

# SOUTHEASTERN BAPTIST THEOLOGICAL SEMINARY

## APARTMENT HOUSING AGREEMENT



This Housing Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the "Commencement Date") by and between Southeastern Baptist Theological Seminary (the "Seminary") and \_\_\_\_\_ with Student ID# \_\_\_\_\_ (the "Occupant").

**1) AGREEMENT PURPOSE:** The purpose of this Agreement is to provide students with affordable student housing only and not to facilitate a commercial enterprise. Residence in Seminary housing requires certain obligations and responsibilities. As such, the Seminary shall provide housing, and the Occupant shall occupy and use the housing subject to this Housing Agreement and any obligations, rules, or regulations now or hereafter adopted by the Seminary (collectively the "Agreement").

### 2) HOUSING:

The Seminary shall provide housing (the "Housing") with an address of:

\_\_\_\_\_  
\_\_\_\_\_  
Wake Forest, NC 27587

The housing shall be provided for (check the appropriate section below):

\_\_\_\_\_ **Family** Occupant and his/her immediate family  
Other occupants (if any) approved in writing by Housing Office

\_\_\_\_\_ **Single** Occupant  
Other assigned occupants (if any) based on Rent Plan  
Other Occupants (if any) approved in writing by Housing Office

Your Rent Plan is: \_\_\_\_\_

The Occupant shall pay (\_\_\_\_\_ dollars) (\$\_\_\_\_\_) (the "Payment") per month to the Seminary for the Housing. The Payment is subject to change as described in this Agreement and at the beginning of each Occupancy Period, defined below. This Payment is due in advance on the first day of each month and is considered late if not paid by the tenth day of the month (the "Late Payment"), without demand or notice, at the Accounting Services Office in Stealey Hall with a mailing address of: Accounts Receivable, P.O. Box 1889, Wake Forest, NC 27588. A Late Payment will be subject to a late charge which may change from time to time (the "Late Charge").

The Seminary acknowledges receipt of an occupant fee in the amount of \_\_\_\_\_ dollars (\$\_\_\_\_\_) (the "Fee") subject to Section 6, entitled OCCUPANT FEE, below.

Occupant may occupy the Housing on or after \_\_\_\_\_ (the "Occupancy Date"). This Agreement shall continue until

\_\_\_\_\_ May 31, 20\_\_  
or  
\_\_\_\_\_ December 31, 20\_\_

(the "First Occupancy Period"), unless otherwise stated herein. This Agreement shall automatically renew for Additional Occupancy Periods, which shall be defined as the day immediately following the termination of the First Occupancy Period or the Additional Occupancy Period, as applicable, and continuing through the earlier of May 31<sup>st</sup> or December 31<sup>st</sup> of the same or the subsequent year. Such automatic renewal shall be subject to the conditions contained herein. The First Occupancy Period and the Additional Occupancy Periods shall collectively be referred to herein as "Occupancy Period(s)". For Occupants who graduate during the Occupancy Period (the "Occupant-Graduate") the Occupancy Period

terminates on the last day of the month of an Occupant-Graduate's graduation or fifteen days after the date of graduation, whichever is the latest.

**3) QUALIFICATION:** The Occupant must qualify as a student. In order to qualify as a student, the Occupant must be in good standing with the Seminary financially, disciplinarily, and academically and must enroll in every term during the Occupancy Period at the Seminary for a minimum of six (6) term hours. If the student has family members who live in the household and are enrolled in classes at the Seminary, their term hours can count toward fulfilling the minimum-hours requirement of the student provided the Housing Office is notified in writing of their enrollment. There is no minimum-hours requirement for an Occupant enrolled as a post graduate student. The Occupant is not required to enroll in classes during the summer or J-term. An Occupant who is in the last term before the Occupant's graduation may make a written request for an exception to the minimum-hours requirements. The Seminary expressly reserves the right to enforce the requirements of each Occupant to qualify as a student.

In the event an Occupant fails to qualify as a student during the Occupancy Period as defined above, and Seminary waives its right to terminate the Agreement pursuant to the Default provisions below, the Occupant's Payment shall increase by One Hundred Fifty Dollars (\$150.00) per month as long as Occupant fails to qualify as a student. In the event the Occupant fails to qualify as a student based upon term hours taken, the increased Payment will continue to be charged to the Occupant until the end of the month containing the first fall or spring "drop-add" date. At that time, the Occupant's Payment will be reduced to the amount stated in this Agreement provided that the Occupant then qualifies as a student. In addition, all other aforementioned terms and conditions apply. The Seminary expressly reserves the right to enforce such provision and no notice shall be required to be given to the Occupant prior to such increases in Payment.

**4) TERM:** Unless the Occupant is in default of this Agreement, the Seminary has terminated this Agreement, or the Occupant is an Occupant-Graduate, this Agreement shall automatically renew for additional Occupancy Periods. This Agreement may only be terminated at the end of an Occupancy Period unless written approval is obtained from the Director of Housing. Any person wishing to terminate this Agreement at the end of an Occupancy Period shall notify the Director of Housing, in writing, 30 days before the last day of the Occupancy Period. If the Occupant notifies the Director of Housing that the Occupant wishes to terminate this Agreement, but the Occupant does not vacate the Housing at the end of the Occupancy Period, the Seminary may, in its sole discretion, allow the Occupant to stay in the Housing on a month to month basis (the "Monthly Occupant"). The Monthly Occupant shall pay the original Payment plus an additional One Hundred Fifty Dollars (\$150.00) for each month the Seminary allows the Monthly Occupant to remain in the Housing. The Occupant-Graduate's Agreement will not automatically renew, unless Occupant-Graduate has been accepted into another degree program by the Seminary. If the Occupant-Graduate fails to vacate the Housing at the end of the Occupancy Period, the new Payment for the month following the graduation month, and every subsequent month the Occupant-graduate remains in the Housing, will be the original Payment plus an additional Two Hundred Dollars (\$200.00) per month.

**5) SPECIAL STIPULATIONS:** Entries (if none, write "none") listed in this section supersede different or conflicting entries in other sections of this Agreement, but each entry must be initialed by the Director of Housing.

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**6) OCCUPANT FEE:** The Fee shall be deposited in a bank account at BB&T, P. O. Box 27961, Raleigh, North Carolina and shall bear interest; said accrued interest becomes payable to the Seminary. The Fee may be used by the Seminary to pay for (i) any damage or the cost of repairs to the Housing, (ii) any other expenses incurred by the Seminary due to the Occupant's use of the Housing and (iii) any amounts due, and not yet paid, to the Seminary by the Occupant, including, but not limited to, tuition and fees (the "Expenditures"). The Fee, less the Expenditures, will be returned to the Occupant within 30 days of the peaceful termination of this Agreement. Within five business days after the Occupancy Date (the "Inspection Period"), the Occupant shall physically inspect the Housing and report, in writing, any damage and necessary repairs to the Director of Housing. At the end of the Inspection Period, unless written

notification is received by the Director of Housing, the Occupant shall be deemed to have certified that the Housing is free of damage and necessary repairs.

**7) DEFAULT:** The Seminary may declare the Occupant to be in default if one or more of the following events (herein called "Event of Default") shall occur:

- a. If the Occupant fails to make a Payment by the 10<sup>th</sup> day of any month in accordance with the terms of this Agreement, unless the Occupant receives written permission from the Director of Accounting Services otherwise, and such default shall continue for a period of ten (10) days after written notice to the Occupant thereof; or
- b. If the Occupant is late in paying any amounts owed to the Seminary, including, but not limited to, tuition and associated fees, and such default shall continue for a period of ten (10) days after written notice to the Occupant thereof; or
- c. If the Occupant shall vacate or abandon the Housing, and such default shall continue for a period of ten (10) days after written notice to the Occupant thereof; or
- d. If the Occupant shall fail to keep or perform or abide by any term, condition, covenant of this Agreement or any rules and regulations adopted now or hereafter by the Seminary; or
- e. If the Occupant shall fail to qualify as a student as defined above; or
- f. If the Occupant is subject to any form of disciplinary action from the Seminary.

**8) REMEDIES UPON DEFAULT:**

i. Upon the occurrence of any Event of Default as set forth above, Seminary shall have the right, at its option, to utilize any one or more of the following rights:

- a. The Seminary, with or without terminating this Agreement, immediately or at any time thereafter, may re-enter the Housing and correct and/or repair any condition which shall constitute a failure on Occupant's part to keep or perform or abide by this Agreement. Occupant shall reimburse and compensate the Seminary for any Expenditures immediately or the Seminary may use the Occupant's Fee as defined above.
- b. The Seminary, with or without terminating this Agreement, immediately or at any time thereafter, may demand in writing that the Occupant vacate the Housing. The Occupant shall vacate the Housing and remove all property belonging to the Occupant within three (3) days of receipt by Occupant of such notice from the Seminary, whereupon the Seminary shall have the right to re-enter and take possession of the Housing. The Seminary shall have a right to dispose of any property not removed from the Housing; the costs of such disposal shall be incurred by the Occupant. The Occupant shall pay to the Seminary the Payments due for the remainder of the Occupancy Period and any associated fees due under this Agreement. The Occupant shall be liable for all costs of recovery of the Housing including, without limitation, legal expenses and reasonable attorney's fees and the costs of any repairs to the Housing which are necessary or proper to prepare the same for delivery to a future Occupant.

ii. In the event of any re-entry of the Housing by the Seminary pursuant to any of the provisions of this Agreement, the Occupant hereby waives all claims for damages which may be caused by such re-entry by the Seminary; and the Occupant shall hold the Seminary harmless from any loss or damages suffered by the Occupant by reason of such re-entry and storage of the Occupant's property, if any. No such re-entry shall be considered or construed to be a forcible entry.

iii. Upon any breach of this Agreement, regardless of whether such breach is, or becomes, an Event of Default, the Seminary shall be reimbursed for any and all expenses incurred by the Seminary, including legal expenses and reasonable attorney's fees, in enforcement of the terms and provisions of this Agreement.

iv. The exercise or failure to exercise by the Seminary of any one or more of the remedies provided in this Agreement shall not prevent the subsequent exercise by the Seminary of any one or more of the other remedies provided herein. All remedies provided for in this Agreement are cumulative at the option of the Seminary, and may be exercised alternatively, successively, or in any other manner and are in addition to any other rights provided by law.

**9) LIABILITY:** The Seminary cannot and does not assume responsibility for personal accident, injury or illness to Occupants, guests or visitors, or for damage, theft or loss of personal property. The Occupant hereby releases the Seminary, its officers, agents and employees from any liability on account of any accident, injury, illness, property

damage, theft or loss not caused by the Seminary's gross negligence. Further, the Occupant shall indemnify the Seminary against any claims arising because of the Occupant's use or occupancy of the Housing. The Occupant shall take full responsibility for the acts of guests and visitors to the Housing.

**10) PROPERTY DAMAGE LIABILITY:** The Occupant is obligated to maintain Property Damage Liability "Renter's Insurance" coverage during the first Occupancy Period of the Housing Agreement and any subsequent Occupancy Periods. Coverage is required in the minimum amount of one hundred thousand dollars (\$100,000.00) per occurrence, for damages to the Seminary's property with provisions covering at least perils of fire, explosion, sewer backup, smoke, and accidental water discharge. Such policy shall be written as a policy not contributing with and not in excess of coverage which the Seminary may carry. A Proof of Insurance Certificate for a minimum of \$100,000 per occurrence of liability coverage with either the Seminary named as an "additional insured" or the notation "the Seminary is informed if the Occupant policy has been cancelled" must be provided a minimum of 10 days prior to the "Occupancy Date." If a Proof of Insurance Certificate is not provided, as required, or if the Occupant's Property Damage Liability coverage expires or is cancelled, the Occupant agrees to the Seminary's "*Property Damage Liability Loss Wavier*" option, which waives the Occupant's obligation for Property Damage Liability, as respects only to the above covered five perils and enrolls the Occupant in the Students Legal Liability™ (SLL) program for the Occupants of Housing. The Property Damage Loss Wavier does not relieve the Occupant from the above Seminary Indemnification, but waives only the Property Damage Liability requirement. The Property Damage Liability Loss Waiver enrolls the Occupant onto the SLL program and the Occupant is charged a flat rate fee of \$ 10.00 per month.

**11) TRANSFER:** The exchange of Housing or substitution of occupants residing in the Housing without the express, written approval of the Seminary is prohibited. "Subletting" or the assignment of this Agreement is not permitted without the written permission of the Director of Housing. In the event a housing location which is owned by the Seminary becomes vacant and the Occupant desires to move into this other location, the Occupant shall provide written notice to the Seminary requesting a transfer to such new location. At the sole discretion of the Seminary, the Seminary may grant such request, therefore, allowing the Occupant to move into such new location under the condition that the Occupant shall be required to sign and execute a new housing agreement. This Agreement shall then become void except as it related to Payments which had already become due there under or payment for damage caused during the Occupancy Period. Further, the Fee shall be transferred to the new agreement. This new agreement, upon execution, shall substitute for the existing Agreement between the Seminary and the Occupant. The Seminary is under no obligation to allow such transfer and any new location shall have different terms, including payments, as stated in the new agreement, which may or may not be in accordance with this Agreement. Any Occupant moving from one Seminary housing to other Seminary housing will be charged a Two Hundred Dollar (\$200.00) transfer fee unless expressly waived by the Director of Housing. The Seminary reserves the right to move occupants to different housing location for consolidation, disciplinary action, a facility failure or for any other reasons in response to unforeseen circumstances.

**12) SEVERABILITY:** If any term or provision, or any portion thereof, of this Agreement is declared invalid or unenforceable for any reason, the remainder of this Agreement shall not be affected thereby and shall continue to be valid and enforceable to the fullest extent permitted by law.

**13) WAIVER:** No delay or failure to exercise any right or power granted under this Agreement shall impair any such right or power or be construed to be a waiver thereof.

**14) GOVERNING LAW:** This Agreement shall be governed by, and construed and interpreted in accordance with, the laws of the State of North Carolina, without regard to its conflict of laws principles.

# Addendum 1



## HOUSING POLICIES AND REGULATIONS

### General Statement Regarding Policy

The basic premises of all policies and regulations for housing are individual responsibility and mutual respect for fellow students. The essential assumption is that students in campus housing are Christian adults in residence at a Christian institution. Policies and regulations are formed primarily to assist in providing an atmosphere in which the welfare of the student is both affirmed and preserved. In this sense, regulations and guidelines are, of necessity, restrictive in that they help to protect property and maintain a positive setting for all students in an environment in which facilities, equipment, and space are shared.

Housing policies and regulations are devised to be consistent with Southeastern's commitment not only to its students but also to the Southern Baptist Convention and the people who support it. Their primary aim is to help maintain a comfortable setting conducive to learning while providing as much privacy as possible in a shared environment. All seminary housing students are guided by specific policies and regulations.

Since students are not required to live in campus housing, potential occupants should carefully read the policies and regulations. Those who feel that these may be confining or inconsistent with their particular lifestyle are encouraged to seek housing elsewhere.

Housing Policies and Regulations are subject to change. All students in campus housing are subject to the Housing Policies and Regulations as updated and posted on the website.

Failure of the Seminary staff to insist upon the strict performance of the terms, conditions, and agreements of the Housing Agreement or Housing Policies and Regulations does not constitute, nor should it be construed, as a waiver or relinquishment of the Seminary's right to enforce any such terms, conditions, or agreements.

### 1. Housing Agreement Summary

- A. For each calendar year there are two termination dates for the Housing Agreement. Every Agreement signed before May 31<sup>st</sup> of any year will end on May 31<sup>st</sup> of that year. Every Agreement signed before December 31<sup>st</sup>, but after May 31<sup>st</sup> of any year, will end on December 31<sup>st</sup> of that year. Each of these periods is referred to as "Occupancy Period." When you sign the Housing Agreement you are obligated to its terms until the end of the Occupancy Period of signing. The Housing Agreement will renew automatically on the first day following the Occupancy Period unless the student gives a 30 day move-out notice and moves out prior to that date. Significant penalties may apply if the term of the Housing Agreement is not fulfilled.
- B. In cases where a student plans to move out of campus housing within two or three months, it is recommended they request to sign a Month-to-Month Housing Agreement instead of the standard Housing Agreement. In almost all cases, this agreement carries a rent rate of \$150/mo more than the Seminary's advertised rent for the student's apartment, but gives the student flexibility of moving out with a 30-day written notice.
- C. The student is required to take at least 6 term hours during each spring and fall semester. If the student has family members who live in the household and are enrolled in classes at the Seminary, their term hours can count toward fulfilling the minimum-hours requirement of the student provided the Housing Office is notified in writing of their enrollment. The administration understands that due to certain circumstances it may not be possible for the student to take at least 6 hours. If a student will not be able to meet this requirement for an acceptable reason and will submit this reason in writing to the Director of Housing, the student may be given a waiver for this requirement. Acceptable reasons include: family health issues, one semester of financial difficulties, graduating within two semesters but scheduling does not allow for taking 6 term hours, and graduating at the end of the semester and needs less than 6 term hours to complete the degree work. There may be other acceptable reasons as well. Students whose work schedule does not permit 6 term hours per semester may, with the Director of Housing, work out an alternate hours plan provided 12 hours are completed

in the calendar year. Failure of the student to satisfy these requirements may result, at the Seminary's discretion, in either the student's rent increasing by \$150/mo or the student being required to vacate housing.

- D. The student must be in good standing and remain in good standing with the Seminary financially, disciplinarily, and academically throughout the term of the Agreement. Failure of the student to satisfy any of these requirements may result, at the Seminary's discretion, in the student being required to vacate housing.
- E. For students graduating during an occupancy period, rent may increase by \$200 for the months the student continues living in housing after the 15-day graduation grace period.

## **2. General**

- A. A Housing Agreement must be signed by the student before the end of the second business day after the apartment or room key has been picked up.
- B. Nearly all notices regarding your housing are sent to your e-mail address of record.
- C. Students are required to keep their contact information up to date. Information can be updated by visiting [campusnet.sebts.edu](http://campusnet.sebts.edu) and selecting General Student Information under the Student Life tab. Select the "Email Address Change Form" and follow the instructions.
- D. Rent is due on the first of each month and late if not paid by the tenth of each month. If you move in after the tenth of the month, your pro-rated rent is due by the end of the next business day. Rent payments are made at Accounting Services in Stealey Hall. Accounting Services assesses a 3% late fee on all balances not paid by the 10th of each month. Please be aware that your campus rent record is a part of your credit history. All rent payments not paid by the tenth of the month are considered late. Some students have been surprised to find that their credit rating is less than perfect when they try to rent or buy a house.
- E. Written approval of the Director of Housing must be obtained prior to subletting seminary-owned housing.
- F. Seminary housing may be occupied only by persons specified on the housing application or others approved by the Director of Housing.
- G. Apartments are not to be used for private business concerns or for anything other than student housing residences without the written approval of the Director of Housing.
- H. Use or possession of tobacco or alcoholic beverages or the misuse of prescription drugs by the student and/or the student's family or guests in the housing areas is prohibited.
- I. The Seminary reserves the right to have authorized staff persons and/or approved contractors make physical inspections and/or perform routine or special services to property as often as is deemed necessary by the Director of Housing. Students are required to give access in a timely manner as requested to such workers.
- J. Anything that is decreed to be a nuisance, hazard, potential hazard, or considered to be in direct violation of the Housing Agreement by the Director of Housing will be subject to immediate corrective action.

## **3. Insurance**

- A. If you damage a Seminary apartment, you are liable for the cost of such damages caused by you, your family or any of your guests.
- B. The Seminary insurance program does not include coverage for personal belongings. All personal items placed or stored on the premises are at the risk of the Occupant.

#### **4. Utilities**

- A. All utilities must be transferred from the Seminary's name to the student's name no later than 5 business days after signing the Housing Agreement unless the student is on a flat-rate rent plan. On the sixth business day after the Housing Agreement is signed the utility company will take the utilities out of the Seminary's name. If the utilities are not in the student's name at that time, they will be cut off. Note: Students not on a flat-rate rent plan are responsible for utility charges from the time they take occupancy of any Seminary owned housing and may be charged by the Seminary a pro-rated amount for utility usage from the time they take occupancy until they transfer utilities into their name.
- B. The student must keep all required utility services active during the entire occupancy period.

#### **5. Maintenance**

- A. All needed repairs or requests for maintenance services are to be reported to Facilities Management at 919-761-2420. After-hours maintenance emergencies can be reported to 919-369-1781.
- B. Students are required to use washing machine hoses that are supplied by the Seminary. All damages caused by failing to abide by this regulation are the responsibility of the Occupant.
- C. Baby wipes, feminine products, toilet cleaning wand tops, and other like products are not to be flushed down toilets in campus housing even if the manufacturer claims they are flushable. These products should be disposed of in the trash only. Costs of sewer repairs caused by students flushing these items may be passed on to the student.
- D. Disposal of grease and food scraps
  - Collect grease in a container and dispose of it in the garbage.
  - *Do NOT pour grease, fats, and oils from cooking down the sink drain or toilet.*
  - Place food scraps in your garbage can..
  - *Do NOT use the sewer system as a means to dispose of food scraps.*
  - *Do NOT use the toilet as a wastebasket.*
- E. A 24-inch minimum clearance is required in front of the heating/cooling return/air filter area in apartments. Facilities Management changes the air conditioning filters in each apartment every 6 to 8 weeks.
- F. Smoke detectors are provided by the Seminary and are required by law to be kept operational at all times. Smoke detectors may not be disconnected or rendered non-operational. If a smoke detector malfunctions, it should be reported to Facilities Management immediately so that it can be repaired.
- G. Garbage should be placed in the dumpsters/compactor located in the housing area. Recycling dumpsters are available in each housing area and should be used for recyclable items. Boxes should be flattened before putting them in the cardboard dumpster. NC Law requires recycling of plastic bottles and aluminum cans.
- H. Students are required to report insect infestations to Facilities Management immediately. Roaches, bed bugs, and other insects can quickly multiply and spread to other apartments. Insects can also travel on clothing of adults and children further spreading infestations not only to other apartments, but also to offices and classrooms. Treatments for infestations can be expensive and costs for treatment are passed on the student. The Seminary understands the financial impact of such treatments on the student and will work with the student in setting up a payment plan, if necessary, to soften the impact of such charges. Note: Failure to report an infestation in a timely manner could result in your being required to vacate campus housing.
- I. No painting, alterations, additions, or improvements shall be made to Seminary property unless approved in writing by the Director of Facilities Management.
- J. Nothing is to be attached to the exterior of the buildings.

- K. Telephone and cable installations are to be made at existing outlet locations within each unit. Any change must have written approval of the Director of Facilities Management.
- L. Contact paper and wallpaper are not to be used on walls, cabinets, or other surfaces.
- M. Pictures or other decorative items can be hung on the inside of apartments using appropriate sized picture hanging nails. Holes larger than ¼ inch and tape removal damages to walls are subject to a repair charge.
- N. Seminary-owned appliances and furnishings may not be removed, exchanged, or stored by occupants. Seminary-owned refrigerators must not be disconnected even if privately-owned units are in use.
- O. Waterbeds are not permitted.
- P. Items left behind when vacating Seminary housing will be disposed of by Facilities Management. Disposal charges will apply.

## **6. Pet Policy**

Pets are not allowed in Seminary apartments not designated as pet-friendly, even temporarily. The term “pets” is understood to include all animals, insects, spiders, rodents, fowls, and reptiles. Specifically excluded from this regulation are those animals specifically trained to aid the blind and/or other handicapped person, and fish which are maintained in bowls or aquariums.

Any household found with a pet will be charged \$50. If the household is still in violation after seven days, the student’s account will be charged \$10 per day until the violation is remedied. It is the responsibility of the student to notify the Housing Office in writing the day the violation is remedied.

Stray animals or wildlife, except birds, may not be fed from any part of the housing areas. Any household found violating this policy will be charged \$50.00 per incident.

(The West Oak Apartments and certain apartments in the 300 section of Fletcher Village are designated as pet-friendly areas. Approved pets are allowed in these areas. Pet-friendly housing information is available at the Housing Office.)

## **7. State Law Notice**

A. Under N.C. Law G.S. 14-269.2(d) possessing a BB gun, air rifle, air pistol, taser, Bowie knife, sling shot, switch blade knife, dagger, or fireworks on a school campus (including campus housing) is a Class 1 Misdemeanor.

B. Under N.C. Law G.S. 14-269.2(b) possessing a gun, rifle, pistol, or other firearms of any kind on a school campus (including campus housing) is a Class 1 Felony.

(Please be aware that maintenance personnel, apartment inspectors, and other Seminary personnel have been instructed to report violations of these two N.C. laws.)

## **8. Families Only**

A. There is an 11:00 p. m. curfew for all children under the age of 18 years.

B. Children are not allowed to play or socialize in the streets in the housing areas or go into the woods surrounding the housing areas. Children are not permitted to draw on exterior walls of building with chalk.

C. Rules for the children's playground areas include the following: Children over the age of 3 years are not allowed on the toddler swings; Children over the age of 10 years are not allowed in the sandboxes; and Children under the age of 6 years are not allowed to play on playground equipment without the supervision of an adult or a sibling who is at least 12 years old.

## **9. Singles Only**

- A. Students ages 30-35 can rent single student housing flat rate apartments or rooms in the Shaw House with other students ages 30-35 (where available) or rent a private apartment (subletting permitted only to other students ages 30-35).
- B. Single students 36 years and older can rent a private apartment in campus housing (subletting not permitted).
- C. Singles may visit singles of the opposite sex in their apartment between the hours of 10 a.m. and 11 p.m. Sunday through Thursday, and between the hours of 10 a.m. and 12 a.m. Friday and Saturday, provided there are at least three people in the apartment at all times and no roommates object.
- D. Singles in any flat-rate apartment, who desire to have an overnight guest other than a person registered as an Occupant on the Housing Agreement of that apartment must have prior written approval from the Director of Housing. A permission form is available from the Housing Office. No overnight guests of the opposite gender will be permitted.
- E. Singles in private (not flat-rate) apartments are permitted to have overnight guests of the same gender.
- F. The Seminary periodically inspects all apartments occupied by singles on flat-rate rent plans. Violations will be subject to fines and corrective action.

## **Addendum 2** **GUIDE TO OUTSIDE ITEMS** **& APARTMENT LIVING IN CAMPUS HOUSING**



We are glad that you have chosen campus housing while you are studying here at Southeastern. We want you to enjoy your home and benefit from the many lifelong friendships you will develop with your neighbors here. We want our Seminary housing communities to be well-kept and inviting for all of our families, their guests and the many campus visitors we have throughout the year. The following guidelines are designed to help you plan regarding outside items as you make your apartment home.

### **Enforcement of Policy**

Most students respect our guidelines and work hard to keep their community well-kept and inviting. Unfortunately, a few students fail to take seriously our guidelines and, as a result, cause their community not to be well-kept and inviting. The following fine structure will apply for violations:

- 1<sup>st</sup> notice of violation on an item – No Charge
- 2<sup>nd</sup> notice of violation of the same type item - \$ 20.00
- 3<sup>rd</sup> notice of violation of the same type item - \$ 30.00
- 4<sup>th</sup> notice of violation of the same type item - \$ 40.00

### **Items On Your Porch**

Most of our apartments have porches. Some are quite small, but others are spacious. There are a number of ways you can personalize your space. However, to avoid clutter and maintain an inviting environment, there are limits to the types and numbers of items permitted on porches. Note: Students who live in second floor apartments at Flaherty Farms do not have porches and are not permitted to have items on the walkways in front of their apartments.

- You are welcome to have porch-type furniture provided it is kept under the covered area of your porch.
  - Permitted porch-type furniture for a household includes up to, but not more, than one of the following combinations: 2 chairs and a small table; 3 chairs; or a bench (glider) and a small table or chair.
  - No items are permitted on walkways.

- Fire regulations require a minimum of 3 foot clearance on all exits/walkways. Nothing is permitted on the stairways leading to any apartment.
- You are welcome to have up to 3 flower pots on your porch.
  - Flower pots should be no more than 15" in diameter.
  - Plants are not permitted to be attached to or placed on the buildings, railings, or privacy walls.
- You are welcome to have a small stickup yard-flag in one of your flower pots on your porch.
  - Flag should be no larger than 24 inch x 24 inch
  - Permitted flags include American, national and Christian flags. Flags also can depict sports team symbols, patriotic themes, seasons of the year (fall, winter, spring, and summer, but not holidays in these seasons), biblical holiday themes, and Thanksgiving.
  - Only one flag per apartment should be displayed at any one time.
  - Flags should not be placed on the grounds.
- You are welcome to have decorations on your porch.
  - Decorations should be limited to patriotic themes, seasons of the year (fall, winter, spring, and summer, but not holidays in these seasons), biblical holiday themes, and Thanksgiving.
    - Decorations should be removed immediately following the occasion.
    - Please do not display any decorations that would dishonor our Lord Jesus Christ.
    - String lights are permitted only at Christmas if they can be clipped to the building. No nails, screws, tapes, glues, etc. are permitted.
    - Occupants of Goldston Hall, Bostwick Hall and Lolley Dorm are not permitted to put up decorations outside of apartments or in windows.
  - A decorative wreath may be placed, using an over the door hanger, on the front door of the Occupant's apartment provided it does not cover the apartment number (fire regulations prohibit covering the apartment number).
- You should not drive nails, drill holes or otherwise attach anything to the buildings.
  - Decorations can be clipped as described above.
  - Nothing should be hung from already existing nails, screws, etc. since students see these items and assume its o.k. for them to make their own holes in the buildings.
- You should not keep toys, bikes, strollers, shoes, bags of trash, boxes, and like items on your porch. Store these things inside your apartment or on your back patio. The only exception is that toys and bikes may be kept on your porch for brief periods of time such as while children are napping.

## **Outside Items/Storage of Items**

We want you to make use of the grounds in campus housing. We want you to play, have guests over and enjoy your yard. We also need your help in the stewardship of our grounds. Because so many students live in such close proximity, guidelines are necessary to keep the grounds looking their best.

- Students who have patios or decks on the ground level should always keep their outside items there when not in use.
- Students at the Duplexes and 2<sup>nd</sup> floor apartments at West Oak and Flaherty Farms do not have patios on the ground level. They may neatly store personal items within 6 feet of the back of the building. All items stored at the back of the building at Flaherty Farms and West Oak should be labeled with the name and apartment # of the owner. Any unlabeled items will be subject to removal without notice.
- No items are permitted to be stored under the stairways at Flaherty Farms.
- Nothing should be stored on the side of any apartment building.

- Outside items such as bicycles, toys, lounge furniture, etc., should not be left unattended in the yards. The only exception is that a grill may be left in the back yard a minimum of 10 feet from the building to cool. No grills are permitted to be left in the front of the buildings at any time.
- Fire pits, fences, outside storage structures, recreational equipment, etc. are not permitted in Seminary housing.
- Outside clotheslines are not permitted in Flaherty Farms, West Oak, or Fletcher Village.
- Some apartments have crawl spaces or accesses to attic spaces. These areas are not permitted to be used for personal storage.
- Fire regulations:
  - Prohibit the storage of propane gas tanks, containers of gasoline and kerosene, or other combustibles in any campus housing building.
  - Prohibit gas grills on the 2<sup>nd</sup> floor decks at West Oak or Flaherty Farms.
  - Require all cooking grills be used at a minimum of 10 feet from the building.
  - Prohibit storing items within 2 feet of outside cooling equipment.
  - Prohibit mopeds, scooters, and motorcycles from being parked on patios or sidewalks near the building. Such vehicles must be parked in parking spaces.

## **Campus Housing Grounds**

The grounds are maintained by your fellow seminary students. They do their best to provide the best looking and well-maintained grounds possible. Improvements are made where possible and are contingent upon stewardship of what is already provided.

- A general mowing schedule is provided to occupants in campus housing.
  - Parents should, for their safety, bring their children of all ages indoors while mowing is occurring. Lawn mowers and weed eaters are dangerous equipment and can fling debris that could injure children.
  - The Seminary is not responsible for the loss of or damage done to toys or other items left in the yard areas of the apartments.
- Parents should supervise their children to be sure they do not:
  - climb trees, dig in the grounds, or play in the mulched plant areas.
  - gather trash, limbs, rocks and other debris and leave them on the grounds.
  - go into the woods surrounding the housing areas.
- Garden hoses should not be left laying on the ground when not in use. They should be stored on patios or behind the building. Hose racks that attach to the building are not permitted in campus housing.

## **Gardening**

Gardening opportunities are necessarily limited in campus housing. However, there are some small ways you can use your "green thumb".

- Students are not permitted to plant flowers or do other gardening on Seminary grounds.
- Garden plants are permitted in boxes or pots on your patio. Patios that face the street at Flaherty Farms are not permitted to have garden plants grow higher than 1 foot above the patio wall.
- Flowers may be planted in flower beds provided in the front of the Duplexes and McDowell Townhouses. Flowers that grow higher than the bottom of the windows should be trimmed.

## **Aerials, Antennas, Satellite Dishes Or Other Electrical Connections**

Students interested in having a satellite dish or other aerial should carefully review our Satellite Dish Guidelines which are based on the Federal Communications Commission guidelines. These guidelines are available at our website or by contacting the Housing Office.

- It is important to note that not all apartments are able to receive a satellite signal within the FCC guidelines.
- Therefore, it may not be possible to have a satellite dish.

