

**DATE:** March 2014  
**TO:** G-ETS Applicants for Garrett-Evangelical Housing  
**FROM:** Barbara Adams, Director of Housing & Hospitality  
**SUBJECT:** Housing for the Academic Year 2014-15

Attached you will find:

1. A form on which you may request housing for the summer of 2014. **All persons currently in housing who do not already have a signed lease for next year, MUST return this form even if they plan to leave at the end of spring semester; otherwise we have no record of your plans.** Apartments are generally **NOT** ready for new occupants before August 1 or later.  
***This is not a housing application for Garrett summer intensives or for Course of Study; those may be obtained separately from the Office of Hospitality & Housing or the Garrett-Evangelical Theological Seminary web site.***
2. A form on which you may request housing for the academic year 2014-15 (August 22, 2014 – May 17, 2015). Early arrival (prior to August 22) for the residence halls will result in an additional fee for those given permission to arrive prior to the beginning of the semester. This is a weekly fee which varies with the type of room assignment and applies to all or part of a week (see price sheet at end of application materials).
3. A form on which you may request parking if you live in the Garrett-Evangelical apartments. (There are frequently no parking spaces available to Sherman Ave. residents although street parking at Sherman is much more readily available). On-campus parking is handled through Northwestern University.
4. A list of housing costs for 2014-15. **Please note that these costs apply to Garrett students only; they represent a subsidy which is part of the financial assistance we offer to our students. Unsubsidized costs for our staff tenants, and tenants from Northwestern University are available upon request.** All new costs take effect on July 1, 2014.

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

**The deadline for priority consideration for *current G-ETS students only* in housing for this summer and the next academic year is *Friday, April 18, 2014*.** This deadline does not apply to new incoming students. Requests for repeat accommodations are filled first, after which requests for changes are made in the order they are received. An attempt is made to fulfill requests of all returning students, whose forms are in by the deadline, before assignments are made for new students. Requests will be accepted after the deadline, but will not be placed on the initial priority list. Requests received after the April 18 deadline will be prioritized with all others in the order in which they are received.

Enclosures

## INSTRUCTIONS FOR COMPLETING HOUSING REQUEST FORMS

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

1. Complete all applicable forms. *All current residents must complete the yellow form (summer housing) even if they are graduating or leaving for the summer, unless you already have a signed lease for the academic year 2014-15. Otherwise we have no record of your plans.*
2. Make sure your contact information is complete, including city, state, zip, cell phone, telephone and e-mail address.
3. Students may arrange to share an apartment but you must arrange for your own apartment-mate, s/he must be a Garrett student, and the full apartment rent will be charged whether one of you moves out or not, except in case of true emergency (e.g., death in the family).
4. Two bedroom apartments are generally reserved for G-ETS students with children; if you would like to share a 2BR apartment or a large 1BR, with another G-ETS student, please identify that student by name. Be certain you have discussed this with the other party and s/he has agreed to the arrangement.
5. Smoking is NOT permitted in the dormitories. Smoking is permitted in individual apartments; however if your smoke becomes problematic for your neighbors you may be required to purchase an air-purifier machine (to be approved by the Director of Housing) to use in your apartment. Smoking is NOT permitted in ANY common areas of the apartment buildings, nor out on the apartment back porches, or within 25 ft of open doors or windows by State law.
6. If you applied for both an apartment and a residence hall room, please place a 1 to the left of your FIRST choice. Within the type of housing (i.e., apartment or residence hall) you are requesting, please indicate your first, second and third choices by number (e.g., 1, 2, 3). Not all options are always available.
7. If you need to take occupancy of your dorm room prior to August 22, 2014, an additional fee will be charged. This is a weekly fee which will vary with the type of room and applies to all or part of a week.
8. Apartments will not generally be ready for new occupants until August 1 or later. There are always a few exceptions, but those exceptions depend entirely upon who moves out of the apartments and when.
9. If you request and are granted a beginning lease date between the 1<sup>st</sup> and the 15<sup>th</sup> of the month, your rent will be billed from the first of the month. If you will be moving in between the 15<sup>th</sup> and the end of the month, your rent will be billed from the 15<sup>th</sup>.
10. All dorm contracts and apartment leases end at the conclusion of the spring semester. Summer extensions may be applied for in the spring. Leases are not extended beyond July 15<sup>th</sup> except by special permission, and never beyond July 31 unless the tenant is staying thru the next academic year.
11. If you have any accessibility needs that may affect your housing assignment, please describe on a separate sheet of paper and include with your application.
12. If you are planning to live in the apartments and need parking, please complete the enclosed parking form. If you are planning to live in the dorms and need parking, you will need to arrange that through the NU Parking Office when you get here.
13. Housing assignments are not guaranteed. No deposit will be required unless and until you are offered a housing assignment. At that time, you may be asked to confirm your intent to live in G-ETS housing by returning a signed apartment lease or dormitory contract with the appropriate deposit (\$300 for dorms, \$600 for apartments. There is an add'l dep. of \$300 required if you have a dog in the Sherman Building). If, after paying a deposit, you decide not to live in seminary housing, a portion of your deposit will not be returned.
14. When moving into an apartment, the deposit (\$600) and your first full month's rent must be paid in advance of picking up keys, regardless of which half of the month you are moving in.
15. If you are applying to live in the residence halls, you will be required to purchase a **board plan** in order to eat in the Garrett Café in Loder Hall. If you will be here full-time, you will be required to purchase a minimum of \$1500 per semester. A 2-night contract will require purchase of \$750 per semester on the meal plan. These amounts are minimums; money may always be added to your account in \$25 increments at your request. A 3-night per week stay is a full room contract; however, persons able to document 3 night stays may be eligible for a less-than-full board plan upon approval. Apartment tenants may participate in the meal plan but are not required to do so.
16. Breaking your lease before its end date will usually result in a penalty equal to one month's rent post vacancy.
17. Persons moving in to a furnished apartment may bring some things with them, but seminary furniture may NOT be removed from seminary apartments. Persons who remove furniture from furnished seminary apartments will be fined \$100/month.

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

# SEMINARY HOUSING

## TYPES OF HOUSING AVAILABLE

**Residence Halls:** Two residence hall buildings are located on campus immediately behind and south of the main building. United in these buildings will be available for rental on a semester basis and will require a campus meal plan when classes are in session.

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

## RESIDENCE HALL HOUSING

Full-time Garrett-Evangelical residents get first priority for dorm rooms. There are often rooms available for partial contracts (part-time residents), NU graduate students (we are **not** able to house undergraduates) or guest stays.

The on-campus seminary residence halls available for 2013-14 offer four possible living arrangements:

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

Loder Hall was completely renovated and brand new for the academic year 2011-12. Both dorms are Wi-Fi equipped.

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

**Food Service:** A meal plan is required for **all** students with a residence hall contract. (See "Instructions for Completing Housing Applications"). A full meal plan (13+ meals per week) will cost \$1500 per semester.

**Other Facilities:** Coin operated laundry facilities are located on all three residential floors and in the basement of Loder Hall; these will be available for all dormitory residents. Dining facilities and the Garrett Convenience Store are located on the first floor of Loder Hall. Student mail service and vending machines are located in the Lower Level of Loder. Second floor and Lower Level have student kitchens; student lounges are located in the lower level and on the first floor (cable TV in Lower Level only); a TV room is located on the 3<sup>rd</sup> floor; a small chapel on 4<sup>th</sup> floor; and a prayer/study room in the Lower Level. Dish network is available and may be contracted for by students in their rooms.

## APARTMENTS

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

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

four of these units. Hot water and heat are provided; a separate monthly charge is made for gas and electricity. Furniture may NOT be removed from furnished apartments; a \$100/mo. fine will be incurred.

- **Unfurnished One Bedroom (3 rooms)**-apartment with living room, kitchen, bathroom and bedroom. Heat and hot water are provided; gas and electricity are separately contracted for by tenants.
- **Unfurnished Large One-Bedroom (3.5 rooms)**-apartment with living room, kitchen, bathroom, bedroom and an extra alcove or very small room. Heat and hot water are provided; gas & electricity are separately contracted for by tenant.
- **Unfurnished Large One Bedroom (4 rooms)**-apartment with a living room, dining area, bathroom, kitchen and bedroom. Heat and hot water are provided; gas and electricity are separately contracted for by tenant.
- **Unfurnished Two Bedroom (5 rooms)**-apartment with living room, dining room, bathroom, kitchen and two bedrooms. Heat and hot water are provided; gas and electricity are separate. Generally prioritized for G-ETS students with children.

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

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

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

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

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

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

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

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

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

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

**May 19, 2014 through August 21, 2014**

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

Instructions:

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

<b>Name</b> _____	<b>Social Security #</b> _____
<b>Current Address</b> _____ _____	<b>Summer Address</b> _____ _____
<b>Telephone</b> _____	<b>Telephone</b> _____
<b>E-Mail</b> _____	
<b>Address</b> _____	<b>Cell Phone</b> _____

I **DO NOT** NEED HOUSING AND WILL VACATE MY CURRENT RESIDENCE NO LATER THAN May 18, 2014

I **DO NOT** NEED SUMMER HOUSING, BUT WILL BE BACK IN THE FALL. THEREFORE, I HAVE COMPLETED BOTH THE FALL(ORANGE) AND SUMMER(YELLOW) FORMS FOR THE ACADEMIC YEAR 2014-2015

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

G-ETS AFFILIATION                       NU AFFILIATION

**TYPE OF HOUSING REQUESTED**

**For summer 2014, very limited residence hall accommodations may be available. Please indicate your interest here. Further details will be available when negotiations are concluded.**

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

**APARTMENTS**

2. I ALREADY LIVE IN A SEMINARY APARTMENT :

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

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

Persons in this category need not complete the orange form.

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

**Garrett-Evangelical Theological Seminary  
Request for Housing: Academic Year 2014-15  
August 22, 2014 through May 17, 2015**

**G-ETS Student Information**

Student ID#: \_\_\_\_\_ Social Security#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Street: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Do you smoke?: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Marital Status: \_\_\_\_\_ Will Spouse accompany you?: \_\_\_\_\_ Name of Spouse: \_\_\_\_\_  
 How many children will accompany you?: \_\_\_\_\_ Ages of children: \_\_\_\_\_

G-ETS Affiliation: \_\_\_\_\_ Degree Program: \_\_\_\_\_ Level (1<sup>st</sup> year, 2<sup>nd</sup> year, etc.): \_\_\_\_\_

**Type of Housing Requested**

**Residence Halls**

**Residence Halls: \$300 deposit** (Please note your 1<sup>st</sup> & 2<sup>nd</sup> choices)

**With Roommate/per semester**

Suite (Old Dorm) \$1657   
 Double (Loder) \$1862   
 Tandem Single \$2167

**Without Roommate/per semester**

Single (Old Dorm) \$1963   
 Single (Loder – pvt bath) \$2371

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

Partial Contract (one or two nights/week): Inquire at office\*\*

**Begin Residence Hall Contract:**

Fall Semester  Early arrival/Fall semester  January Term (cont. through spring semester)  Spring Semester   
 (A weekly charge will be assessed for arrivals prior to 8/22/14)

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

**Apartments**

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

**Unfurnished (Rent is monthly)**

1 Bedroom (3 rooms) \$940   
 1 Bedroom (3.5 rooms) \$981   
 1 Bedroom (4 rooms) \$1022   
 2 Bedroom (5 rooms) \$1121

**Furnished (Rent is monthly)**

Efficiency \$804 +\$45/mo gas & elec   
 Lg. Efficiency \$841 +\$45/mo gas & elec   
 1 Bedroom \$909 +\$45/mo gas & elec   
 Lg. 1 Bedroom \$973 +\$45/mo gas & elec

Specific Apartment Request \_\_\_\_\_ Begin Apartment Lease on: \_\_\_\_\_

**For Office Use Only**

Lease start date: \_\_\_\_\_ End date: \_\_\_\_\_ Monthly rent: \_\_\_\_\_ Deposit: \_\_\_\_\_

Contract start date: \_\_\_\_\_ End date: \_\_\_\_\_ Semester rate: \_\_\_\_\_ Deposit: \_\_\_\_\_ Room type: \_\_\_\_\_  
 Roommate: \_\_\_\_\_

## PARKING REQUEST

Name \_\_\_\_\_ Address \_\_\_\_\_

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

Garage

Parking Space

There are only a limited number of garages and parking spaces. Assignment dates coincide with those of apartment lease, unless otherwise noted. Parking garages under the apt. building (heated) are more expensive than those which are not under the building.

### Car Info

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

### License Plate Info

State: \_\_\_\_\_ Plate Number: \_\_\_\_\_

Please **DO NOT RETURN** this form **WITHOUT LICENSE PLATE INFORMATION**.

### Do Not Complete This Section:

Your parking assignment begins \_\_\_\_\_ and ends \_\_\_\_\_

\_\_\_\_\_ Parking space number \_\_\_\_\_ in the Maple/Noyes lot. Cost for the rental of this space is \$55/month. You are to use **ONLY** the space to which you are assigned. A parking sticker, which must be picked up in the Office of Hospitality & Housing, should be placed in the **lower right-hand corner of your rear window**. Cars in the lot **NOT** displaying this sticker will be towed at the owner's expense.

\_\_\_\_\_ Garage number at the \_\_\_\_\_ Maple apartments \_\_\_\_\_ Maple/Noyes apartments.

**No parking sticker is necessary for the garages.** Cost for the rental of this garage is \$90 or \$100/month, depending on whether it's under the building or exposed to the cold. Keys for garages are available from the Office of Buildings & Grounds on the beginning date of your assignment.

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

ADDITIONAL CONDITIONS (if any):

Parking Sticker received:

SIGNATURE

DATE

# HOUSING COSTS FOR APPLICANTS ENROLLED AT G-ETS

## Academic Year 2014-15

### Residence Halls (per semester)

Additional charge for arrival prior to August 22, 2014

Loder Single(pvt bath)	\$2371
Loder Tandem (semi-pvt bath)	\$2167
Loder Double(pvt bath)	\$1862
Old Dorm Single	\$1963
Old Dorm Suite	\$1657
Two nights per week – OD Suite (If Available)	\$1150
Two nights per week – OD Single (If Available)	\$1350
Two nights per week– Loder Double	\$1450
Two nights per week – Loder Single	\$1650

Room deposit (refundable after inspection of vacated premises)	\$ 300
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Jan. term: weekly rate (sem. rate divided by 14) x 4 for ongoing residents **only**. Persons who do not move their things completely out of their room will be charged the January rate, whether they are here or not.

### Guest Rates (per night, student rate)

Loder Double	\$55
Loder Single	\$70
Loder Tandem	\$65
OD Suite	\$50
OD Single	\$60

### Apartments (per month)

Efficiency, furnished	\$ 804	(+ \$45/mo. For gas and elec. utilities)
Large Efficiency, furnished	\$ 841	(+ \$45/mo. For gas and elec. utilities)
One-bedroom, three room furnished	\$ 909	(+ \$45/mo. For gas and elec. utilities)
One-bedroom, four room furnished	\$ 973	(+ \$45/mo. For gas and elec. utilities)
One-bedroom, three room unfurnished	\$ 940	
One-bedroom, three and a-half room unfurnished	\$ 981	
One-bedroom four room unfurnished	\$ 1022	
Two-bedroom, five room unfurnished	\$ 1121	

(reserved for Garrett-Evangelical students with children)

Deposit (refundable after inspection of vacated premises)	\$ 600
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Additional Pet Deposit (Only at Sherman, upon approval, for dog)	\$ 300
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### Board Plan

Dormitory Residents are required to purchase minimum levels of Café Dollars in order to eat at Garrett Café. Full-Time Residents are required to purchase \$1500/sem; 3 nights/wk- \$1050/sem; 2 nights/wk-\$750/sem. J-Term is \$220/2 weeks. Additional dollars may be added to your account in \$25 increments.

### Parking at apartments (per month)

Garage	\$ 90, \$100
Parking Lot	\$ 55