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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 Housing Management 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 Housing Management Team meets 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 Housing Management Team

Megan Remtema, Resident Assistant

Diane Sinish, Director of Residence Life

Christine Vogel, Dean of Students/Vice President for Student Affairs

David Crawford, Vice President for Vice President for Administration and Finance

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:

Director of Residence Life

Diane Sinish, Residence Life Director, coordinates the residence life program and all related services including apartment assignments, rental of furniture, check-in/checkout, and guest housing. If you have questions or need help in any way, stop by Diane's office in the basement of the 1400 Building or call 773/947-2950 (office); 773/550-7750 (cell) or via e-mail at dsinish@go.mccormick.edu

Resident Assistant

Megan Remtema is a master's level student who lives in apartment 304 in the 1400 Building. The RA serves as a resource person for McCormick residents in both buildings. The RA 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 RA coordinates programs and informal gatherings and in general supports participation of residents in community life to the extent of their interest. The RA can be reached at 773/947-1357 (home); 773/550-7718 (cell) or via e-mail at mremtema@go.mccormick.edu.

Buildings/Grounds

Armando Del Valle, Property & Facilities Coordinator, is responsible for maintenance and improvement of the Residential Facilities. He provides maintenance and repair of the Residential Facilities on a day to day basis; coordinates completion of work orders and requests. Armando's office is located in the Basement of the 1400 Building. He can be reached at 773/947-6351 (office); 773/550-7704 (cell) or via e-mail at adelvalle@go.mccormick.edu.

Vice President- Administration and Finance

David Crawford, Vice President-Finance and Operations, is a member of the Housing Management 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

Dean of Students- Student Affairs

Christine Vogel, Dean of Students/Vice President for Student Affairs, is a member of the Housing Management Team and has overall responsibility for providing for student services and the students in their personal formation in preparation for ministry. Christine's office is located on the second floor of the Seminary. She can be reached at 773/947-6316 or via email at cvogel@go.mccormick.edu

OVERVIEW OF APARTMENTS

McCormick owns two residential buildings in the Hyde Park neighborhood; the 1400 and Kimbark buildings. Students have three housing options:

Individual/Family Apartments

Apartments are located in both buildings and 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 and two bedroom apartments are available in the Kimbark building. These apartments are offered for students without families residing with them at McCormick. 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 \$55 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.

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 RA 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.

BICYCLES

Bicycle owners **must register** serial numbers and descriptive data for their bicycles with the Residence Life Office. All bikes not registered with the Residence Life 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 Residence Life office and at the University of Chicago Police Office, 5555 S. Ellis Ave. (702-8181). This allows us to help you, should your bicycle be lost or stolen.

Bicycle storage areas are provided in both buildings. 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 vestibules/lobbies 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 \$29.99 – \$48.99 with monthly services ranging from \$25.49 – \$115.00. 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 let Residence Life/ Buildings & Grounds know. 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. We ask also that parents 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 Buildings and Grounds.

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.

학교 기숙사에는 여러 다른 문화권에서 온 학생들이 함께 생활하고 있으므로 자극적인 냄새를 풍기는 음식을 만들 때 이웃에 피해가 가지않도록 신경을 써주시기 바랍니다. 즉, 창문을 열거나 선풍기등을 이용하여 냄새가 빠져나가게 하시고, 아파트문을 열어서 냄새를 빼려하지마시기 바랍니다. 왜냐하면 그렇게 하면 복도에 냄새가 차게 됨으로 더욱 문제를 어렵게 만듭니다.

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 long distance telephone calls 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 2009-10 year are:

	<u>Kimbark</u>	<u>1400 Bldg.</u>
Shared	\$570	\$420
One Bedroom	\$810	\$720
Two Bedroom	\$890	\$970
Three Bedroom	Not Available	\$1100

DECKS/BACKSTAIRS AT KIMBARK:

In order to comply with fire safety and insurance requirements, no furniture, grills or any other items may be stored on the wooden deck/backstair landings. All items left on the back decks will be removed by Buildings and Grounds

DEPOSIT AND DAMAGES

A deposit in the amount of \$420 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 Residence Life office 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 term) to be eligible for housing. All students living in the residential facilities 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 Facilities 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 JANUARY TERM may request to remain in McCormick Residence Facilities 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 Facilities 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 Facilities. 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 Facilities.

FIRE SAFETY

Make yourself aware of different ways of exiting the buildings 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 Residence Life and the Chicago Fire Department.

Fire extinguishers are located on each floor by the elevators in the 1400 Building. In the Kimbark Building, extinguishers are located on each landing and under each individual kitchen sink.

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

FURNITURE

You may provide 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 *can not* be divided for a lower fee.

GARBAGE

In the 1400 Building, garbage is to be deposited in the outside dumpster at the side of the building; the outside dumpster is located in the back alley at Kimbark. 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.

In the Kimbark Building: do not leave garbage on the wooden deck/landings, as it may attract rodents.

Please see RECYCLING for information on composting.

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 at each building (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 Housing Management Team.

GRILLS (Barbeque)

In the Kimbark Building, grilling is not allowed on the wooden deck/back stair landings because of fire hazard. Grills should be used only in the ground floor alley way or in front of the building. Grills may NOT be stored on the wooden decks/backstairs landings.

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 \$55 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 Buildings & Grounds. 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.

HEAT & AIR CONDITIONING IN THE 1400 BUILDING, cont'd

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 Residence Life office.

HEAT & AIR CONDITIONING IN THE KIMBARK BUILDING

In the Kimbark Building, one 10,000 BTU window unit air conditioner is provided in the living room area. Students may install an additional window unit air conditioner if they wish. If you have any questions about the electrical capacity for window unit air conditioners, contact the Residence Life office.

Heat in the Kimbark Building is turned on around October 1 and is provided by a radiant hot water system. To turn on heat in your apartment, twist the white valve on top of the radiator, located on one of the ends. If you have any questions about the operation of heat within your

apartment, contact the Residence Life 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: Apartments and guestrooms in the Kimbark and 1400 buildings, 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 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.

You may establish dial-up access to the Internet at your own expense through one of many local Internet Service Providers if you choose. An analog adapter for your phone will be provided for you for this purpose.

KEYCARDS

The loss of a keycard jeopardizes the security of the buildings. If you lose a keycard, report it to the Residence Life Director 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 Residence Life Director between the hours of 8:30 a.m. and 4:00 p.m. After these hours, contact the Resident Assistant.

LAUNDRY

Convenient, free laundry facilities are located in the basement of the 1400 and Kimbark Buildings. The laundry facilities are 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. Residence Life has placed clearly labeled laundry baskets in the 1400 and Kimbark laundry facilities 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 premises 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.

LOCKS, cont'd

Do not use the deadbolt to hold door open as it may damage the lock or door frame. Door stops will be provided if needed—contact the Residence Life office if you would like one.

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

When you become aware of a problem that is not an emergency within your apartment or building:

Complete a Work Order Form: Turn in work orders to the Residence Life Office in the basement of the 1400 building. Work order forms are available from the entryways of the 1400 and Kimbark Buildings, or the Residence Life Office. Please use a separate work order form for each work order request. You may also email your work order requests to Armando Del Valle at adelvalle@mccormick.edu

After submitting the completed work order form, you can expect an initial response to your request within 48 hours. For non-emergencies, use the work order forms and DO NOT leave voice mail messages to place a work order.

If at anytime you have questions about the status of a work order that you have already submitted, please do not hesitate to call Diane Sinish at 947-2950.

In an emergency situation, do not take time to complete a work order form. Call:

DAYTIME: Diane Sinish, Residence Life Director at 773/947-2950 (office) 773/550-7750 (cell).

NIGHT-TIME OR WEEKENDS: Call the Resident Assistant's cell phone at 773/550-7718. If you do not get a response immediately call Armando Del Valle at 773/550-7704 (cell).

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 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 IN AND OUT

When moving furniture in or out of your apartment, notify the Residence Life office 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.

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 Buildings & Grounds. The panic buttons are connected to a designated outside line. When McCormick's phone system goes down, the panic buttons are not affected.

To activate the panic button, you must push up from the bottom. Once the panic button is activated, B&G will need to re-set it. If you see one that is not re-set, please let us know.

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 Residence Life Director. 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. If you do not plan on using your car often or if you plan on being away for more than a week, we recommend that you rent a parking space at the McCormick's main building or parking 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 the Residence Life Director. A McCormick staff member will accompany the contractors into the apartments.

PETS

Pets are not allowed in the 1400 Building. Kimbark residents are allowed to have pets. The McCormick Pet Policy is included in the Appendix.

RECYCLING

Recycling receptacles for newspapers, glass bottles, aluminum cans, and plastic containers are located by the dumpster of the 1400 Building and in the back walkway of the Kimbark Building. Note: Cardboard cannot be recycled at our location, please dispose of all cardboard into the dumpster. Contact the Residence Life Director for information on composting facilities on

campus. Any questions or concerns regarding recycling may be directed to the RL office.

RESIDENCE AGREEMENT

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

RESIDENT'S LOUNGES

The lounges are available 24 hours a day to students and their families living in that particular building. 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/social/study group, etc, you must contact the RL office to reserve the lounge in advance.

1400 BUILDING LOUNGE

A lounge with a kitchenette and computer/study room is located in the basement level. 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 and Internet Explorer. Use of the computer room is subject to the McCormick Computer Policy, which is a part of your Student Housing Agreement and can be found in the Appendix. Food and drinks are not allowed in the computer room.

KIMBARK LOUNGE

In the Kimbark building, a lounge area is located in the basement of the 5537 S. Kimbark Building. The lounge has a community television with VCR, couches, and chairs. It is equipped with a small kitchenette that includes a refrigerator, oven, stove and microwave. There is also a computer area with two computers. These computers have Microsoft Windows 95, MS Word and Internet Explorer. Use of the computer area is subject to the McCormick Computer Policy, which is a part of your Student Housing Agreement and can be found in the Appendix. Food and drinks are not allowed by the computers.

SECURITY

Because McCormick is located within the city, security is a significant concern of the Seminary. Students living in the Residence Facilities 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, and in the basements and lobbies of the Kimbark 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.

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 Kimbark and 1400 Residential Facilities.

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 the Residence Life Director.

STAIRWELLS/HALLWAYS/PORCHES:

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 Buildings and Grounds.

STORAGE

A limited number of storage cages are available in both buildings. Contact the Residence Life Director to receive a storage area assignment. 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 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 continue to pay the full monthly rent 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 to residential students is provided through a McCormick Seminary internal telephone system. Voice mail, telephones and local service are included in the rent fee. Long distance service is available through an access code system. McCormick will bill residential students for long distance service. You can use your own cordless phone and/or fax machines by using an analog adapter. The Residence Life Director will provide more information to you when you check into your apartment.

VOICE MAIL

Dialing extension 6998 accesses Voicemail provided to you (off-site direct access number is 773/947-6998). With this number, you can listen to your messages, record messages and change answering and mailbox options as well as send a message to another person on the same internal telephone system. You will receive detailed Phone Mail information when you check in.

WEATHER EMERGENCIES

It is the policy of Residence Life to direct residents to safer locations whenever Residence Life staffs learn 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 tornados 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>

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 RL or B&G staff is available, they will make sure the RL storage room is accessible.
- Kimbark Residents: Student lounge (away from the glass windows), storage room, and bike room.
- 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 following locations:

Kimbark: 5537 Kitchen, underneath the sink

1400 Building: Residence Life Storage room

Emergency Kit include: First-Aid kit, Emergency Weather Band Crank Radio, Weather Radio Alarm Clock, Bottled Water, Lantern, Flash Lights, Work and Latex Gloves, Antibacterial Hand and Face Wipes and extra Batteries.

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. 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 of three hundred and ninety-five dollars (\$420.00) 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 not allowed in the 1400 Building. Pets are allowed in the Kimbark 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:

/ds

revised: 6/22/09

C. 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.

Seminary residents are allowed to have pets in facilities that are not carpeted. Accordingly, residents of the Kimbark building are allowed to have pets. Residents of the 1400 Building are not allowed to have pets.

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

- The resident/pet owner will properly supervise and maintain control of their pet (on leash or immediate response to verbal command).
- 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. McCormick agrees to post advance notices when residence facilities staff plans to enter the apartment. In an emergency, pets will be closed in a room by staff members if the pet impedes progress.
- The resident/pet owner assumes full responsibility for any damage to Seminary property caused the pet(s) 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.
- Proof of current valid vaccinations is required.
- The resident/pet owner will sign an addendum to their housing agreement acknowledging agreement to abide by these rules. Failure to abide by this agreement will be met first with 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.

D. Using McCormick Computers and Computer Network

The purpose of the computer system and network in residence facilities 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

E. High Speed Internet Access via McCormick Network

From apartments and guestrooms in the Kimbark and 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; and placing unauthorized servers on the network.
- The in-room connections and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, telephone jacks, hardware, and in-room jacks.
- 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.

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

F. Telephone Procedures when your telephone is not working:

Procedure when one telephone is not working:

- Contact Residence Life when your telephone is not working
- RL will check the phone to make sure phone equipment is working
- If phone is still not working after equipment is checked, RL will send work order to Help Desk
- Help Desk will create a work order to Siemens. If a technician comes on site and needs to enter a resident, RL or someone from OSA will accompany technician.
- Residents can use the study phone in the shared apartments, to check voicemail and to make phone calls.

Procedure when all telephones are not working:

- Contact Residence Life office to report phone
- Residence Life will contact Help Desk
- Help Desk will call Siemens or SBC to have the technician come on site
- Information Technology and Residence Life will work with technician while on sight
- Residence Life will give residents updates
- Residents without cell phones can use the brown phone connected to the wall in both student lounges at Kimbark and 1400 Building. These phones and the fax phone in the Residence Life office have outside phone lines (SBC/Ameritech) that you can use for emergencies and to check your voicemail.

When all telephones are out in your apartment and you do not have access to a cell phone, the student lounge at Kimbark and 1400 Building both have a brown phone connected on the wall that have outside phone lines (SBC/Ameritech) that you can use for emergencies and to check your voicemail.

Note: Information Technology does not have a staff person working on weekends or on a 24-hour call. If you are experiencing telephone trouble, please follow these telephone procedures.

G. 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 Diane Sinish
 - RA checks on resident and provides support.
 - Reports to Diane Sinish
 - Buildings and Grounds 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 (Diane Sinish or Christine Vogel)
- Residence Life sends a report to HMT

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 Residence Life and Buildings & Grounds
 - If you see someone in the building who is not familiar, report to a staff member in Residence Life, Buildings and Grounds 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.

H. Security and Fire Safety Information and Procedures

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 Buildings & Grounds.

To activate the panic button, you must push up from the bottom. Once the panic button is activated, B&G will need to re-set it. If you see one that is not re-set, please let us 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, Armando Del Valle, Building & Grounds 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.

Kimbark building: the building is equipped with fire alarms/smoke detectors throughout the building. The fire alarm/smoke detectors located in the common areas, hallways, stairwells are hardwired with a battery back-up. When the fire alarm is sounded throughout the building, the monitoring station contacts the fire department, staff and the Resident Assistant. The fire alarm/smoke detector in the individual apartments fire alarms are **not connected** to a monitoring system that notifies the fire department or other residents. If you have a fire in your apartment that is not containable, if you hear a fire alarm/smoke detector in another apt or if you see/smell smoke from another apt, please do the following:

- 1) Leave your apartment immediately
- 2) Go to the nearest pull station to activate the alarm to notify the fire department, staff and other residents living at Kimbark.

Note: the pull stations are located in each main entry way.

Your smoke detector in your apartment uses batteries. Batteries are changed once a year. Never remove the batteries. Call Resident Assistant at x1357 (home) or 773/550-7718 (cell) if you are having any problems with your fire alarm.

H. Facilities Emergencies

Emergency situations could be: water flooding; an elevator stuck with a person trapped inside; broken locks which make the building or your apartment door not secure; electrical problems, etc.

Emergency situations are not routine work orders request.

During office hours (Monday – Friday, 8 am – 4 pm):

Armando Del Valle, Property & Facilities Coordinator
773/947-6351 (office phone)

Diane Sinish, Director of Residence Life
773/947-2950 (office phone)
773/550-7750 (cell phone)

After office hours or on weekends:

Resident Assistant on call:
773/550-7718 (cell)

H. Staff Directory

Residence Life:

Diane Sinish..... 773/947-2950; 550-7750 (cell)
Megan Remtema..... 773/947-1357; 550-7718 (cell)
Christine Vogel..... 773/947-6316

Building and Grounds:

Armando Del Valle..... 773/550-7704 (cell)
David Crawford..... 773/947-6250