the packages from there and distribute them from our mailroom.

Please consider the amount of time a particular delivery method will take when you place your order. If you need your package sooner, you may want to pay more and choose a quicker delivery method. If time doesn't matter as much as money, then you may want to choose the least expensive, but slower method, that goes through the Post Office. All carriers also provide other locations you can have packages delivered to if that better meets your needs. You can find locations in the area on the Amazon website. UPS and Fed Ex also offer other options for delivery locations which will be open at hours our mailroom is not if that meets your needs better. Please check their websites for options.

Mail Forwarding – When you move out of the residence hall you will need to take care of what happens with your mail. We are happy to forward first class mail for several months to give you time to change your address with those you receive mail from. You must provide us with self-stick labels if you would like your mail forwarded..

Access to Premises

Garrett Seminary through its proper representatives (i.e. vendors and contractors) shall have free access at all reasonable hours to the premises for the purpose of insuring compliance with all applicable laws and Garrett Seminary regulations, and examining the residence for cleanliness and upkeep, or making alterations and repairs, as well as for the purpose of exhibiting the residency to prospective residents. Garrett Seminary agrees to make every effort, when practical, to inform you in advance of any entry and examination; it being understood that nothing shall hinder Garrett Seminary's right to enter the residence during an emergency to protect life and property from imminent injury or to enter the premises to save me from serious inconvenience. Within 30-days of my move-out date, you agree to permit the on-site maintenance staff to make a pre-move-out inspection of the unit.

Maintenance

Building interiors and furniture as well as overall maintenance concerns 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).

Repairs necessitated by your negligence or that of your guests will be made by Garrett Seminary. Any such costs will be chargeable to you upon written notice from Garrett Seminary and shall be payable no later than the due date of the next installment of room charges following such notice. Garrett Seminary reserves the right to bill you up to 60 days after my departure from the premises for any damages caused by you or your guests.

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 not permitted in seminary apartments however is permitted on the back porch area.

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 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 and smoking paraphernalia are not permitted on seminary grounds.

Residence Halls

Room Assignments

It is assumed that housing assignments will be maintained for the academic year unless notice is given to the Director of Housing and Events before the end of a given semester or term. If you move out of your room for one or more semesters, it will be reassigned if needed by another student. A room will not be held for your return. If you are not on campus, but leave items stored in a room, you will be charged for the rental of that room during that storage period.

- a) All requests for change in assignment received after the late registration deadline will be considered at semester breaks only, unless special circumstances are present, and a review is requested.
- b) Each spring, forms will be made available so that requests can be made for the coming academic year.
- c) You agree to vacate my room within 24-hours of my last final examination in May/June. You understand that unless formally released from this agreement by the Director of Housing and Events (see Residence Hall Policies and Procedures, you are responsible for the room rental charges and any applicable fees.
- d) Garrett reserves the right to relocate residents with prior written notice for the purposes of consolidation of residents. Such consolidation may be undertaken to promote individual or community health or safety, to reduce costs, or for such reasons as deemed necessary by the Director of Housing and Events.

Condition of Premises

You agree to accept and maintain the unit in its fully furnished condition throughout the duration on this contract. All furnishings, fixtures and equipment are to be kept in clean,

sanitary, and working order. You shall return the premises in as good repair as when possession was taken, ordinary wear and tear excepted. If the premises are discovered to be in poor sanitary condition or in a manner that could lead to an unhealthy or unsafe environment for a suitemate or surrounding residents, you will be required to make the necessary changes and cleaning to the room or apartment at my expense. These changes must be approved by the Director of Housing and Events or designee. If you fail to make these changes within a reasonable amount of time, services will be provided to perform the necessary cleaning. You shall then be responsible for the payment of the provided services. you are at no time permitted to change the paint color in the room or apartment or make any physical alterations to the unit. Such action shall result in my being financially responsible for the work required to restore the unit to its original condition.

Business Use

You understand that you may not use your residence hall room or any Garrett Seminary housing facilities for commercial or business purposes. This includes, but is not limited to, use of phone, assigned bedspace or available community lounge, study or kitchen spaces, data, and cable TV lines, as well as voicemail and mailboxes to conduct or carry out any commercial business.

Resident Property

Garrett Seminary reserves the right to restrict the use of your furniture or other items if such use necessitates the removal of any of the Garrett Seminary's property from the unit or if such furniture or other items are a health or safety hazard or interferes with the provision of services to other residents of the building. Where your personal property is left on the premises for more than 7 days after you vacate upon expiration or termination of the agreement, Garrett Seminary shall have the right, at its sole option and without further notice, to either (a) dispose of such property, or (b) charge a reasonable storage charge for any such property. Washers, dryers, dishwashers, ceiling fans, window air conditioners (except the ones furnished in Old Dorm), space heaters, large appliances, treadmills, either electrically or battery-operated or any other items that are considered by the Garrett Seminary to be a safety or health hazard, are not permitted.

Insurance and Release of Claims

Garrett Seminary does not assume any liability for the loss, damage, or theft of any personal property for any cause whatsoever; if protection from the possibility of such loss is desired, you should cover your own possessions with appropriate insurance. Further, you hereby release and hold the Garrett Seminary harmless for any liability to you or anyone claiming through you and Garrett Seminary shall not be legally responsible in any respect for any loss or damage

which you or anyone claiming through you may sustain by reason of: a) Any strike, lockout, work stoppage, or other disturbances, riot, civil commotion or Act of God affecting me or the demised premises or any resident therein; b) Theft or burglary in or about the premises; c) Fire, water, flood, rain, frost, snow, gas odors or fumes from any source whatever; d) Any injury to any person or damage to any property not caused by Garrett Seminary's direct negligence.

Surrender Of The Premises

At the expiration or other termination of this agreement, you shall surrender possession of the unit and shall return all keys to the unit to Garrett Seminary's designated agent. Failure to do so will constitute a default of this agreement and subject resident to an obligation to pay the liquidated damages sum for each day the resident continues to occupy the unit.

Default:

The resident shall be considered in default of this agreement in the event they are in violation of any term or condition hereof, including but not limited to payment of room charges as provided herein. In the event of such default, the Garrett Seminary may, at its sole option, (a) re-enter and repossess the premises, or (b) require the resident to vacate the same within 30 days following written notice of default. Garrett Seminary may charge to your account all sums due and may, at its sole option (a) assess as liquidated damages the sum of \$75 per day up to 3 consecutive days of the continuation of such default and 100 per day thereafter until the default is corrected and (b) bring suit for and collect all damages it sustained because of your default, notwithstanding any re-entry or repossession by Garrett Seminary. No waiver of any breach of any part of this agreement shall be a waiver of any succeeding breach.

County/State/City Laws:

You agree to observe, in your use of the housing premises, and to cause your guests to observe, all laws of the United States, state of Illinois, City of Evanston, and all Garrett Seminary rules and regulations, including those set forth in the Garrett-Evangelical Theological Seminary Handbook. You acknowledge receipt of a copy of the Policies and Procedures by reference herein and that the Policies and Procedures are made a part of this agreement. I understand that failure to comply with any of the terms of this agreement, including any Garrett Seminary rules and regulations, shall be a default as described above. Upon termination of this Contract for any reason, room charges will become immediately due and payable in accordance.

Relocation and Removal

Notwithstanding any other provisions of this contract, including but not limited to Sections Default and County/State/City Laws above, you acknowledge, understand, and agree to the following:

- a) **Relocation:** At all times, Garrett Seminary reserves the right to relocate residents with or without prior written notice for any reason in its discretion. Such reasons may include, but are not limited to, space availability, community health or safety, to protect Garrett Seminary property, to restore operations, to reduce costs, or for such other reasons as deemed necessary by the Director of Housing and Events or designee.
- b) **Administrative Action:** The Director of Housing and Events, or designee, may act administratively to maintain the housing living and learning environment by moving a student to a room other than the one to which he or she was initially assigned, by moving the student to another unit, or, when required in the best interests of Garrett Seminary as determined in the sole discretion of the Director of Housing and Events or designee, by removing a student from Garrett Seminary housing, either on an interim or permanent basis. These actions shall become effective immediately without prior notice, are considered final, and not subject to further review.
- c) **Housing Removal:** Students removed from Garrett Seminary housing for disciplinary reasons may be held for the remaining room and board fees for the remaining portion of the contract term.

Student Status

You understand that to be eligible for residence, you must be enrolled at Garrett Seminary as a full-time degree candidate or as a special student; and that if such enrollment is terminated for any reason, you are no longer eligible for residence in the premises, you are responsible to advise the Department of Housing and Events immediately of such change in status, and you agree to vacate your room within 24 hours of such termination. You agree that you will not occupy nor reside in any space other than your assigned room except that you may have customary use of the common areas. You understand that this agreement is not assignable,

that subletting is not allowed, and that only the persons assigned by the Department of Housing and Events may reside in your room at any time.

Keys

You will be given the necessary keys or keycard for the residence hall and your room. A charge of \$40 per key will be assessed if you lose your keys and if you fail to turn them in when you leave seminary housing. The residence halls are locked at night and on weekends and all residents always need to keep their exterior door keys with them. The public areas of Loder Hall are locked each evening at about 10:00PM. The Loder exterior doors are locked at 10:00PM on Friday and remain locked until approximately 7:30AM on Monday. Please be sure to keep the exterior door locked during these times. You should also keep your room door

locked when you are not there. An unlocked door is an invitation to theft. If you are locked out of your space and require assistance there will be a \$25 charge incurred beginning with the second and every consecutive lock out afterward. Additionally, verification of ID will be asked prior to reentry into unit.

Care of Rooms (Residence Halls)

You are expected to keep your room (and bathroom where applicable) clean. There are some very basic cleaning materials on each floor of the residence halls for this purpose. You are responsible for any damage you cause to your room, its furnishings, or equipment – including nails driven into the walls – and will be charged accordingly, (see #2 above).

a) Cooking in rooms is absolutely prohibited. Inspections are made by the City of Evanston Fire

Department and Health Department annually. Students who violate this regulation jeopardize the property and welfare of all students. If we fail to pass a fire inspection because of cooking equipment (microwaves, hot pots, etc.) in your room, you will be fined accordingly and the cooking equipment will be confiscated. Small refrigerators are permitted.

b) Keeping a pet of any kind for any length of time in the dormitory is prohibited.

c) Each room has been furnished. All items must remain in the room. Additional items may be added, provided they are reasonable in size and function.

Quiet Hours and Noise

Unreasonable noise is never acceptable in any residence hall or apartments. All residents are always expected to be courteous about noise and to respond appropriately to requests for quiet. In addition to courtesy hours, quiet hours are established and enforced according to the following procedures.

Establishing quiet hours: The hours cannot be less than Midnight to 8:00 a.m., Sunday through Thursday nights and 1:00 a.m. to 10:00 a.m., Friday and Saturday nights. Courtesy hours are 24 hours.

Additionally, during finals weeks, all residents are expected to comply with 24-hour quiet hours.

Care of Bathrooms

For the sake of others sharing these facilities, please leave things clean after each use. Nothing should be stored on the floor, windowsills, or other areas of the common bathrooms or hallways. If you have a private bath, you are responsible for keeping it clean. Bathrooms which

are not cleaned for an entire quarter or semester will usually result in extra cleaning fees being deducted from your deposit.

Waste matter

Waste baskets in the rooms should be emptied in the large containers provided for this purpose in each entryway in Old Dorm or in the trash rooms on each floor of Loder. Bulky materials or large amounts of refuse should be taken to the refuse containers at the rear delivery entrance of Loder Hall.

Guest

You are responsible for your guest(s) and their behavior within the residence hall and while on campus. You must notify the Housing Office if you have guests that are not students, and they want to stay overnight. Guests are not allowed to stay more the three consecutive nights in a two-week period. If you have a guest that wanted to stay longer approved must be granted by the Housing Office. All guests must have government photo ID present on their person. If locked out of student's unit, guest will not be allowed back in unless verification can be given by the host of said unit.

Pets

Pets are not allowed in the residence halls.

Laundry Facilities

There is a coin-operated laundry in the basement of Loder Hall as well as each residential floor in Loder. You can also use the CSC Pay mobile app. Just download the app either through Android or iPhone app store and follow the instructions.

Student Kitchens

There are two fully equipped kitchens, one the lower level of Loder Hall and one on the 2nd floor of Loder for student use after hours and on weekends. You are responsible for cleaning up after yourself in the kitchen. No food items may be stored in the student lockers around the corner from the kitchen. Items left in the refrigerator without a name/date label or for an unreasonable length of time, whether labeled or not, will be discarded.

Lounges

The lounges in Loder Hall are for use by residence hall residents. No regular meetings or classes are scheduled to not interfere with the rights of the residents to use the lounges. You are reminded that loud noise disturbances should terminate by 10:00 PM. There are vending

machines and a microwave oven in the lower level of Loder as well. Problems with the functioning of the vending machines and/or replacement of lost change should be reported to Mechelle Moore in the Cashier's Office in the Main Building.

Resident Assistants (RAs)

Resident assistants are assigned to help with any problems or questions not covered in these regulations. If the RA is unable to handle the situation, he or she will direct you to the appropriate person. The contact information for the RA is located on each entry doorway of residential halls and apartments.

Inspections

The Director of Buildings & Grounds, the Director of Housing and Events, and/or personnel otherwise authorized by him or her or the President may examine a student's room for cooking materials and/or other violations. The acceptance of a room at Garrett-Evangelical gives the right to stated officials to make such inspections.

Termination

The seminary reserves the right to terminate a residence hall agreement if a resident does not pay statements in a timely manner or does not behave in a way that is consistent with the values of the seminary. Additionally, continual violation of housing regulations can result in termination of your housing agreement. A written warning will be issued first. If that is not heeded, a deadline for moving out of the residence hall will be issued. An appeal of these two actions may be made within ten (10) days to the Vice President for Administration and External Program, who will hear the appeal and make a final decision.

Apartments

In addition to the license agreement that is signed by residents the following information below also applies to those residing in Garrett Seminary apartment housing. 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 monthly housing fee. 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 a chair, couch, coffee table, end table, desk, desk chair, bookshelf, dinette table, and four chairs, a 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-bedroom described above but have an extra, unfurnished small room or alcove in addition to the full-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. The 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. The 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. The 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 other housing in the community. Children's toys walkers/strollers and bicycles must be kept in apartments or storage areas, not in inner stairwells, hallways, or the courtyards as they can be deemed impediments to egress which is against city ordinance. Out of respect for all tenants' courtyards at the apartment buildings are not to be used as a playground or park.

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 and/or theft of valuables such as, all electronics, , cell phones, bicycles, clothing, etc. The Dean of Students 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. The seminary will not be liable for any lost, damaged, or stolen items from a person's living unit or within housing facilities.

Business Use

You understand that you may not use your residence hall room or any Garrett Seminary housing facilities for commercial or business purposes. This includes, but is not limited to, use of phone, assigned bedspace or available community lounge, study or kitchen spaces, data, and cable TV lines, as well as voicemail and mailboxes to conduct or carry out any commercial business.

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. If keys are not returned within 3 days of vacating an apartment, occupants will be responsible for the cost per key and replacement of the cores.

Laundry

Coin-operated washers and dryers are in selected basement areas of each apartment complex. You can also use the CSC Pay mobile app. Just download the app either through Android or iPhone app store and follow the instructions. The seminary will not be liable for any lost, damaged, or stolen items from a person's living unit or within housing facilities.

Resident Assistants (RAs)

Resident assistants are assigned to help with any problems or questions not covered in these regulations. If the RA is unable to handle the situation, he or she will direct you to the appropriate person. The contact information for the RA is located on each entry doorway of residential halls and apartments.

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.

Guest

You are responsible for your guest(s) and their behavior within the Garrett Housing community. If your guest(s) behavior is deemed to be disruptive to the housing community, they can be

banned from visiting. All guests must have government photo ID present on their person. If locked out of student's unit, guest will not be allowed back in unless verification can be given by the host of said unit.

Outdoor Cooking

Barbecue grills may not be used on the 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, if 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 Housing and Events 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 Housing and Events Office. 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

Some pets are permitted in housing, although any damage done to the apartment (including any furnishings provided) is charged to the occupant. An additional pet deposit of \$300 is required. There is also guidelines required for having pet in our apartment housing. If you are interested in having a pet, please contact the Housing Office.

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 will be tolerated in any seminary setting including the apartment buildings.

Storage

Storage lockers are 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 move in deposit. We do not have enough storage units for each apartment to have one; therefore, only one storage unit is permitted per apartment.

Parking and Towing (Northwestern University)

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. For the most update information regarding parking regulations, cost, ticketing and towing please visit Northwestern University's Transportation and Parking website at <https://www.northwestern.edu/transportation-parking/evanston-parking/index.html>.

Hospitality

Hospitality to Commuter Students

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

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 Housing and Events 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 1st of each year. The lockers are available on a first-come, first-served 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 30th or through the next academic year by notifying the Office of Housing and Events.
- **Commuter Refrigerator:** In the basement lounge of Loder Hall, there is a refrigerator that 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 Housing and Events. Students are expected to clean out their food. Periodic cleaning 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 Housing and Events. Each keycard will be a \$25 deposit.

Guest Rooms

Guest rooms may be rented (based on availability) on a daily or weekly basis in the Housing and Events Office. Reservations must be secured with a major credit card. There are two styles of guest rooms available for students or their visitors:

Dormitory Guest Rooms

Located on the same floors as current residents, dormitory guest rooms are the least expensive accommodations available. These are rooms with one twin-sized or one full-sized (double) bed, linens, a blanket, pillow, desk, lamp, dresser, closet, and chair. Many rooms have their own bathroom; there are one or two places where two rooms share a bathroom. There are also one or two double-occupancy rooms with two twin beds and two of all other amenities as well.