

## GARRETT HOUSING REGULATIONS AND TERMS – Updated 2021

### 1) Room Assignments

It is assumed that housing assignments will be maintained for the academic year unless notice is given to the Director of Housing and Events before the end of a given semester or term. If you move out of your room for one or more semesters, it will be reassigned if needed by another student. A room will not be held for your return. ***If you are not on campus, but leave items stored in a room, you will be charged for the rental of that room during that storage period.***

- a) All requests for change in assignment received after the late registration deadline will be considered at semester breaks only, unless special circumstances are present, and a review is requested.
- b) Each spring, forms will be made available so that requests can be made for the coming academic year.
- c) You agree to vacate my room within 24-hours of my last final examination in May/June. You understand that unless formally released from this agreement by the Director of Housing and Events (see Residence Hall Policies and Procedures, you are responsible for the room rental charges and any applicable fees.
- d) Garrett reserves the right to relocate residents with prior written notice for the purposes of consolidation of residents. Such consolidation may be undertaken to promote individual or community health or safety, to reduce costs, or for such reasons as deemed necessary by the Director of Housing and Events.

### 2) Condition of Premises

You agree to accept and maintain the unit in its fully furnished condition throughout the duration on this contract. All furnishings, fixtures and equipment are to be kept in clean, sanitary, and working order. you shall return the premises in as good repair as when possession was taken, ordinary wear and tear excepted. If the premises are discovered to be in poor sanitary condition or in a manner that could lead to an unhealthy or unsafe environment for a suitemate or surrounding residents, you will be required to make the necessary changes and cleaning to the room or apartment at my expense. These changes must be approved by the Director of Housing and Events or designee. If you fail to make these changes within a reasonable amount of time, services will be provided to perform the necessary cleaning. You shall then be responsible for the payment of the provided services. you are at no time permitted to change the paint color in the room or apartment or make any physical alterations to the unit. Such action shall result in my being financially responsible for the work required to restore the unit to its original condition.

### 3) Business Use

You understand that you may not use your residence hall room or any Garrett Seminary housing facilities for commercial or business purposes. This includes, but is not limited to, use of phone, assigned bedspace or available community lounge, study or kitchen spaces, data, and cable TV lines, as well as voicemail and mailboxes to conduct or carry out any commercial business.

### 4) Resident Property

Garrett Seminary reserves the right to restrict the use of your furniture or other items if such use necessitates the removal of any of the Garrett Seminary's property from the unit or if such furniture or other items are a health or safety hazard or interferes with the provision of services to other residents of the building. Where your personal property is left on the premises for more than 7 days after you vacate upon expiration or termination of the agreement, Garrett Seminary shall have the right, at its sole option and without further notice, to either (a) dispose of such property, or (b) charge a reasonable storage charge for any such property. Washers, dryers, dishwashers, ceiling fans, window air conditioners, space heaters, large appliances, treadmills, either electrically or battery-operated or any other items that are considered by the Garrett Seminary to be a safety or health hazard, are not permitted.



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5) Insurance and Release of Claims

Garrett Seminary does not assume any liability for the loss, damage, or theft of any personal property for any cause whatsoever; if protection from the possibility of such loss is desired, you should cover your own possessions with appropriate insurance. Further, you hereby release and hold the Garrett Seminary harmless for any liability to you or anyone claiming through you and Garrett Seminary shall not be legally responsible in any respect for any loss or damage which you or anyone claiming through you may sustain by reason of: a) Any strike, lockout, work stoppage, or other disturbances, riot, civil commotion or Act of God affecting me or the demised premises or any resident therein; b) Theft or burglary in or about the premises; c) Fire, water, flood, rain, frost, snow, gas odors or fumes from any source whatever; d) Any injury to any person or damage to any property not caused by Garrett Seminary's direct negligence.

6) Access to Premises

Garrett Seminary through its proper representatives shall have free access at all reasonable hours to the premises for the purpose of insuring compliance with all applicable laws and Garrett Seminary regulations, and examining the residence for cleanliness and upkeep, or making alterations and repairs, as well as for the purpose of exhibiting the residency to prospective residents. Garrett Seminary agrees to make every effort, when practical, to inform you in advance of any entry and examination; it being understood that nothing shall hinder Garrett Seminary's right to enter the residence during an emergency to protect life and property from imminent injury or to enter the premises to save me from serious inconvenience. Within 30-days of my move-out date, you agree to permit the on-site maintenance staff to make a pre-move-out inspection of the unit.

7) Maintenance Repairs

Repairs necessitated by your negligence or that of your guests will be made by Garrett Seminary. Any such costs will be chargeable to you upon written notice from Garrett Seminary and shall be payable no later than the due date of the next installment of room charges following such notice. Garrett Seminary reserves the right to bill you up to 60 days after my departure from the premises for any damages caused by you or your guests.

8) Surrender Of The Premises

At the expiration or other termination of this agreement, you shall surrender possession of the unit and shall return all keys to the unit to Garrett Seminary's designated agent. Failure to do so will constitute a default of this agreement as set forth in Section 8 and subject me to an obligation to pay the liquidated damages sum set forth in Section 8 for each day I continue to occupy the unit.

9) Default:

You shall be considered in default of this agreement in the event you are in violation of any term or condition hereof, including but not limited to payment of room charges as provided herein. In the event of such default, the Garrett Seminary may, at its sole option, (a) re-enter and repossess the premises, or (b) require you to vacate the same within 30 days following written notice of default. Garrett Seminary may charge to your account all sums due and may, at its sole option (a) assess as liquidated damages the sum of \$75 per day up to 3 consecutive days of the continuation of such default and 100 per day thereafter until the default is corrected and (b) bring suit for and collect all damages it sustained because of your default, notwithstanding any re-entry or repossession by Garrett Seminary. No waiver of any breach of any part of this agreement shall be a waiver of any succeeding breach.

10) County/State/City Laws:

You agree to observe, in your use of the residence hall premises, and to cause your guests to observe, all laws of the United States, state of Illinois, City of Evanston, and all Garrett Seminary rules and regulations, including those set forth in the Garrett-Evangelical Theological Seminary Handbook. You acknowledge



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receipt of a copy of the Residence Hall Policies and Procedures by reference herein and that the Residence Hall Policies and Procedures are made a part of this agreement. I understand that failure to comply with any of the terms of this agreement, including any Garrett Seminary rules and regulations, shall be a default as described above. Upon termination of this Contract for any reason, room charges will become immediately due and payable in accordance.

## 11) Relocation and Removal

Notwithstanding any other provisions of this contract, including but not limited to Sections 9 and 10 above, you acknowledge, understand, and agree to the following:

- a) **Relocation:** At all times, Garrett Seminary reserves the right to relocate residents with or without prior written notice for any reason in its discretion. Such reasons may include, but are not limited to, space availability, community health or safety, to protect Garrett Seminary property, to restore operations, to reduce costs, or for such other reasons as deemed necessary by the Director of Housing and Events or designee.
- b) **Administrative Action:** The Director of Housing and Events, or designee, may act administratively to maintain the residence hall living and learning environment by moving a student to a room other than the one to which he or she was initially assigned, by moving the student to another residence hall, or, when required in the best interests of Garrett Seminary as determined in the sole discretion of the Director of Housing and Events or designee, by removing a student from Garrett Seminary housing, either on an interim or permanent basis. These actions shall become effective immediately without prior notice, are considered final, and not subject to further review.
- c) **Housing Removal:** Students removed from Garrett Seminary housing for disciplinary reasons may be held for the remaining room and board fees for the remaining portion of the contract term.

## 12) Student Status

You understand that to be eligible for residence, you must be enrolled at Garrett Seminary as a full-time degree candidate or as a special student; and that if such enrollment is terminated for any reason, you are no longer eligible for residence in the premises, you are responsible to advise the Department of Housing and Events immediately of such change in status, and you agree to vacate your room within 24 hours of such termination. You agree that you will not occupy nor reside in any space other than your assigned room except that you may have customary use of the common areas. You understand that this agreement is not assignable, that subletting is not allowed, and that only the persons assigned by the Department of Housing and Events may reside in your room at any time.

## 13) Deposits

The room deposit is held until you leave seminary housing. When you leave each year, your room will be checked for damage and charges applied, if necessary. When you graduate or withdraw, request your deposit refund at the time that you turn in your keys to Buildings & Grounds and **provide a mailing address for the refund**. Any accumulated charges will be deducted, and the remaining money returned to you after the room is vacated and inspected. Please allow 4-6 weeks for deposit refunds.

## 14) Keys

You will be given the necessary keys or keycard for the residence hall and your room. A charge of \$30 per key will be assessed if you lose your keys; \$40 if you fail to turn them in when you leave seminary housing. The residence halls are locked at night and on weekends and all residents always need to keep their exterior door keys with them. The public areas of Loder Hall are locked each evening at about 10:00PM. The Loder exterior doors are locked at 10:00PM on Friday and remain locked until approximately 7:30AM on Monday. **Please be sure to keep the exterior door locked during these times. You should also keep your room door locked when you are not there. An unlocked door is an invitation to theft.** If you are locked out of your space and require assistance there



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will be a \$25 charge incurred beginning with the second and every consecutive lock out afterward. Additionally, verification of ID will be asked prior to reentry into unit.

## 15) Care of Rooms

You are expected to keep your room (and bathroom where applicable) clean. There are some very basic cleaning materials on each floor of the residence halls for this purpose. You are responsible for any damage you cause to your room, its furnishings, or equipment – including nails driven into the walls – and will be charged accordingly, (see #2 above).

- a) **Cooking in rooms is absolutely prohibited.** Inspections are made by the City of Evanston Fire Department and Health Department annually. Students who violate this regulation jeopardize the property and welfare of all students. If we fail to pass a fire inspection because of cooking equipment (microwaves, hot pots, etc...) in your room, you will be fined accordingly and the cooking equipment will be confiscated. Small refrigerators are permitted.
- b) Keeping a pet of any kind for any length of time in the dormitory is prohibited.
- c) Each room has been furnished. All items **must** remain in the room. Additional items may be added, provided they are reasonable in size and function.

## 16) Quiet Hours and Noise

Unreasonable noise is never acceptable in any residence hall or apartments. All residents are always expected to be courteous about noise and to respond appropriately to requests for quiet. In addition to courtesy hours, quiet hours are established and enforced according to the following procedures. Establishing quiet hours: The hours cannot be less than Midnight to 8:00 a.m., Sunday through Thursday nights and 1:00 a.m. to 10:00 a.m., Friday and Saturday nights. Courtesy hours are 24 hours. Additionally, during finals weeks, all residents are expected to comply with 24-hour quiet hours.

## 17) Care of Bathrooms

For the sake of others sharing these facilities, please leave things clean after each use. Nothing should be stored on the floor, windowsills, or other areas of the common bathrooms or hallways. If you have a private bath, you are responsible for keeping it clean. Bathrooms which are not cleaned for an entire quarter or semester will usually result in extra cleaning fees being deducted from your deposit.

## 18) Waste matter

Waste baskets in the rooms should be emptied in the large containers provided for this purpose in each entryway in Old Dorm or in the trash rooms on each floor of Loder. Bulky materials or large amounts of refuse should be taken to the refuse containers at the rear delivery entrance of Loder Hall.

## 19) Guest

You are responsible for your guest(s) and their behavior within the residence hall and while on campus. You must notify the Housing Office if you have guests that are not students and they want to stay overnight. Guests are not allowed to stay more the three consecutive nights in a two-week period. If you have a guest that wanted to stay longer approved must be granted by the Housing Office. All guest must have government photo ID present on their person. If locked out of student's unit, guest will not be allowed back in unless verification can be given by the host of said unit.

## 20) Pets

Pets are not allowed in the residence halls.





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21) Laundry Facilities

There is a coin-operated laundry in the basement of Loder Hall as well as each residential floor in Loder. You can also use the CSC Pay mobile app. Just download the app either through Android or iPhone app store and follow the instructions.

22) Student Kitchens

There are two fully equipped kitchens in the lower level of Loder Hall and on the 2<sup>nd</sup> floor of Loder for student use after hours and on weekends. You are responsible for cleaning up after yourself in the kitchen. No food items may be stored in the student lockers around the corner from the kitchen. Items left in the refrigerator without a name/date label or for an unreasonable length of time (5-7days), whether labeled or not, will be discarded at owners expense.

23) Lounges

The lounges in Loder Hall are for use by dorm residents. No **regular** meetings or classes are scheduled so as to interfere with the rights of the residents to use the lounges. You are reminded that loud noise disturbances should terminate by 10:00 PM. There are vending machines and a microwave oven in the lower level of Loder as well. Problems with the functioning of the vending machines and/or replacement of lost change should be reported to Mechelle Moore in the Cashier's Office in the Main Building.

24) Smoking

All of our buildings are non-smoking buildings. You must go outside to smoke – 25 ft from all entryways and open windows. Please try to keep smoke from spiraling up into people's rooms.

25) Alcoholic beverages

Alcoholic beverages may not be consumed or served in any of the rooms or common areas of the Residence Halls or their environs (such as the Library terrace).

26) Resident Assistants (RAs)

Resident assistants are assigned to help with any problems or questions not covered in these regulations. If the RA is unable to handle the situation, he or she will direct you to the appropriate person. The contact information for the RA is located on each entry doorway of residential halls.

27) Inspections

The Director of Buildings & Grounds, the Director of Housing and Events, and/or personnel otherwise authorized by him or her or the President may examine a student's room for cooking materials and/or other violations. The acceptance of a room at Garrett-Evangelical gives the right to stated officials to make such inspections.

28) Termination

The seminary reserves the right to terminate a residence hall agreement if a resident does not pay statements in a timely manner or does not behave in a way that is consistent with the values of the seminary. Additionally, continual violation of housing regulations can result in termination of your housing agreement. A written warning will be issued first. If that is not heeded, a deadline for moving out of the residence hall will be issued. An appeal of these two actions may be made within ten (10) days to the Vice President for Administration and External Program, who will hear the appeal and make a final decision.

**For questions pertaining to the physical plant (i.e., heat, hot water, light bulbs, things that need to be fixed or replaced) please contact the Office of Buildings & Grounds 847-866-3994; billing questions should be referred to the Bursar 847-866-3917; all other questions may be referred to the Office of Housing and Events.**