2014-15 RESIDENCE LIFE HANDBOOK FOR 1400 BUILDING

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WELCOME

We welcome you to the McCormick Seminary Residence Life Program. We are very pleased that you have chosen to live at McCormick while you attend Seminary. We hope you will feel at home in your McCormick apartment.

As members of the Residence Community Life Team, we are committed to providing a residence life program, which supports you while you pursue theological education and preparation for ministry. It is the Seminary’s intention to offer students and their families an affordable, comfortable, and secure home where they will find hospitality.

The Residence Life office meets with Administration and Finance regularly. We welcome your suggestions and questions. Please let us know if we can be of help to you throughout the year.

Welcome to McCormick Residential Facilities.

The Residence Community Life Team

Sarah Bennett, Resident Assistant
Tabitha Clark, Director of Residence Life
David Crawford, Executive Vice President and Chief Business Officer

RESIDENCE LIFE PHILOSOPHY

McCormick Theological Seminary seeks to develop capacities in persons, through the combination of academic study, experiential learning, and spiritual community, which will enable them to be leaders with global, ecumenical, and interfaith perspective and to be effective in their practice of ministry to specific contexts. The Seminary Residence Life Program seeks to serve as one of several Seminary support services for you while you prepare for ministry and pursue your seminary education.

Members of the McCormick Seminary Residential Community are characterized by diversity of national and ethnic origin, language, age, prior vocational experience, denomination, gender and sexual orientation. Members of the community hold different understandings of Jesus Christ and the nature of the ministry and mission of the church. Residents have the opportunity to become active participants with this diverse group in the creation of an environment that encourages and supports persons in their efforts to do justice, to love kindness and to walk humbly with God.
RESIDENCE LIFE STAFF
McCormick Residence Life staff members available to serve you include:

Tabitha Clark, Residence Life Director, coordinates the residence life program and all related services including apartment assignments, rental of furniture, and check-in/checkout. If you have questions or need help in any way, stop by Tabitha’s office in the 5460 Building or call 773/947-6309 (office) or via e-mail at tclark@go.mccormick.edu

Sarah Bennett, Resident Community Life Assistant, is a master’s level student who lives in apartment 304 in the 1400 Building. The RCLA serves as a resource person for McCormick residents in both buildings. The RCLA role with residents may include advising about support services available within and outside McCormick, listening, providing support, and intervening in emergency or disruptive situations. The RCLA coordinates programs and informal gatherings and in general supports participation of residents in community life to the extent of their interest. The RCLA can be reached at 773/550-7718 (RCLA cell) or via e-mail at sarahbennett@go.mccormick.edu.

ADMINISTRATION AND FINANCE (includes Property & Facilities)

David Crawford, Executive Vice President and Chief Business Officer, is a member of the Residence Community Life Team and has overall responsibility for financial affairs and the physical plant of the Seminary. David’s office is located on the second floor of the Seminary. He can be reached at 773/947-6250 or via email at dcrawford@go.mccormick.edu

Natasha Gaines, Director of Administration/Executive Administrative Assistant to the Executive Vice President and Chief Business Officer, has overall responsibility for the day-to-day maintenance and operations of property & facilities at both the 5460 S. University and the 1400 E. 57th buildings, and supports the Executive Vice President and Chief Business Officer and those departments that report directly to him. She can be reached at 773/947-6251 or ngaines@mccormick.edu.

Monica Williams, Administration and Guest Housing Coordinator, will have overall responsibility for Guest Housing and the distribution and maintenance of keycards. In addition to other responsibilities, she assists Natasha Gaines with parking, administration and operations. She can be reached at 773/947-6275 or mwilliams@mccormick.edu.

OVERVIEW OF APARTMENTS
McCormick owns one residential building in the Hyde Park neighborhood located at 1400 E 57th Street. Students have two housing options:

Individual/Family Apartments
Apartments consist of a living room, dining area, kitchen, one to three bedrooms and one or two baths. Apartments include a refrigerator, gas range, microwave and oven.
Shared Apartments
Three bedroom apartments are available in the 1400 Building. The apartments are offered for students without families or students commuting part-time into Hyde Park. Students each have a private bedroom and share a bathroom. Each shared apartment has a kitchen with appliances, a small common area and a study room. Students may make arrangements to live with roommates of their choice or roommates will be assigned.

Guest Housing
Guest rooms are available for short-term guests and Doctor of Ministry students. The cost of a guestroom is $60 per night per person; $90 per couple per night. Most of McCormick’s guestrooms are private. In both private and shared rooms, guests share bathrooms, kitchens and living rooms. For more information or to make a reservation, please contact the Administration and Guest Housing Coordinator at 773-947-6275 or mwilliams@mccormick.edu.

COMMUNITY MEMBERSHIP AND EXPECTATIONS OF RESIDENTS
Persons living in the McCormick Residential Community are students whose primary pursuits lie in their academic program and their formation and preparation for ministry. It is the responsibility of the Residence Life Program to provide a comfortable, and secure living environment with as few distractions as possible for residents.

Persons living in the McCormick Residence Facilities are expected to respect other residents and roommates by behaving in ways which honor the rights of others and do not create unnecessary or significant difficulty for others. Residents are required to observe noise levels, respectful behavior, and a spirit of cooperation that will enable all residents to study, sleep, and pursue their academic and personal goals.

Differences between persons may result in conflict or misunderstanding. Residents are encouraged to communicate directly when conflict arises and make every effort to resolve the conflict themselves. If mutual agreement cannot be reached, the RCLA and/or the Director of Residence Life are available to work closely with students to assist in their successful resolution of a problem.

In the event that a resident is unwilling to work toward resolution of conflict or is unwilling to respect the rights of other community members, that resident risks losing the privilege of living in Residence Facilities. Students not paying rent or other McCormick/LSTC charges on time also risk losing the privilege of living at McCormick.

GUIDELINES FOR RESIDENTIAL STUDENTS
Important information for residents is provided within these guidelines. Please contact the Director of Residence Life if you need additional information or have questions.

ALCOHOL
Alcohol may be consumed responsibly in private apartments. If alcohol is served at Residence Life functions, food and other attractive non-alcoholic beverages must also be served. The Seminary hopes that it can be a place of healing for members of the community struggling with alcoholism or chemical dependency. The complete McCormick policy on alcohol use may be found in the Student Handbook.
Bicycle owners must register serial numbers and descriptive data for their bicycles with the Residence Life Office. All bikes not registered with the Residential Facilities office are subject to be removed from the bike room. McCormick also recommends that you register with both the University of Chicago Police and the Chicago Police. Registration forms for the service may be picked up at the University of Chicago Police Office, 5555 S. Ellis Ave. (773.702.8181). This allows us to help you, should your bicycle be lost or stolen.

Bicycle storage area is provided outside the 1400 building. Make sure you lock/chain your bike to the bike rack. At the time of check out, bicycles must be removed. Because of security and safety reasons, residents may not leave their bike unattended or locked up outside of the bike areas. At no time are bicycles allowed to be stored in the front vestibule/lobby or chained up along the guard rails.

CABLE TELEVISION
Cable television may be arranged in apartments. Cable is provided by Comcast Services 866.372.4215. Cable is not necessary in order to receive local television channels. Installation charges range from $29.95 – $48.99 with monthly services ranging from $25.49 – $124.00. Each additional television is $9.95. All connections are arranged through the basement. No penetration/drilling in the walls are permitted. If you are making arrangements to have cable installed in your apartment, please contact the Residence Life office in advance. Satellite dishes are not permitted.

CHILDREN
Children live with their families within the McCormick residential community. We ask that residents be respectful of residential children. Parents must supervise their children and not leave them unattended in community areas for significant periods of time. We ask that parents help their children behave in ways that do not interfere with persons who wish to study within their own apartments.

COMMON SPACE IN COMMUNAL APARTMENTS
In shared apartments: kitchens, bathrooms, study rooms and living rooms are common spaces to be utilized by all roommates. These shared spaces are small, necessitating that roommates negotiate use of kitchen utensils, furniture, etc. to be kept in common space. Residents who have belongings they do not want to share may want to keep them in their private bedrooms.

CONSERVATION OF ENERGY
To conserve energy and reduce utility costs, please turn off lights or other electrical appliances when not in use.

COOPERATION IN CARE OF FACILITIES
To maintain the lowest possible rental and cleaning costs, residents are asked to cooperate in the upkeep of the physical resources. Please treat the facility with care, clean up after yourself when using public areas, and report any apparent maintenance problems (i.e. light bulbs that are burnt out in hallways or stairwells, etc.). You must keep hallways and stairwells clean and clear. Bikes, strollers, grocery carts, etc must be stored in the bike room. Items left in the hallways, stairwells will be removed by Property & Facilities.
COOKING ODORS
Because students from a variety of cultures live within the residence facilities, we ask that you be sensitive to your neighbors if you are cooking foods with strong smells. Please open your windows and utilize the fans. Please do not leave your front door open to ventilate your apartment when cooking because when odor is in the hallways, it is more difficult to deal with.

COSTS
Operating costs of residence facilities and programs are subsidized heavily by the Seminary so that rents can be kept as low as possible. All utilities except for telephone are included in the monthly rent. Residents are expected to pay their rent on time by the first of each month. Monthly rents for the 2014-15 academic year are:

<table>
<thead>
<tr>
<th>Type</th>
<th>Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400 Bldg.</td>
<td>$515.00</td>
</tr>
<tr>
<td>Shared</td>
<td>$885.00</td>
</tr>
<tr>
<td>One Bedroom</td>
<td>$1,185.00</td>
</tr>
<tr>
<td>Two Bedroom</td>
<td>$1,340.00</td>
</tr>
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DEPOSIT AND DAMAGES
A deposit in the amount of one month rent is required to reserve your apartment at McCormick. When you move into your apartment, please review its condition and note any damages or physical problems. It is your responsibility to make the Residence Life Director aware of any problems you encounter. When you move out of your apartment, the apartment is to be left in a condition ready for the next occupancy. A portion or all of your deposit will be kept by McCormick to cover the costs of cleaning and/or repair if the apartment is dirty or damaged when you vacate it.

DRUGS
The Seminary has strict policies prohibiting the possession, use, distribution, sale, and purchase of illegal drugs. For more information, refer to the Alcohol and Drug Policy, which may be found in the Student Handbook.
ELEVATOR IN THE 1400 BUILDING
There is a telephone that is connected to our security alarm company in the elevator.

If you become stuck in the elevator, please do the following: (instructions are posted in the elevator):

1. Stay calm.
2. Press the open and close buttons several times alternately. If that does not work, then:
3. Ring the red alarm bell. This bell alerts building residents to seek the immediate assistance of Residence Life staff. If no one responds within 3 minutes, then:
4. Follow the procedure posted on the right side of the elevator about using the elevator phone
5. DO NOT force or pry the doors open unless instructed by Residence Life staff, as the elevator may move suddenly or unexpectedly.

When you are moving things onto the elevator, please do not block the “eye” so the door does not close. Please contact the Residence Life Office or Facilities in advance if you need to lock one of elevators while moving in or out of the building.

ELIGIBILITY FOR LIVING IN THE RESIDENCE FACILITIES
All students must be full-time (4 classes per semester, plus one during the January or Summer term) to be eligible for housing. All students living in the residential facility must be making progress in degree or certificate programs. The maximum number of years that a student can live in McCormick residence is: 4 years for M.Div. students, 3 years for MATS students, 4 years for Dual Program students, and 1 year for Certificate students. The maximum number of years any student may live in McCormick residence is 4 years.

All who have completed their academic programs are required to move out of McCormick Residential Facility soon after graduation. Move out dates for students leaving the Seminary are available on rental agreements or from the Residence Life Director at the beginning of each academic year. Generally, move-out date is May 31.

ELIGIBILITY FOR HOUSING FOR STUDENTS COMPLETING DEGREE REQUIREMENTS EARLY
Residential students who complete the degree requirements at the end of the fall semester OR J-Term may request to remain in McCormick Residence Facility until they graduate from the Seminary in May. These requests must be made in writing no later than the beginning of the student’s final semester of enrollment. McCormick will review the request and grant an extension after assurance of the following: 1) Availability of space; 2) Student’s successful completion of all graduation requirements, (written documentation must be provided from the Registrar).

Under no circumstances will graduates be allowed to remain in Seminary Residential Facility after the date by which graduating students must leave the seminary. These deadlines are included as a part of a student’s annual residential agreement.
ELIGIBILITY FOR HOUSING FOR STUDENTS ENROLLED IN INTERNSHIPS, CPE PROGRAMS, OR DUAL DEGREE PROGRAMS

Students who have not graduated or completed course requirements that enroll with the Seminary in a Seminary-approved internship, CPE Program, or Dual Degree Program retain the opportunity to live in the McCormick Residence Facility. All internship students must have paid the semester internship fee or be registered for at least one class at McCormick. McCormick graduates participating in Internships, Dual Degree Programs, or CPE may not live in McCormick Residence Facility.

FIREARMS/FIREWORKS/EXPLOSIVE MATERIALS

The possession, use or discharge of firearms or other dangerous weapons, including guns and chemical weapons, is prohibited on McCormick Theology Seminary property, including the residential facility. The use or possession of explosive material or similar dangerous substance or compounds is prohibited by McCormick Theological Seminary. Possession of such material or execution of such acts will result in termination of the of the violator's Residential Agreement and may result in the suspension or expulsion of the violator from the Seminary.

FIRE SAFETY

Make yourself aware of different ways of exiting the building in the event of a fire. In case of fire, exit your building immediately. Each apartment is equipped with smoke detectors. Please do not tamper with smoke detectors. Whenever the fire alarm sounds, you must leave the building immediately. ALWAYS USE THE STAIRS - do NOT use the elevators.

Please be sure that ALL members of your family or your roommates leave your apartment immediately whenever there is a fire alarm. No one is allowed to re-enter the building until the building is secured by Residential Life staff and the Chicago Fire Department.

Fire extinguishers are located on each floor by the elevators in the 1400 Building.

In case of fire, dial 911 or pull the fire alarm (red box, labeled FIRE) located in each hallway and stairwells in the 1400 Building.

FURNITURE

You may bring your own furniture. Furniture that you place in common areas in the apartment must be available to be shared by all persons living in your apartment. For a $50 monthly fee, residents may rent a set of furniture for their room. This set includes a bed, desk, chair, dresser, lamp, bookshelf and night stand. Basic furniture sets cannot be divided for a lower fee.

GARBAGE

Garbage is to be deposited in the outside dumpster at the side of the building. It is the resident’s responsibility to put garbage in containers that will not leak when transporting trash outside. Do not leave garbage in hallways.

Note: Cardboard cannot be recycled at our location, please dispose of all cardboard into the dumpster. Also make sure that you close the lids on the bins outside after depositing trash, otherwise, we will be fined by the City.

Recycling bins are located in the dumpster area (for more information see RECYCLING).
GRIEVANCES
Students experiencing difficulty or having complaints about the Residence Life Program or Facilities should contact the Residence Life Director. The Residence Life Director will refer unresolved concerns and problems to the Residence Community Life Team.

GRILLS (Barbeque)
Grills are available for any resident to use. To request the use of a grill please see either the RA or the Director of Residence Life. Grills must be cleaned up and placed back in storage after use. Grills must be cleaned up and placed back in storage after use.

GUESTS
Residents planning to have a guest stay in their apartment must contact the Residence Life office to register their guest(s). In shared apartments, students planning to have a guest stay in their apartment must also inform the roommates in advance and obtain agreement. Because space is limited in the shared apartments, guests who plan to stay for several nights should use Guest Housing. The cost of guest housing is $60 per person per night; $90 per couple per night. Consideration and respect of roommates is essential whenever guests stay within shared apartments. Guests of residents may not take up residency in apartments.

HANGING PICTURES OR OBJECTS
You may hang small objects and pictures on the walls of your apartment using nails, thumbtacks or pushpins. You may NOT hang or attach anything to the doors or cabinets of your apartment. If you wish to hang any object or picture that weighs more than 5 lbs. (2.2 kilograms), you must fill out a work order. Once the work order is received, you will receive assistance from Property & Facilities. Do not use tape or adhesive picture hangers to hang photographs, posters, fabric or any object; tape will damage the wall's surface. Damage to the walls, doors or cabinets of your apartment may result in a deduction from or loss of your security deposit.

HEAT & AIR CONDITIONING IN THE 1400 BUILDING
In the 1400 Building, heat and air conditioning are provided for residents. The heat and air conditioning system allows for either the heat or air conditioning (but not both) to be turned on at any one time. The air is turned on May 15th; heat is turned on October 1st, unless communicated otherwise.

To turn on heat in your apartment, set the thermostat in your apartment to 72 degrees. The heat will turn off when you set the thermostat at 55 degrees.

To turn on the air conditioning, set the thermostat to 68 degrees. The air conditioning will turn off when the thermostat is set at 80 degrees.

Note: nothing should be stored in the air handler closet located by the kitchen. Storing plastic bags, paper, shoes, etc. can create air flow blockage that could cause the system to fail.

If you have any questions about the operation of heat or air conditioning within your apartment, contact the Property & Facilities office.
INSURANCE
McCormick Seminary does not have insurance coverage for the personal possessions of residents and is not responsible for them at any time. Residents are urged to obtain personal property (renters) insurance.

INTERNET
High Speed Internet: Residents and guests can connect their own computers to the Internet via Ethernet card and cable or wireless. The purpose for providing residents and guests with high-speed Internet access is to support their academic work and to connect them to the larger McCormick community through ease of communication. To have network access in their room, residents and/or guests must agree to the terms: see Appendix E. Violation of any of the statements or in other computing policies will result in automatic suspension of computer access privileges. A report on the violations will be made to the Director of Information Technology and the Dean of Students – Student Affairs for further action or sanctions.

KEYCARDS
The loss of a keycard jeopardizes the security of the buildings. If you lose a keycard, report it to the Administration and Guest Housing Coordinator (773-947-6275) immediately. A $25 fee will be assessed for a duplicate keycard.

If a resident is locked out of his or her apartment and needs entry, that resident should contact the Administration and Guest Housing Coordinator at 773-947-6275 or mwilliams@mccormick.edu between the hours of 8:30 a.m. and 4:00 p.m. After these hours, contact the Resident Assistant. The RA can be reached at 773/550-7718 (RA cell) or via e-mail at sarahbennett@go.mccormick.edu.

LAUNDRY
Convenient, free laundry facility is located in the basement. The laundry facility is to be used only by building residents for their personal laundry. To be respectful of others’ time, please remove your clothes from the washer immediately after the cycle is complete. Each washer cycle is approximately 25 minutes.

It is never appropriate to place another person's clothing into a dryer unless you have that person's permission. Residential facility has placed clearly labeled laundry baskets in the laundry room for clean, wet clothing that has been removed from the washers. Please place others’ clean, wet clothes into one of these baskets and place the basket in front of the washer that you emptied; do not place them on top of the dryers, as that space is reserved for storing dry clothes. If the provided baskets are full and you need to place someone's clothes on top of the washer, please carefully wipe off the top of the washer with a paper towel or clean rag before you place them on top of the machine to ensure that the clothes will not be damaged.

LOCKS
McCormick installs and maintains locks on all doors leading from the premise to the outside or to common areas and leading from the common areas to the outside.

A resident shall not remove or alter any lock, or install a new lock, chain or other attachment on
any door of the apartment.

Using your deadbolt helps keep your apartment safe and secure however you are not allowed to use your deadbolt as a door stopper/holder. The cost of door lock replacement averages $370 per lock. Residents using a deadbolt as a door stopper will be charged for replacing the lock. Door stoppers are provided at no additional charge per request.

MAIL
One mailbox is assigned to each apartment. While mail is delivered to the residence facilities, please note that no one is available to receive packages. Students may want to consider having packages delivered to McCormick Theological Seminary, 5460 South University Avenue, Chicago IL 60615.

MAINTENANCE WORK ORDERS
For non-emergency maintenance or repairs within your apartment or the building:
Please send an email to workorder@mccormick.edu. Include your name, a phone number, the location and a description of the problem.

After submitting the completed work order form, you can expect an initial response to your request within 48 hours.

If at any time you have questions about the status of a work order that you have already submitted, please do not hesitate to email Natasha Gaines at ngaines@mccormick.edu.

In an emergency situation. As a general rule, an emergency is anything relating to the property that threatens life, health or the property and cannot wait until the next business day to be addressed; such as fires, floods/leaks, the smell of gas, locks, etc.

Between the hours of 8:30AM-4:30PM:
1) Please call the McCormick’s front desk at 773.947.6300. Tell the receptionist there is an emergency at the 1400 building.
2) Give your name, a phone number, the location and a description of the problem.

After hours or on weekends:
1) Please call the Sarah Bennett, Resident Assistant (RA) at 773.550.7718. Tell RA there is an emergency at the 1400 building.
2) Give your name, a phone number, the location and a description of the problem.

If the RA is unavailable – call 773-753-1840
Other numbers: University of Chicago Police (773.702.8181) or 9-1-1

MEDICAL EMERGENCIES
If you experience a medical emergency, particularly in the evening, contact the Resident Assistant who may be able to assist you or will serve as a resource person for you to find appropriate assistance. Students who purchase University of Chicago Health Insurance have access to the Physician-on-call service. During hours when the University Clinic is not open, you may call the Physician-on-call at 773.702.6840 if you need advice on whether a medical issue is an emergency or whether treatment can safely be delayed until the Clinic is open.

Students have an absolute right to Emergency Room treatment; it cannot be denied. However, treatment is given in order of medical need as determined by the medical staff. If the condition is deemed to be of a non-emergency nature, the wait is likely to be very long, and the treatment
is not likely to be covered by your student health insurance plan.

MOVING AROUND WITHIN THE RESIDENTIAL FACILITIES
You may request to move into another apartment/room, however, due to time and costs, the apartment/room you are requesting may not be scheduled for painting or additional work may not be scheduled during that time.

MOVING IN AND OUT
When moving furniture in or out of your apartment, notify the Residential Life Office or Property & Facilities to receive an elevator key to control the elevator and so that elevator pads may be hung to prevent damage to the elevator wall panels at the 1400 building.

PANIC BUTTONS/ SECURITY SILENT ALARMS
The panic buttons are connected to a monitoring service that contacts the University of Chicago Police, Chicago Police Department and McCormick’s Property & Facilities. The panic buttons are connected to a designated outside line.

To activate the panic button, you must push up from the bottom. Once the panic button is activated, either the Resident Assistant or Property & Facilities will need to re-set it. If you see one that is not re-set, please notify the Residence Life office.

PARKING
A limited number of parking spaces are available to residents of the 1400 Building. You must register your car and receive a parking permit from the Residential Life office. Cars without stickers are subject to towing at the owner’s expense. If space is not available at the 1400 Building, you may park on the street without a sticker.

The parking lot at the 1400 building is used for residents, guests and staff who are coming and going – not for storage/long term parking. If you do not plan on using your car often, we recommend that you rent a parking space at the McCormick’s main building or park on the street. The parking lot will be monitored during the weekdays.

If you have guests visiting with cars which will be parked in the 1400 Building lot, register the guest with the Residence Life office.

Please do not park in any area of parking lot marked with diagonal yellow lines without the permission of Residence Life staff. These are reserved for wheelchair access areas; vehicles parked or objects placed in such areas without authorization may result in removal at the owner's expense without warning.

When parking on the street, please observe all applicable laws and signs and be considerate of our Hyde Park neighbors. Pay particular attention to temporary, paper signs posted near the street concerning street cleaning (orange sign) or other temporary parking restrictions (white sign).

PEST CONTROL
Contractors for pest control exterminate in hallways and apartments once a semester or as needed. Pest problems should be reported immediately to Residence Life and/or Property &
Facilities. A McCormick staff member will accompany the contractors into the apartments.

**PETS**
Pets are allowed on the designated floors only. If you are interested in bringing in a pet, please contact the Residence Life office for more information and approval. The McCormick Pet Policy is included in the Appendix; however, it is currently under review.

**RECYCLING**
Recycling receptacles for newspapers, glass bottles, aluminum cans, and plastic containers are located by the dumpster of the 1400 Building. Note: Cardboard cannot be recycled at our location, please dispose of all cardboard into the dumpster. Any questions or concerns regarding recycling may be directed to the Residence Life office.

**RESIDENCE AGREEMENT**
Student Housing Agreements are required between the Seminary and all who reside in McCormick Residence Facility. They are signed annually. Included in the agreement are the terms of residency within McCormick Facility. A copy of the McCormick residence agreement can be found in the Appendix.

**1400 BUILDING LOUNGE RESIDENT LOUNGE**
The lounge is available 24 hours a day to students and their families. The lounge is located in the basement level. Supervised children may use this space. Out of respect for your neighbors, you must leave the lounge clean after you use it. Note: If you are planning an event/party/study group, etc, you must contact the Residence Life office to reserve the lounge in advance.

The lounge has a community television with VCR, couches, chairs, and vending machines. Kitchenette includes a refrigerator, stove, oven and microwave. The computer room has three computers set-up with Microsoft Windows 95, MS Word & Internet Explorer. Use of the computer room is subject to the McCormick Computer Policy, which is a part of your Student Housing Agreement & can be found in the Appendix. Food and drinks are not allowed in the computer room.

**SECURITY**
Because McCormick is located within the city, security is a significant concern of the Seminary. Students living in the Residence Facility should not let any person unknown to them through a locked security door. The temptation to do so is especially strong when entering your Residence Facility. NEVER LEAVE OR PROP OUTSIDE DOORS OPEN. Should you see someone you do not know with whom you feel uncomfortable or who is behaving suspiciously in hallways, at the security door, or who is tampering with property, notify any McCormick staff member immediately. Do not hesitate to call the University of Chicago Police at 702-8181 (or by pushing the panic button); or the Chicago Police at 911 immediately. White security phones connected directly with University of Chicago Police are located throughout Hyde Park. Please make yourself aware of security phones on routes that you travel. If at any time you feel uncomfortable or in danger, open the door to the phone box, push the call button and the University of Chicago Police will respond.

In the hallways and basement of the 1400 Building, the silent security alarms (a silver and red box with either a push-down top or a push-up bottom) are located along the walls. The Chicago Police respond to these alarms immediately.

3
Inform Resident Assistant at 773.550.7718 if you are a victim of a crime. A copy of the APARTMENT BREAK-IN PROCEDURES can be found in the Appendix.

SMOKING
Smoking is not permitted anywhere inside the McCormick buildings, including the 1400 Residential Facility.

STAFF & CONTRACTOR ENTRY INTO APARTMENTS
Entry into student apartments can be necessary to assess problems in the building. When possible, residents are informed of these entries 24-hours in advance. A McCormick staff member will accompany any outside contractor entering a resident apartment. All contractors working on-site will wear McCormick lanyards with ID badges to help residents recognize them. If you have questions or concerns about maintenance entry into student apartments, contact Property & Facilities at ngaines@mccormick.edu.

STAIRWELLS/HALLWAYS
Stairwells, hallways, back porches and lobbies must be kept clean and clear at all times. Bikes, strollers, grocery carts, etc. must be stored in the bike room or in your apartment. Items left in the hallways, stairwells, porches will be removed by Property & Facilities.

STORAGE
A limited number of storage cages are available in both buildings. You will receive an assigned storage cage during check-in. Storage cages should be locked. You are responsible for supplying your own lock. All items stored must fit within the caged storage area. Loose items left outside storage areas will be discarded. If space is available, you may arrange to store belongings in one cage at no cost while you are away in the summer. All items must be removed at checkout. All items left in storage cage after moving out will be disposed of.

STORAGE WHEN AWAY FROM THE SEMINARY FOR A SEMESTER OR THE SUMMER
McCormick is not able to offer additional storage space to residential students other than the individually assigned basement storage cage areas. Residential students who wish to store furniture and other belongings at the Seminary for the summer or while participating in an extended academic program away from the Seminary have two choices. First, a student may make arrangements with a friend to store belongings within the friend’s apartment. Second, if the room or apartment is not scheduled for renovation or repair, a student may leave their apartment intact with its furniture and other belongings and pay a $150 storage monthly fee for that space. PLEASE NOTE: If you are checking out for the summer and do not want to be charged rent during the summer months, you must clear your room/apartment and schedule a checkout with the Residence Life Office.

This policy is based on two realities of the Seminary. First, McCormick Seminary space is very limited and we do not have a secure place for storing belongings. Second, the Seminary’s ability to work within apartments is limited when furniture and belongings remain.

SUMMER HOUSING
During the summer, every effort will be made to accommodate continuing Masters Level students who wish to remain in their assigned apartments. Graduating students must be moved-out by May 31st. Students interested in summer housing should make arrangements as early as
possible so that their needs do not conflict with summer maintenance and repair needs.

**TELEPHONES**
Telephone service is not provided by McCormick. Students who wish to have a land line phone will be responsible for procuring and paying for the service, and will need to coordinate with McCormick’s IT department at helpdesk@mccormick.edu so that access to the telephone room may be provided. Students will also need to provide the Residence Life office with a phone number (landline or cell phone) to have programmed into the entry call box to accept visitors and packages.

**WIRELESS INTERNET**
McCormick provides Internet access to the McCormick students in the 1400 building. From apartments and guestrooms in the 1400 building, residents and guests can connect their own computers to the Internet via cable or wireless. The purpose for providing residents and guests with high-speed Internet access is to support their academic work and to connect them to the larger McCormick community through ease of communication.

**WEATHER EMERGENCIES (See Weather Emergencies in Appendix for more info)**
It is the policy of Residence Life to direct residents to safer locations whenever Residence Life staff learns that a Tornado Warning has been issued or other life-threatening weather emergencies arise. However, you should take these precautions for your own safety and that of your neighbors whenever you become aware of severe weather because Residence Life staff may not always be immediately available to assist you. Often severe storms occur in the evenings.

The Emergency Broadcasting Service (EBS) will broadcast weather related emergency information via local broadcasting means, i.e. television, radio, air horn sirens. The television and radio will alert the public to present or pending storms that are determined to be severe. The television or radio will indicate if it is a storm **watch** or a storm **warning**. The following radio station gives weather information in the Chicago area: WBBM 780AM.

**WATCH** – Indicates that the weather conditions in an area could develop into a severe storm or tornado.

**WARNING** – Indicates that a severe storm or tornado has struck the indicated area.

**WEATHER EMERGENCY KITS** have been placed in the Residence Life Storage room *Please do not open or tamper with them. The Emergency Kits are to be used for emergencies only.*
APPENDIX

A. EQUIPMENT CHECK-OUT LIST

Items that can be checked out from the Resident Assistant include:

BBQ Grill
Vacuum Cleaner
Steam Iron
Bat and Baseballs
Large pot for soup and stews
Large cake/brownie pan
Ice Chest
5 Gallon Drink Cooler

For more information about other items and the procedure for checking out items, contact the Resident Assistant.

B. STAFF DIRECTORY

Residence Life:
Tabitha Clark……………………… 773.947.6309 tclark@mccormick.edu
Sarah Bennett……………..…………… 773.550.7718 (cell) sarahbennett@mccormick.edu

Property & Facilities:
Natasha Gaines……………………………..…. 773.947.6251; ngaines@mccormick.edu
David Crawford………………………………. 773.947.6250; dcrawford@mccormick.edu

C. FACILITIES EMERGENCIES

Examples of emergency situations: water flooding; an elevator stuck with a person trapped inside; broken locks which threaten security of the building or your apartment; electrical problems, etc. Emergency situations are not routine work order requests.

During office hours (Monday – Friday, 8 am – 4 pm):
Front Reception:  773.947.6300
Natasha Gaines:  773.947.6251 or ngaines@mccormick.edu.

After office hours or on weekends:
Resident Assistant on call:
773/550-7718 (cell)
D. MCCORMICK STUDENT HOUSING AGREEMENT

STUDENT HOUSING AGREEMENT

This student housing agreement is between McCormick Theological Seminary (the “Seminary”) and ________________________________ (“the student”).

This agreement is for a □ SINGLE ROOM □ APARTMENT (check one only).

The room/apartment assignment is _________________________________________________
_____________________________________________________________________________

The following terms and conditions apply to this agreement:

1. The monthly housing charge for this single room/apartment is $__________ payable in advance or before the first day of the month. Late payments may result in finance charges on the student’s account up to a 1% compound monthly rate.

2. This agreement commences ________________ and expires _________________.

   Except as otherwise provided herein, this agreement and its terms may be superseded only by subsequent written agreements, executed by each party hereto.

3. The student may terminate this agreement prior to its expiration date upon thirty (30) days written notice. The Seminary may terminate this agreement if the student fails to adhere to the terms of this agreement or the rules and policies set forth in the Residential Living Handbook.

4. This agreement shall terminate if the student ceases to be an enrolled student in good standing making satisfactory progress in his or her degree or certificate program at McCormick Theological Seminary or at any other Association of Theological Schools (ACTS) or Hyde Park Cluster school.

5. The student may not assign this agreement or sublet the single room or apartment.

6. The single room/apartment assigned to the student is to be used as a residence for the student and members of the student’s immediate family and no other persons.

7. The possession, use or distribution of illegal drugs is prohibited in McCormick residence facilities.

8. The student will make no physical changes in the single room or apartment without the Seminary’s prior written consent.

9. A deposit equivalent to one months rent is required which will be returned at the end of this agreement, less the amount of any damages and any unpaid balance owed by the student. The Seminary will have thirty (30) days after the student vacates the single room/apartment, provides a forwarding address and returns all keys to determine the condition of the room/apartment before being obliged to return any portion of the deposit to the student.

10. The student agrees to pay all reasonable costs and attorney’s fees incurred by the Seminary in enforcing this agreement.
11. The student is responsible for insuring his or her personal possessions. The Seminary will not be responsible for loss or damage from any cause to the personal property of the resident.

12. The Seminary shall not be liable for any injury or damages arising from acts of negligence of other students occupying the same building. The student is liable for any injury or damages caused by the act or neglect of the student, the student’s family or their visitors.

13. The Seminary reserves the right to inspect the room or apartment at all reasonable times to ascertain the extent of wear and tear on furnishings, paint, fixtures, etc. and to do maintenance work requested by the student. Where practicable, the seminary will provide reasonable advance notice when a room or apartment is to be entered. The Seminary reserves the right to enter at any time for emergencies or situations where reasonable notice is not practicable or possible.

14. The student will observe and comply with such reasonable rules as the Seminary may prescribe for the safety, care and cleanliness of the building, and the comfort, quiet and convenience of other occupants of the single room/apartment and the building.

15. The most recent version of the Residential Living Handbook is a part of this agreement. By signing this agreement, the student acknowledges receipt of the Residential Life Handbook and agrees to the rules and regulations described therein.

16. Pets are allowed on designated floors only of the 1400 Building provided that the student and agrees to the terms and conditions in the “Pet Rider”

_____ A Basic Set of furniture (desk, dresser, chair, lamp, bed, bookshelf and nightstand) is rented as part of this agreement. The monthly charge is $__________.

_____ A pet rider is attached to this agreement.

Student Signature: ______________________ Date:

McCormick Theological Seminary by:

______________________________ Date:

/tc

revised: 5/7/14
E. POLICY ON PETS IN RESIDENCE FACILITIES (currently under review)

McCormick Theological Seminary
Policy on Pets in Residence Facilities

As stated in the Guide to Residence Life and Facilities at McCormick, it is the seminary’s intent “to offer students and their families an affordable, comfortable and secure living environment.” The following policy on pets in residence facilities attempts to meet the needs of the seminary and the desires of residents within this context. The goals of this policy are:

· to accommodate to the greatest extent possible the desire of certain residents to keep pets.
· to keep the facilities in good condition for present and future residents.
· to maintain the security and safety of the facilities for residents and staff.
· to preserve an environment that is comfortable for all residents.

Residents who desire to keep pets are expected to abide by the following rules:

· The resident/pet owner will properly supervise and maintain control of the pet(s). This includes, but is not limited to; having the pet(s) on a leash or placed in an animal carrier at all times entering or exiting the building and while in any common area of the building.

· The resident/pet owner is responsible for the immediate and sanitary disposal of waste materials from public areas. Within apartments, proper sanitation will be maintained.

· The resident/pet owner agrees to control the pet(s) in either a cage or bedroom in the event residence facilities staff (maintenance, professional staff, exterminators, etc.) needs to enter the apartment while the owner is unable to be present. The room containing the animal should be clearly marked. To the extent practicable, McCormick will provide advance notices when residential facilities staff plans to enter the apartment. In an emergency, pets will be closed in a room by staff members if, in the reasonable judgment of the staff person, the pet, either impedes or interferes with the work being done or the pet prevents a risk to itself or others while the work is in progress.

· McCormick residential facilities does not allow any aggressive breeds of dogs, including, but not limited to: Pit Bull, Rottweiler, German Shepherd, Huskies, Alaskan Malamute, Doberman Pincher, Presa Conario, Presa Mallorquin, Boxer, Dalmatian, Belgian Malanois, Boerboels, Cane Corso, Dogoargentino, Mastiffs, American Staffordshire Terrier, Saint Bernard, Akita, Great Dane, Irish Wolf.

· An additional $250 pet damage deposit is required. The deposit, less any deductions for damage or special cleaning, will be refunded within thirty (30) days following a satisfactory scheduled checkout.

· The resident/pet owner assumes full responsibility for any damage to seminary property caused the pet(s) (including carpeting) and agrees to pay all costs involved in restoring any damaged areas to the original condition. If the damaged areas cannot be restored to their original condition, then the resident/pet owner will be responsible for the cost of replacement. The amount of damages is not limited by the amount of the pet damage deposit.

· Proof of current valid vaccinations and/or City of Chicago registration is required. The resident/pet owner agrees to provide such proof immediately upon request throughout the period resident/pet owner resides in housing.

· The resident/pet owner shall at all times, use only pet owner designated washing machines and dryers in order to protect residents with pet allergies.

· Pets must be confined to the resident’s apartment and must not be allowed to roam free or be tethered. The resident/pet owner agrees to keep pet(s) out of common spaces (such as the laundry room, study room, etc).
· The resident/pet owner agrees to care for their pet(s) in a manner so as to not disrupt daily life for roommates.

· The resident/pet owner will sign an addendum to their housing agreement acknowledging agreement to abide by these rules. Failure to abide by this policy may result in penalties, up to and including a written warning. Further non-compliance will result in the resident/pet-owner forfeiting privileges of keeping a pet(s) in the residence facilities. If pet privileges are revoked, the resident/pet owner agrees to remove the pet or leave the residence facilities altogether. This policy will be signed and acknowledged by each resident/pet owner and will be attached to, and becomes part of, your rental agreement.

· Applicants applying for shared housing: If Residence Life cannot assign a roommate(s) who are willing to live with a pet, the resident is responsible for finding another McCormick student roommate willing to live in a pet-occupied unit in order for the pet to remain in shared housing.

McCormick Theological Seminary ___________________________ Date ___________________________ Resident/pet owner ___________________________ Date

____________________ Exp. Date ___________________________ Pet vaccination or tag number ___________________________ Roommate in Shared Apartment ___________________________ Date

____________________ Exp. Date ___________________________ Pet vaccination or tag number ___________________________ Roommate in Shared Apartment ___________________________ Date

____________________ Exp. Date ___________________________ Pet vaccination or tag number

Adopted by Housing Management Team: 3.12.12
F. USING MCCORMICK COMPUTERS AND COMPUTER NETWORK
The purpose of the computer system and network in residence facility is to support the academic work of the students at McCormick Theological Seminary. McCormick grants authorized users permission to use McCormick network and computers subject to the following conditions:

1. Use of the computers and the network is limited to McCormick students, their families, and guest housing guests.

2. Access to the computers and network is not in itself a right but a privilege granted with the understanding that there are responsibilities to ensure fairness to all other users. Inappropriate use may result in withdrawal of this privilege, academic discipline and/or prosecution through the appropriate civil or criminal justice system.

3. It is the policy of the Seminary to abide by all applicable National, Federal, State and local laws governing computer system, network, and software use including laws governing privacy, copyright, and recognition of intellectual property.

4. Inappropriate use of the Internet and other networks to which the McCormick/LSTC are directly or indirectly connected will be deemed abuse of computer privileges. Examples of inappropriate use of the networks include, but are not limited to the following: participation in network activities that place a strain on limited computer resources; the sending of obscene and/or harassing messages to other individuals on the network; viewing and/or downloading pornography or other sexually explicit material; and the unauthorized access or attempted access of another network computer system from McCormick computer resources.

5. The harassment policy of McCormick applies equally to electronic media such as telephone, computer system and computer network communications.

DO NOT:

6. Use another individual’s e-mail account.

7. Engage in any "hacking" or "cracking" activities while utilizing any of the computer network resources of the McCormick/LSTC.

8. Download and/or install unauthorized software on any McCormick computers.

9. Eat food or drink beverages around or near the computers.

__________________________________________  ________________________
Student Signature                                Date
G. HIGH SPEED INTERNET ACCESS VIA MCCORMICK NETWORK

From apartments and guestrooms in the 1400 building, residents and guests can connect their own computers to the Internet via Ethernet card and cable. The purpose for providing residents and guests with high-speed Internet access is to support their academic work and to connect them to the larger McCormick community through ease of communication. In order for you to have network access in your room, you must agree to the following terms:

- Access to the McCormick Network is not in itself a right, but a privilege granted with the understanding that there are responsibilities to ensure fairness to all other users. Inappropriate use may result in withdrawal of this privilege, academic discipline and/or prosecution through the appropriate civil or criminal justice system.
- Inappropriate use of the Internet and other networks to which McCormick is directly or indirectly connected will be deemed abuse of computer privileges. Examples of inappropriate use of the networks include, but are not limited to the following: participation in network activities that place a strain on limited computer resources; the sending of obscene and/or harassing messages to other individuals on the network; the unauthorized access or attempted access of another network computer system using McCormick computer resources; illegally downloading copyrighted materials; and placing unauthorized servers on the network.
- The in-room connections and wiring may be expanded for personal or family use by adding an approved wired switch. Routers, either wired or wireless, are not permitted as the Seminary provides network routing to all users and an additional router can and will cause conflicts on the network. These conflicts can cause service disruptions and any use of such device and the corrections required because of such a device will be billed back to the student. Please contact the Residence Life Director or Student IT Assistant for assistance in configuring wireless access.
- The in-room connections may not be used to provide Internet access to anyone outside of the Seminary community.
- McCormick specific or commercially obtained network resources may not be retransmitted outside of the Seminary community.
- The residential network is a shared resource. Thus, network use or applications, which inhibit or interfere with the use of the network by others, are not permitted. (For example, applications, which use an unusually high portion of the bandwidth for extended periods of time, thus inhibiting the use of the network by others, are NOT permitted).
- All machines connected to the network must have anti-virus software installed, running and updated regularly.
- Wireless routers are not permitted in the residential facilities. You must inform the Residence Life office before setting up wireless.

Violation of any of the statements above or in other computing policies will result in automatic suspension of computer access privileges. A report on the violations will be made to the Director of Information Technology and the Vice President for Student Affairs for further action or sanctions.

__________________________  __________________________
Student Signature                                            Date
H. PANIC BUTTONS are connected to a designated outside line. When McCormick’s phone system goes down, the panic buttons are not affected. The panic buttons are connected to a monitoring service that contacts the University of Chicago Police, the Chicago Police Department and McCormick’s Property & Facilities.

To activate the panic button, you must push up from the bottom. Once the panic button is activated, the Resident Assistant or Property & Facilities will need to re-set it. If you see one that is not re-set, please let Residence Life know.

Fire Alarms/Smoke Detectors are located in each apartment, in each lobby, one in the student lounge, and one in the laundry room

1400 building: all smoke detectors in the common areas and each individual apartment are hard wired with a battery back-up. The fire alarm is monitored by Security Systems Inc. When the fire alarm is sounded throughout the building, the monitoring station contacts the fire department, Property & Facilities and the Resident Assistant. All residents must leave the building and wait until the fire fighters or a McCormick staff member say it is OK to enter the building.
I. APARTMENT BREAK-IN PROCEDURES

Resident Responsibilities:
First Step: contact University of Chicago Police: 773/702-8181 and Chicago Police: 911
Second Step: contact Resident Assistant: 773/550-7718 (cell phone)
Third Step: follow up with Chicago police regarding paperwork

Staff Responsibilities:
After resident contacts RA:
- RA contacts Tabitha Clark and Natasha Gaines
  - RA checks on resident and provides support.
    - Reports to Tabitha Clark
  - Property & Facilities staff member checks to make sure apartment/premises are secure (doors and locks), and waits for Chicago Police to arrive to assist them with the following:
    - Check for damages
    - Reviewing the security camera
- Residence Life sends out a memo to community (Tabitha Clark and/or Natasha Gaines)
- Residence Life sends a report to Property & Facilities.

Important: to help protect you apartment and others from being broken into, please make sure you do the following:
- **ALWAYS**
  - Double lock/use the deadbolt on your front and back doors
  - Make sure your windows are closed and locked before leaving the apartment or retiring for the night
  - Trust your instincts. If you see a stranger in the building, in a friendly tone, you can always ask them who they are and what they are doing.
- **NEVER**
  - Prop open any door if you or someone is not there observing
  - Let anyone into the building that you do not know
  - Use the deadbolt to hold open the door. You can damage the lock set to the point that it may not lock properly or may not open.
- **REPORT**
  - Any doors/locks that are not working properly to Property & Facilities
  - If you see someone in the building who is not familiar, report to a staff member in Residence Life, Property & Facilities, or University of Chicago Police.
- **NOTE**
  - All contractors working for McCormick should be wearing a lanyard with a Contractor labeled keycard. McCormick’s outside cleaning crew wear uniforms with United Cleaning service labeled on the front shirt.
J. TORNADO / SEVERE STORM ALERT INFORMATION:
It is the policy of Residence Life to direct residents to safer locations whenever Residence Life staff learns that a Tornado Warning has been issued or other life-threatening weather emergencies arise. However, you should take these precautions for your own safety and that of your neighbors whenever you become aware of severe weather because Residence Life staff may not always be immediately available to assist you. Often severe storms occur in the evenings.

The Emergency Broadcasting Service (EBS) will broadcast weather related emergency information via local broadcasting means, i.e. television, radio, air horn sirens. The television and radio will alert the public to present or pending storms that are determined to be severe. The television or radio will indicate if it is a storm watch or a storm warning. The following radio station gives weather information in the Chicago area: WBBM 780AM.

**WATCH** – Indicates that the weather conditions in an area could develop into a severe storm or tornado.

**WARNING** – Indicates that a severe storm or tornado has struck the indicated area.

The following website explains thunderstorms and tornadoes that can help you recognize severe weather, develop a plan, and be ready to act when threatening weather approaches: [http://www.weather.gov/om/brochures/ttl.pdf](http://www.weather.gov/om/brochures/ttl.pdf)

**Severe Storm / Tornado Response Procedures**

Listen for emergency weather broadcasts and sirens indicating severe weather or tornado status in a particular area. Note: Sirens/alarms are not always loud and clear.

- Stay away from windows that could shatter and cause injury from wind or flying debris.
- Gather flashlights or candles for lighting in case of a power outage.
- Unplug unneeded electronic devices and/or turn off the power to surge protectors to prevent electrical surges from damaging electronics.

If a tornado touches down in the area or a tornado warning is issued, we recommend that residents and guests take cover in the following rooms:

- **1400 Residents**: In the basement: computer room, storage rooms, bathroom and the Residence Life storage room. Note: when Residence Life or Property & Facilities staff is available, they will make sure the Residence Life storage room is accessible.
- Make sure you position yourselves away from any glass doors or windows for safety:

If you cannot get to the suggested rooms, brace yourself underneath door jams or interior apartment wall corners away from windows or hanging items that can fall and cause injury.

**EMERGENCY KITS** have been placed in the 1400 Building Residence Life storage room. *Please do not open or tamper with them. The Emergency Kits are to be used for emergencies only.*
K. APARTMENT CARE, TERMS AND CONDITIONS
Residents are responsible for maintaining the interior and exterior appearance of their apartment in a clean and sanitary manner. Normal apartment “wear and tear” is expected, however residents will be held responsible for damages due to negligence.

Apartment Care Tips
Maintaining a regular cleaning schedule makes things easier. Please use the right cleaning product for the job and follow the product instructions accurately. Non-abrasive, low-acidic products are recommended.

Damage Charges
In order to keep all residential apartment rates low, individual charges will be assessed at the time of apartment check out if required. At that time, each resident will be charged for any repair, replacement or damage caused by the resident. In addition, cleaning charges will be assessed for dirty stoves, refrigerators, greasy cabinets, tubs, sinks, walls, etc.

Maintenance
Routine maintenance service is provided at no additional cost provided that repairs or damage was not a direct result of resident negligence or irresponsible behavior. General maintenance requests can be sent directly to Property & Facilities via email or via Maintenance Work Order forms. Please review Maintenance Work Orders in the Residence Life Handbook for more information.

 Appliances
Other than the major appliances already installed in the apartment, additional appliances such as dishwashers and washing machines are not permitted.

Deadbolts/Locks
Using your deadbolt helps keep your apartment safe and secure however you are not allowed to use your deadbolt as a door stopper/holder. The cost of door lock replacement averages $370 per lock. Residents using a deadbolt as a door stopper will be charged for replacing the lock. Door stoppers are provided at no additional charge per request.

Fire Alarms/Heat Sensors
Fire detectors are located in each apartment and in various common areas throughout the facility. Tampering, removing, and/or covering the alarms is prohibited for safety reasons and will cause trouble in the system and damage the sensors/detectors. Replacement costs average $100 or more. Please note: Residents will be charged for any replacement costs necessary due to tampering of these units for any reason.

Hallways
Residents must follow all fire and life safety regulations by keeping the hallways and stairwells clean, clear, and safe. Residents are not allowed to place or store items in the hallways. Items left in or around the hallways and stairwells will be removed by Property & Facilities. It is never OK to store your garbage outside your apartment. Garbage must be placed inside of the dumpster and the dumpster lid must be kept closed.

Storage Room:
Bicycles, strollers, grocery carts, etc. must be kept in the storage room or in your apartment. Items left in and around the hallways or stairwells will be removed by Property & Facilities immediately.
Plumbing
The plumbing is not designed to handle the disposal of tampons, sanitary napkins, disposable diapers, grease, garbage or other foreign objects. Each apartment is equipped with a plunger to help unclog drains. Strainers are provided to help prevent food and other items from going down the system pipe work. All costs pertaining to drain clogs caused by resident negligence will be considered a resident expense.

Signs/Decorations
It is not permissible to inscribe or affix any signs, notices, or advertisements to the inside or the outside of the apartment buildings, excluding designated bulletin boards. McCormick Seminary reserves the right to remove any unsafe or offensive decorations as well and will charge residents for damages resulting from improperly displayed decorations.

Window Coverings/Blinds/Screens:
Window coverings are provided by McCormick. No additional window treatments are allowed unless they are approved by Property & Facilities. Window woodwork may not be damaged for any reason.

Apartment Alterations
Residents may not make alterations, installations or repairs to the fixtures, appliances, the grounds, the balcony, or the premises at the McCormick facilities. Residents are specifically prohibited from installing any of the following:

- Locks on doors.
- Nails, tacks, bolts or screws in doors, castings, cabinets, floors or ceilings.
- Tape or other adhesive materials on walls, doors, cabinets or ceilings.
- Additional plumbing, electrical wiring, cables, telephone jacks or cable television outlets.
- Satellite dishes or radio antennas.
- Shelving, bookcases or other furnishings which are attached to the walls, floors or ceilings.
- Privately owned ranges, refrigerators, freezers, washers, dryers, dishwashers.
- Residents may not attach any devices, equipment, furniture or materials to the exterior of their apartments or to balconies, overhangs or railings.

Keep upper portion for your records.

Name:          Student ID #:  

Building and apartment/room number:    Phone #:  

I have read the Terms and Conditions of this agreement. I accept full responsibility and agree to abide by the terms and conditions. Failure to adhere to this policy will result in an administrative enforcement fee. A second violation of this policy will constitute in a material breach of the Residential Agreement and will be grounds for eviction. I acknowledge that it is my responsibility to immediately report any problems to Residence Life.

Signature:_________________________ Date: