

Garrett-Evangelical Theological Seminary
APARTMENT POLICIES & INFORMATION

- 1) The seminary reserves the right to terminate a lease on an apartment with 30 days notice when a seminary student ceases to be enrolled. A parking space or garage rental may be terminated immediately.
- 2) If the seminary does not act to terminate the lease, the tenant is obligated to fill its terms. The only exceptions to this regulation are:
 - a) When an enrolled student has completed all requirements for graduation and accepts an offer of employment.
 - b) When an enrolled student relocates to another seminary-owned housing unit.
 - c) When a person who does not meet such criteria pays a penalty of an additional month's rent (without occupancy).
 - d) When a sub-lease agreement is proposed by a resident and is approved by the Director of Hospitality & Housing.
- 3) If a tenant does not become an enrolled seminary student, and an enrolled seminary student needs housing, the seminary reserves the right to terminate a lease on an apartment and/or a parking space (in the lot or in a garage) at the end of an academic semester or the summer session, provided the tenant is given a 30-day notice.
- 4) A rental rate is established each year, with a subsidy provided for a student enrolled in at least one course at the seminary. Should such registration cease, the subsidy is discontinued as of the first day of the following month, unless the student has completed all degree requirements and wishes to remain in the apartment through graduation or the student can document plans to re-enroll at the seminary within a time period not to exceed one academic semester.
- 5) Rate changes go into effect on July 1 of each year.
- 6) All requests for a 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.
- 7) If after moving into an apartment, the tenant requests a different apartment, those requests will only be honored on an as-available, low-priority basis. Further, the tenant will be required to refund the cleaning fee (currently \$155.00) as part of the moving expense.
- 8) The seminary reserves the right to make periodic inspections of apartments (usually once a year and not to exceed twice a year), in addition to the city inspection when a reason for the inspection is stated and a 24-hour notice is given. The tenant has the right to be present during such an inspection, but the inspection will usually occur whether or not the tenant can/will be present.
- 9) Should an emergency arise that jeopardizes any person or item of property, the seminary reserves the right to respond in a way that would be in the best interests of both the tenant and the seminary. This may include entering an apartment without notice and when the tenant is not there.
- 10) 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 will be made, however, to complete all such work before the new tenant arrives.
- 11) Dogs are permitted only in designated apartments. Cats and other pets are permitted throughout the apartments with the understanding that their owners confine them at all times within their apartment and that they pose no nuisance or health hazard to neighbors.
- 12) There is no smoking or consumption of alcohol permitted in common areas of the buildings. Tenants who smoke in their own apartments may be required to purchase an air cleaning machine (type and model to be approved by the Director of Hospitality & Housing) if their smoking has a deleterious effect on neighbors.
- 13) Each apartment is equipped with smoke detectors in areas required by Evanston City law. If the battery is no good (it will start to beep), contact Buildings & Grounds for a replacement. It is prohibited to remove the smoke detectors and/or to remove the battery without replacing it. If tenants choose to create sleeping spaces in areas not foreseen by the seminary (e.g., a dining room) please contact B&G and a smoke alarm will be installed in all sleeping areas as required by Evanston City law.
- 14) In accordance with the Evanston City Code, no weapons of any kind, nor any other illegal or hazardous materials or substances are permitted in the apartments at any time.
- 15) Quiet hours are from 10:00PM to 7:00AM Sunday thru Thursday and 11:00PM until 8:00AM on Friday and Saturday nights. Please remember this is student housing and observe reasonable boundaries during "non-quiet" hours.
- 16) Occupancy of the apartment is generally limited to the lessee and his/her immediate family, customarily meaning spouse (if any) and/or children. If, by special arrangement, an apartment is shared by two students separate leases will be required.
- 17) All tenants are responsible for checking their e-mail on a frequent basis for notices and information pertaining to housing.

- 18) See the Student Handbook or contact the Office of Hospitality & Housing for information related to sub-letting or vacating your apartment for the summer.
- 19) Seminary apartments are unfurnished or furnished, though furnished units do not include linens, pillows, draperies, dishes, waste baskets, table service, cooking utensils, lamps or replacement light bulbs. They are always equipped with a stove and refrigerator. Furniture that does not require attachment to floors or walls may be brought into the apartment as long as there is reasonable space for it. **No furniture considered to be a permanent part of a furnished apartment may be removed and/or stored. You will be held financially responsible for any missing furniture from the furnished apartment when you leave.**
- 20) Air conditioner units are permitted in the apartment buildings. Window units should be provided by the tenants but must be installed by G-ETS B&G staff. The windows are multi-paned and contain a gas between the panes as part of the insulation. If tenants install their own AC and break the window thus releasing the gas, the window may have to be replaced at the tenant's expense.
- 21) *The Sherman and Maple apartments are individually metered for gas and electricity; tenants must contract individually with those utilities for service and building. In Maple/Noyes the entire building is on one meter and tenants are assessed a monthly fee to cover these utilities. This fee may be marginally higher during summer months to accommodate air conditioners*
- 22) The apartments are not necessarily redecorated between tenants. They are repainted and floors refinished on a rotating schedule as needed.
- 23) Storage lockers are located in the basement of each building. To avoid potential water damage, items should be elevated several inches off the floor. **The seminary assumes no responsibility for damage to or loss of belongings in the lockers. Only one storage unit per apartment is permitted.**
- 24) The seminary does not provide insurance coverage for loss or damage to personal property. **All residents are advised to carry renter's insurance.**
- 25) The buildings' courtyards are not playgrounds. Frequent and prolonged activity in the courtyards raises the noise level for all of the apartments, and we do not have budget for landscaping or maintenance of landscaping in the courtyards. There are three Evanston city parks within easy walking distance of the apartment buildings; we encourage you to explore these with your children.
- 26) When moving out, residents must comply with "Check-Out Procedures", a listing available in the Office of Hospitality & Housing. Departing tenants will be held responsible with recourse by the seminary to the damage deposit, for any failure to leave an apartment in a clean state, and for any damage to the apartment or its furnishings beyond reasonable wear and tear. Cost of damage done that exceeds the amount of the deposit is charged to the tenant. No deposit will be refunded until *after* an apartment is vacated and inspected.
- 27) Keys signed out when you move in and not turned in when you leave are subject to a per key fine of \$40. Copies are not acceptable as turn-ins. If you request a replacement for a lost key while you live in the apt. the replacement fee is \$30/key. Return your keys promptly; the day you turn in your keys is your official move-out date for rent purposes.
- 28) Each apartment has a mailbox. Third- and fourth-class mail is placed near the boxes. Large packages are placed on the floor. When moving in, place your name on your mailbox so that the Evanston postal service will know to begin delivery. The Evanston postal service will not leave mail without your name on the box. When you move out of the apartment you **MUST** return the mailbox key with your other keys. You may not retain it so that you can continue to check for mail there. Please make arrangements before you move out to have your mail forwarded or stopped.
- 29) The apartments have steam heat with one thermostat for the entire building. Heat in individual apartments is controlled by opening or closing the radiator valves. *The system will not operate with the valves partially opened.*
- 30) There are coin-operated washers and dryers in the basement of each building. As a matter of courtesy to other residents, please promptly remove your clothes from the machines and clotheslines. Smoking is not permitted in the laundry rooms.
- 31) Telephone landlines, cable TV service, and internet service may be contracted for at tenants' own expense. All apartments are cable-ready.
- 32) There is a parking lot for residents of the Maple and Maple/Noyes buildings across Maple Ave. To park there, residents must apply to the Director of Hospitality & Housing and be assigned a specific parking space. A monthly fee is payable to the Office of Business Affairs. A parking decal **MUST** be displayed; otherwise you will be towed. If you have a loaner or a visitor you wish to park in your space, you **MUST** come to the Housing office and get that car a sticker.
- 33) For problems and questions not covered in this list, residents may contact their building Resident Assistant. If the RA is not able to handle the question or handle the situation, s/he will direct the tenant to the appropriate person(s). If a tenant is not certain who the RA is, please check the bulletin boards in the building or contact the Office of Hospitality & Housing. For after-hours **emergency** maintenance needs residents may contact the custodian, Hal Mead at 847-869-4893. Otherwise, please report ALL maintenance needs to Cheryl Larsen in the Office of Buildings & Grounds at Cheryl.larsen@garrett.edu or by telephone at 847-866-3994. For monthly extermination needs, please also contact Cheryl Larsen.