



# NORTHERN *Seminary*

BIBLICAL • MISSIONAL • PERSONAL

STUDENT SERVICES  
(630) 620-2173 or (630) 620-2136

MAINTENANCE  
[maintworkorders@seminary.edu](mailto:maintworkorders@seminary.edu)  
Emergency Number: 630-705-8249

## Student Housing Manual

October 2012

Northern Seminary does not rent apartments to the general public; it rents Student Housing. Due to this important distinction, there are some unique requirements for living on campus at Northern, and this manual is designed to acquaint you with them. The *Housing Contract*, which each resident is required to sign, holds you responsible for knowing and following this material.

All decisions regarding any student's placement into Student Housing, as well as decisions pertaining to the administration of policy after a student is placed, are made through Northern's Student Services. Students and prospective students are instructed to contact Student Services directly with any questions.

This Manual contains what we believe are the minimum requirements for a workable Student Housing environment and therefore any violation of the *Housing Contract* will be treated as a serious matter that may lead to eviction from Student Housing.

## Table of Contents

NORTHERN SEMINARY COMMUNITY STANDARDS.....	5
Housing Admissions Policy.....	6
Applying for Student Housing .....	6
Getting on the Waiting List .....	6
International Students.....	6
Housing Assignment.....	6
Transferring to another apartment: .....	6
Procedures for Moving into Student Housing.....	7
Tenant responsibilities .....	7
Conditions for Remaining in Student Housing .....	7
Timely Payments of Monthly Rent.....	8
Financial Policies .....	8
Housing (Security) Deposit.....	8
Charges and Payments.....	8
Refunds .....	8
Rent .....	8
Returned Checks.....	9
Past Due Inactive Accounts.....	9
Credit Reporting.....	9
Utilities.....	9
Heat and Air Conditioning .....	9
Electricity.....	10
Water and Sewer.....	10
Garbage.....	10
Location of dumpster .....	10
Disposal of Furniture.....	10
Recycling.....	10
High Speed Internet Connection .....	10
Satellite TV .....	12
Telephone Service .....	12
How to set up your apartment voicemail .....	12
Configuring your mailbox .....	12
How to login to your mailbox .....	12
How to set up your unavailable message.....	12
Navigating your mailbox .....	13
Apartment Use Policies.....	13
Occupancy Rules .....	13
Identity of Occupants.....	13
Visitors .....	13
Changes in the identity or number of persons in an apartment.....	13
Students in roommate situations.....	13
Quiet Hours/Disturbances, etc.....	13
Alcoholic Beverages and Smoking.....	14
Appropriate Attire and Behavior .....	14
Residential Floor Leaders .....	14
Pet Policy.....	14
Screening and Registration.....	14
Permissible Pets .....	14

Deposits and Fees .....	14
Restrictions.....	15
Enforcement .....	15
Maintenance and Care of Physical Premises.....	16
How to Place a Work Order for Maintenance.....	16
Maintenance Emergency Procedure.....	16
Lock Outs.....	17
Damages to Seminary Property.....	17
Walls and Ceilings .....	17
Doors.....	17
Carpets and Drapes.....	17
Counters and Cabinets.....	18
Child-proof Locks .....	18
Linoleum Floors .....	18
Light Fixtures .....	18
Windows .....	18
Drains and Toilets .....	18
Care of Appliances .....	18
Insect Infestation.....	19
Seminary Staff Access.....	19
Security and Safety .....	19
Campus Security Requirements.....	19
Secured Entrances and Remote Access in Residences .....	20
Engaging in illegal activities .....	20
Curfew for Minors.....	20
Elevator Safety .....	21
Tornado Safety.....	21
Fire Safety.....	21
Fire Alarm Procedure .....	22
Airborne Chemical/Biological Disaster.....	22
Liability Insurance.....	22
Personal Liability and Insurance .....	22
Outside Groups on Campus.....	22
Resident Storage and Bicycles.....	23
Automobiles.....	23
Automobile Registration .....	23
Seminary stickers .....	23
Guest permits.....	23
Village stickers.....	23
Driving and Parking Regulations .....	24
Parking Allocation.....	24
Parking Restrictions .....	24
Vehicle Fines and Penalties.....	24
Auto Service and Washing.....	25
Auto Lock-outs.....	25
Snow Removal .....	25
Mail and Packages <i>Location of Mailboxes and Distribution of Mail</i> .....	25
Daily Mail Procedures.....	25
Special Mail.....	26
Address Changes and Forwarding .....	26
UPS & Delivery Services.....	26

Miscellaneous Topics.....	26
Alcoholic Beverages .....	26
Bulletin Boards.....	27
Child-proofing your Apartment .....	27
Clothing Needs .....	27
Communication between Northern Seminary and Residents.....	27
Community Resources.....	27
Community Grocery Shelf.....	27
Grilling.....	27
Guest Apartments .....	28
Guns/Dangerous Weapons .....	28
Laundry Facilities.....	28
Recreation.....	28
Campus ponds .....	29
Shopping Carts.....	30
Smoking.....	30
Student Computer Room.....	30
Student Activity Center .....	30
Size and Occupancy Limits of Apartments.....	31
Use and Reservation of Campus Facilities .....	31
Wild Animals.....	31
Move-Out Procedures.....	32
30-Day Notice Required.....	32
Use of Elevators and Loading Vehicle(s) for Moving .....	32
Removal of Possessions .....	32
Disposal of Unwanted Furniture .....	32
Return of Keys.....	32
On-Campus Transfer.....	33
How to set up your apartment voicemail .....	34
Configuring your mailbox .....	34
How to login to your mailbox .....	34
How to set up your unavailable message.....	34
Navigating your mailbox .....	34
Mailbox Combination.....	35

# **NORTHERN SEMINARY COMMUNITY STANDARDS**

**Approved by the Board of Trustees October 5, 2012**

Every Christian believer is called by God's grace into sanctified living to become more Christ-like in holiness. Especially because a seminary seeks to develop leaders for the Church, we hold one another to high standards in our work, study, relationships, and ministry, seeking to develop spiritual maturity that evidences the fruit of the Spirit. Commitment to right living in Christ produces a radical common witness to God's power at work to redeem, restore, and empower God's people in God's mission to transform the world.

Christian formation and community are core values of Northern Seminary and are, therefore, foundational to these Standards. All members of the community - employees, students, board members, and residents - are called to respect one another in regard to diversity of denomination, ethnicity, culture, and calling. All members are expected to refrain from behavior which Scripture forbids including sexual misconduct (sexual relations outside of marriage, sexual harassment, sexual abuse, same-gender sexual relations, use of pornography), theft, academic or personal dishonesty, substance abuse, misuse of property, threats to health and safety of others, physical or emotional abuse (including intimidation or bullying), misogyny, financial irresponsibility, disrespect to seminary employees and students, or violation of housing rules and campus regulations. These behaviors destroy community and the personal wholeness which Christ purchased through his life, death, and resurrection.

The Seminary may deny admission, place on probation, suspend, expel, withhold a degree, terminate employment, or take other action in response to personal conduct outside of these Standards. Please refer to the Northern Seminary Catalog, Faculty Handbook, Employee Handbook, or Student Housing Manual for policy statements governing institutional disciplinary processes.

# Housing Admissions Policy

## ***Applying for Student Housing***

Applying for Student Housing consists of two steps:

1. Indicate your intention to apply for housing on the Application for Admission form when applying to become a student at Northern.
2. Complete and return the Application For Student Housing form, with the required non-refundable \$35.00 Housing Application Fee, to Student Services.

At least one person in the apartment must be a Northern student and admitted into a degree program (MDiv, MACM, Masters Specialization or DMin) and must take at least one class per year. The student must pre-register for class(es) prior to moving in for the entire school year. If you are a current student, your student account balance must be clear before moving in to student housing.

All persons 18 years or older will be under the expectations of the *Northern Seminary Community Standards*.

## ***Getting on the Waiting List***

After you apply for Student Housing, you qualify for a place on the Housing Waiting List once you are accepted into a Masters-level degree program by the Director of Admissions at Northern. (D.Min. students can qualify, following Masters students in priority.)

***International Students*** will not be placed on the Waiting List for Student Housing until:

- they have been admitted into a Masters-level degree program
- their certification of financial support has been accepted by the Admissions Office
- their International Reserve Deposit has been received by the Seminary (which is a prerequisite)
- the I-20 form has been issued to the student

## ***Housing Assignment***

Assignment Priorities: Being placed on the Housing Waiting List does not guarantee that an apartment will be assigned to you. You will receive your own priority-consideration based upon the following student classifications:

***Transferring to another apartment:*** Students who have lived on campus the longest have first choice of available apartments, but must pay a \$300.00 moving fee to cover Maintenance Department expenses and their student accounts must be up-to-date. Damages assessed on the vacated unit will be deducted from the current housing deposit before the deposit is transferred to the new apartment.

**Note:** No student will be considered for a move between apartments until they submit a completed Application For Student Housing to Student Services. All other applications will be processed in the order received. Student Services reserves the right to make final decisions.

**Student Need:** You are not guaranteed that you will receive the type of apartment you request. Assignments are based upon availability and the following general guidelines. The final assignment is at the discretion of the Director of Student Services.

Single students will not be assigned to an apartment larger than a one-bedroom unless a smaller apartment is not available or they are going to share an apartment. Married couples without children will normally be assigned to a one-bedroom or a regular two-bedroom apartment. A pregnancy is considered the same as a child in assigning apartments. Couples or single parents with one child will normally be assigned a two-bedroom apartment. Couples or single parents with two or more children of different sexes, either of which is over 10 years old, will normally be assigned a three-bedroom apartment. Couples or single parents with three or more children will normally be assigned a three-bedroom apartment.

If an appropriate apartment is unavailable, you may be assigned to another unit temporarily. We understand that financial concerns may cause you to seek the least expensive apartment, but crowding beyond the Maximum Occupancy limit of an apartment, as given in **Apartment Size and Occupancy Limits**, will not be permitted.

## ***Procedures for Moving into Student Housing***

**Pre-inspection** of your assigned apartment may be arranged by appointment with the Housing Office.

**Notification:** Two weeks before moving in, set an appointment with Student Services to sign documents, pay Housing Deposit and first month's rent, and receive apartment key(s).

## ***Tenant responsibilities***

The Attorney General of the State of Illinois lists these as responsibilities of a tenant:

- Pay rent on time.
- Keep the rental unit clean and undamaged.
- Be responsible for damage beyond normal wear and tear.
- Not to physically alter the rental unit.
- Give 30-day notice of intent to move to retain security deposit.

## ***Conditions for Remaining in Student Housing***

The terms found in this Student Housing Manual are the conditions for remaining a resident in Student Housing. Note: If you fail to meet any of these conditions you will be required to vacate Student Housing with all your possessions.

All applicants for Northern Seminary student housing must be accepted to study at Northern and take at least one class per year. You must be considered "Currently Enrolled" by the Registrar's Office. Upon graduation your Housing Contract expires at the end of the month in which you graduate. If you complete your courses early and wish to remain in student housing until graduation, you must request this arrangement with Student Services.

You must not allow occupancy of your apartment on a regular basis to anyone other than your immediate family. Immediate family is defined as spouse or dependent children. A "regular basis" means:

- any visit exceeding two weeks
- any recurring or habitual overnight visit.

Students enrolled in non-degree programs, including but not limited to Diploma, Certificate or Auditor, whose academic performance is unsatisfactory (below 2.0 cumulative grade point average or students earning a Withdrawal Failing (WF) or no credit for an Audit) will be placed on probation. Any student remaining on

probation during the next two quarters for which they are enrolled will be subject to dismissal by vote of the faculty. Any resident who is unable to maintain student status will be required to move out of Northern housing.

Masters-level students whose academic performance is unsatisfactory (below 2.0 cumulative grade point average) will be placed on probation. Any student remaining on probation during the next two quarters for which they are enrolled will be subject to dismissal by the vote of the faculty. Any resident who is unable to maintain student status will be required to move out of Northern housing.

### ***Timely Payments of Monthly Rent***

Rent is due and payable the first day of the month. A \$25 penalty will be charged to your account after the fifth of the month unless all rent charges have been paid in full by that date. If in any month you fail to make a rent payment, the Housing Contract is considered terminated.

## **Financial Policies**

The manner in which students manage their financial affairs is an important indicator of their level of Christian maturity and their degree of preparation for ministry. Northern's financial policies are not designed to cause hardship, but to reinforce good stewardship principles. **Note:** Retain all receipts and statements issued to you by the Seminary!

### ***Housing (Security) Deposit***

***Charges and Payments.*** A Housing Deposit (also called "Security Deposit") is equal to one month's rent and is due, in full, before you move in. The purpose is to protect the Seminary from damage to apartments and other Seminary facilities. When you pay the Housing Deposit, the amount is credited to your student account, and the same amount is debited as a "Housing Deposit Charge" on your account and is placed in a separate "Housing Deposit Account" under your name. (See also Roommate Arrangements below.) Housing Deposits are not to be applied to rent charges at any time and cannot be used as payment for your final month's rent. Failure to give notice of at least 30 days will result in forfeiture of the deposit.

***Refunds.*** Please allow 45 days after vacating Student Housing for your Housing Deposit to be refunded. During this period, you will also be charged for any damages to the apartment, any furniture removal and disposal, and for any cleaning or repairs beyond normal wear-and-tear. Within the 45-day period, your deposit will be applied to your Northern Seminary student account. You may request a refund check for any remaining credit on your account.

### ***Rent***

Rent payments are due the first business day of each month and are considered late if not paid in full by 4:30 p.m. on the 5th (or the next Business Day when the 5th falls on a weekend or holiday).

- The fee for late payment of rent is \$25.00, and is charged whenever any outstanding rent balance remains on your account, including unpaid rent from previous months.
- Rent payments are to be sent to Student Services.
- Rent rates are reviewed on an annual basis, and all increases go into effect July 1.
- Rent charges can be adjusted for the actual number of days in a month that you have occupancy of your apartment when you follow proper procedures. Therefore, upon moving in, the first month's rent charge will be adjusted depending upon the date that you moved in. However, this does not mean that when you move out a similar adjustment will automatically be made for the last month's rent charge.



- Rent charges will still be charged for a full month even if a roommate moves out.
- Adjustment for the last month's rent charge can be obtained by notifying Student Services 30 days in advance of the scheduled move-out date, and returning all apartment keys to Student Services or the Maintenance Office on move-out date.
- If this advance notification does not occur, you will be charged the regularly-scheduled full month's rent charge.
- Roommate Arrangements: Roommates must be of the same gender.
- If roommates in an apartment are all Northern Seminary students, each of their student accounts will be charged equal shares of the Housing Deposit and of the monthly rent.
- If one of the roommates is a Northern student, but the other is not, the deposit and rent will be in the name of the Northern student.
- If a roommate moves out, an inspection of the specific bedroom of the person moving out, as well as the common areas, will be made. Any damage found will be charged to the responsible party. The remaining roommate(s) is (are) responsible for any unreported or subsequent damages, the entire amount of the deposit and rent.

### ***Returned Checks***

Checks returned for insufficient funds will result in a \$25 service charge. The student must replace the check or pay by other means. If a second check is returned NSF, it may only be replaced with a money order, certified check, MC/VISA/DISCOVER or cash. If any additional checks are returned NSF, personal checks will no longer be accepted as a form of payment. The student can request reconsideration after one year.

### ***Past Due Inactive Accounts***

The best way to avoid problems with your account is to make timely payments. If you ever need to make payment arrangements, please call Student Services right away to do so. Northern Seminary engages the services of an outside collection agency to assist in collecting past due inactive accounts when it is necessary.

If an account is sent to full collections and subsequently paid in full, when the student applies for readmission to Northern Seminary, financial credit will not be available the first year of studies. When 12 months of timely payment history with Northern have passed, the student may qualify to use the Tuition Payment Plan.

### ***Credit Reporting***

Student Services of Northern Seminary will respect the confidentiality of each student's account.

**Collection Agencies:** Northern retains the services of outside collection agencies/credit bureaus for the purpose of obtaining payment from students whose accounts are in default. We release any and all information they request so they can fulfill their contractual obligation to us.

**Prospective Mortgage-Lenders and Landlords:** Student Services occasionally receives credit inquiries for students who are trying to obtain mortgages, or to lease other apartments. Without exception, Student Services is truthful and complete in its disclosure of information to these companies.

## **Utilities**

The following utilities are included in the rent:

***Heat and Air Conditioning*** Heat is provided from October through April. The same pipes that carry heat in cold weather are used to provide air conditioning in the hot weather. A changeover between heating and cooling systems usually takes place in October and May.

***Electricity*** is provided by Commonwealth Edison.

***Water and Sewer*** are provided by the Village of Lombard. Tap water is safe to drink. If you wish to further purify your drinking water, many systems are available at local stores.

### ***Garbage***

All household garbage must be placed in plastic garbage bags and tied securely. Boxes, unless full of bagged trash, must be flattened to conserve space. Do not leave garbage/trash anywhere outside your apartment except in the proper dumpster.

### ***Location of dumpster***

A dumpster is located in the Lindner Tower parking lot for occupants of Lindner to use for trash.

### ***Disposal of Furniture***

If at any time a resident wishes to discard large furniture or mattresses, he or she must call Student Services to request a furniture pick up by the disposal company. The Director of Student Services will coordinate the pickup and will bill the resident. Usable furniture should be taken to a local charity or advertised on the residence bulletin boards. Smaller furniture should be disassembled and placed inside the dumpster. Do not leave any furniture by or outside the dumpster. It will not be disposed.

### ***Recycling***

Each apartment is assigned a green recycling bin so that residents may collect paper, glass, cans and plastic containers marked 1 to 7 for recycling. One medium sized dumpster for co-mingled recyclables are located next to the regular residential trash dumpster. By recycling you are protecting the earth's valuable natural resources as well as reducing waste sent to landfills by as much as 30%. Please refer to the Recycling Quick Reference Guide for specific information. All qualifying recycled items must be clean. Corrugated cardboard boxes should be flattened and cut to sections no larger than 2'x2'. You may place items loose in the green totes or in a paper bag, but do not use plastic bags of any type. The recycling bin must remain in your apartment or in your storage locker when you move out or a \$10 fee will be charged.

### ***High Speed Internet Connection***

Your apartment is supplied with a RJ45 network jack for plugging into the campus network and accessing the internet. Please remember that this has been provided primarily to facilitate your studies and as such the network may not provide all the services you might have experienced with home-based connections. Most will never know any difference except that web pages download much faster than over a DSL or cable modem. Others who take advantage of the vast offerings of the web for specialized types of access, downloading, music, video and other bandwidth-intensive activities might find those activities limited or prevented. Again, our primary purpose is to facilitate your access to the web for the purpose of research and study. We must take adequate precautions to secure our network and to maintain the same types of standards that apply to internet access across our campus, such as in the computer lab. As much as we would like to provide links to all the library research services as in the computer lab, we cannot do so due to licensing restrictions.

You should be aware that we do filter internet content, utilizing a campus-wide filtering system and find that this provides a level of comfort for our community and is minimally intrusive. When a request for a site deemed inappropriate is received by the system it will generate a screen indicating the site has been blocked. If this is a legitimate site (filtering software is NOT perfect) you may use the email address on the notification page to bring it to our attention. If there is ANY question as to the appropriateness of the site, the IT Director will make a preliminary determination and you will be notified by email. If there is further need for evaluation you may

appeal to the Director of Student Services.

For the technically-minded, you will be connecting to the LAN and will be using DHCP to obtain temporary IP addresses. Our system has both a proxy and also operates through a firewall so security is in place to prevent access to your PC from outside the campus network. There is still a small chance that someone from within the student network could hack into your PC so if that is of concern you should purchase firewall software for your PC and/or your hub if you use one. Certain administrative utilities available for use on the internet may have been disabled on your LAN in the interest of security. Any use of port probes or software or devices deemed to exist for the purpose of obtaining an unauthorized connection to any other computer on the campus network will result in disconnection from the network and may result in academic discipline.

**What do I need on my computer to connect to the Northern Seminary campus network and receive Internet access?** Your computer must be equipped with a RJ45 jack. You'll need an ethernet network cable to connect your computer to the RJ45 jack installed in your apartment. Again, this looks much like a telephone jack but the RJ45 jack is much larger and the cable has 8 wires inside of it. This is also known as CAT5 (category five) network cabling. It needs to be long enough to reach from the network jack to your computer.

**I have a roommate, spouse or children who also have computers and want to be on the internet at the same time. Do we need sign-up sheets?** No, you need a small hub. A hub allows 4-5 computers to share the same main line at the same time. Each of you has your own personal connection to the network sharing one main connection into your apartment. The cost for a 4-5 port 10/100 hub runs \$30 - \$50. Smaller capacity hubs that work only at 10mbps and have 4 ports can be had for around \$20.

**What about a wireless router?** Wireless routers can cause difficulties on a network. You must set your router to use STATIC IP addresses and NOT DHCP. If your router tries giving out addresses it may interfere with the addresses given out by our system.

**What if I need help?** The Northern Seminary IT department is happy to help as available. With only two people on staff we cannot offer the same level of support as a full service ISP. You may communicate with the system administrator at [ithelpdesk@seminary.edu](mailto:ithelpdesk@seminary.edu) or if you can't get online at all, you may call the campus housing network support line at extension 8300 and leave a message for someone to get back to you. Northern Seminary is responsible for everything from the wall jack back to the connection to the Internet. We cannot, however, provide more than basic assistance in getting your connection up and going. There are a number of computer-savvy individuals on campus that might be willing to help out for a modest contribution to their education fund. Now is an EXCELLENT time to get to know your friendly, neighborhood computer geeks!

**How do I configure my computer?** There is no configuration required for your computer to get out to the internet. Just open your browser and it should find the connection.

In addition to firewall and anti-virus protection the IT Dept also strongly recommends having at least two anti-spyware programs on your computer. These should both be run at least once a week. Don't forget to update them regularly. Ad-Aware will warn you to update, but Spybot-Search and Destroy will not.

Residents may download FREE anti-spyware software at these locations:

Spybot: <http://www.safer-networking.org/en/mirrors/index.html>

Ad-Aware:

[http://www.download.com/Ad-Aware-2007-Free/3000-8022\\_4-10045910.html?part=dl-ad-aware&subj=dl&tag=top5](http://www.download.com/Ad-Aware-2007-Free/3000-8022_4-10045910.html?part=dl-ad-aware&subj=dl&tag=top5)

**Satellite TV:** All apartments come with an antenna jack which is connected to satellite TV. Please set your TV to “Cable” and scan for the channels. See the channel listing for specific programming. Please report any reception problems to Maintenance by placing a work order at [maintworkorders@seminary.edu](mailto:maintworkorders@seminary.edu).

Northern Seminary does not allow outside satellite companies to install their disks outside of Lindner Tower, due to damage to building from drilling and installation of cables and disks, unsightliness, trailing wires, and the equipment may not be used by the next occupant.

**Telephone Service:** You must dial "9" to get an outside phone line. However, when calling another Seminary apartment or an office, simply dial the last four digits of the telephone number. Northern Seminary has its own central phone switch which provides phone service to all apartments and offices. For this reason, you will not be listed in the Lombard phone book or with directory assistance, and you will have the same phone number as the person who lived in the apartment before you.

- The basic phone service, which is part of your rent, includes unlimited local calls (to area codes 630, 312, 773, 847, and 708).
- Northern Seminary has its own phone service carrier--other carriers cannot be used. Residents are responsible for any charges they incur without permission from Northern Seminary.
- Problems with telephone service should be reported to the Information Systems Department (ext. 8300).
- All apartments are equipped with voice mail. It is imperative that you set up your voice mail as soon as possible by following the instructions below, so as not to miss valuable messages. If someone calls you while you are on the phone, they will be able to leave a message for you. If your voice mail is not set up, they will hear a message that your number is not available.
- No additional phone services may be added to your Northern Seminary phone line. Note: Seminary offices will not accept phone messages for residents, except in the case of an emergency.

## ***How to set up your apartment voicemail***

### **Configuring your mailbox**

The first time you log into your mailbox, we recommend you do the following:

Record your unavailable greeting

Change your password

### **How to login to your mailbox**

- From your home phone, dial \*98.
- When it asks for your mailbox number, enter in the last 4-digits of your home phone number.
- Use 1-2-3-4 as your initial password. (Please change this when setting up voicemail for the first time.)
- To check voicemail from off-campus, dial your home phone number. When you hear your voicemail greeting, press \*. Then you will be asked to enter your password.

### **How to set up your unavailable message**

- Log in to your voicemail and enter password.
- Once you are in your voicemail, press “0” (zero) for the Set Up functions.
- From here, listen to the prompts to set up your message and name.
- Press “1” to record your message
- Press “3” to record your name
- Press “5” to change your password

## Navigating your mailbox

The following options may be used once you've logged into your voicemail account.

- Press "1" to listen to New Messages
- Press "0" for Voicemail Preferences such as:
- Record your name
- Record unavailable and busy messages
- Set password

Use the table below for options while listening to messages

1 First Message	2	3 Options
4 Previous Message	5 Replay	6 Next Message
7 Delete	8 Forward	9 Save
* Rewind (3 secs)	0 Pause	# Forward (3 secs)

## Apartment Use Policies

### *Occupancy Rules*

People and Behavior:

**Identity of Occupants:** You are not to allow occupancy of your apartment on a regular basis to anyone other than your immediate family (spouse and dependent children). "A regular basis" is defined as: A) any continuous visit exceeding two weeks; or B) any recurring or habitual overnight visit.

**Visitors:** You are allowed to have overnight guests, but it is necessary for legal reasons that residency in Campus Housing be limited specifically to meet the needs of students. Overnight visitors with automobiles are required to obtain visitor parking permits for overnight parking from Student Services and to display them prominently on their automobile dashboards or their vehicles may be towed away.

**Changes in the identity or number of persons in an apartment** from those listed on the Housing Application must be reported to Student Services prior to the change.

**Students in roommate situations** are required to secure the agreement of their roommate(s) before allowing access to visitors.

**Quiet Hours/Disturbances, etc.:** Quiet hours in the residential buildings, including the Student Activity Center and laundry rooms, are from 9:00 p.m. to 9:00 a.m. During these hours, noises (music, voices, activities) should not be loud enough to be heard in other apartments. In the event of a disturbance, please call or visit the person responsible for the disturbance. If the result of your contact is unsatisfactory, please bring the matter personally to your Residential Floor Leader. If the problem still persists after going through these channels, as a

final resort, please report the matter in writing to the Director of Student Services. Residents must be in compliance with the Housing Contract to remain in Student Housing. Persistent offenders in this area will be referred to the Dean's Office, and may be asked to leave campus housing. During non-quiet hours, please be reasonable and considerate of other residents, using common courtesy. Unreasonable disturbances during non-quiet hours should be handled in the same manner as stated above.

**Alcoholic Beverages and Smoking:** Consumption of alcoholic beverages in any public area on campus or at any Seminary function is prohibited. Anyone who knowingly permits alcohol consumption by underage drinkers is guilty of a Class A misdemeanor.

The entire Northern Seminary campus is designated a non-smoking area, therefore, any type of smoking (including e-cigarettes) is not allowed in any apartment or in any other building on campus. If you or a guest chooses to smoke, please go to your vehicle or off campus.

**Appropriate Attire and Behavior:** Because Northern is a seminary founded on biblical principles and values, we ask all those on our campus to respect these values. Residents and guests should wear decent attire and display appropriate behavior at all times. Residents should follow the Northern Seminary Standards of Conduct, which prohibit drug or alcohol addiction and immoral sexual conduct, including homosexuality.

### ***Residential Floor Leaders***

Each floor of Lindner Tower has a Residential Floor Leader who resides in the building and is committed to creating community at Northern Seminary. RFLs welcome new residents, coordinate floor and campus activities, assist in emergency evacuations, maintain resident bulletin boards, serve as liaisons between residents and/or seminary personnel to resolve items related to resident life, help keep the buildings and grounds neat, report any damages to common property and serve as a resource to residents. If you have any question relating to residential life, if you are locked out of your apartment and need a phone, or if you need emergency food assistance from the Food Pantry, you may contact your RFL for direction.

## **Pet Policy**

**Screening and Registration** – Pet caregivers must complete a Pet Application Form before occupying the apartment. Current residents must inform Student Services of their intentions to have a pet and also must complete a Pet Application Form before bringing a pet into the apartment. If the pet is a dog or a cat, a current photograph should be attached. For dogs and cats, a veterinarian's proof of vaccination, spaying/neutering is required.

### **Permissible Pets –**

Dogs: limit of 2 per apartment with a weight limit of 30 pounds or one dog with a weight limit of 50 pounds. Weight limit does not apply to service dogs.

Cats: limit of 2 per apartment

Rabbits: limit of 2 per apartment

Birds: limit of 2 per apartment

Small caged animals: limit of 2 per apartment and limited to guinea pigs, hamsters, gerbils, mice and rats. Ferrets are not allowed.

Fish: limit of one 10-gallon tank

### **Deposits and Fees:**

The following fees are required for dogs and cats only. A one-time, non-refundable deposit of \$300 will be made before a pet is brought into the apartment. A monthly fee of \$25 will be charged for either dogs or cats (limit 2).

**Restrictions:**

- Pets shall not be kept, bred, or used for any commercial purpose. All cats and dogs must be spayed or neutered by six months of age unless the procedure is deemed medically unsafe by a veterinarian. A letter from the veterinarian is required for this exception.
- Pets must be confined to the pet owner's apartment and must not be allowed to roam free or be tethered. Pets must not be left unattended when outside of an apartment at any time. Pets in transit are to be carried, restrained by a leash, or placed in an animal carrier. Resident dog/cat caregivers in transit may take their pet out of the building only by way of the back (east) lobby door or the service entrance. Pets shall be exercised in the fields behind and in front of Lindner Tower, but not within 30 feet of any building or entrances. No pets are allowed in the children's playground.
- Persons who walk pets are responsible for immediately cleaning up after their animals and discarding securely bagged pet droppings in the following designated areas only: the dumpster behind Lindner Tower or northeast of Kern Hall. Cat litter or any animal waste may not be disposed of in toilets.
- Pet caregivers shall use designated "pet-only" washers and dryers to launder pets' bedding, toys, blankets, etc.
- Pet caregivers are responsible for any damage caused by their pets. Any damage caused by cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of the pet owner.
- No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance:
  - Pets whose unruly behavior causes personal injury or property damage.
  - Pets who snarl, snap, bark or bite people.
  - Pets who make noise continuously and/or incessantly for a period of ten minutes or intermittently for two hours or more to the disturbance of any person at any time of day or night.
  - Pets in common areas who are not under the complete physical control of a responsible human companion and on a hand-held leash of no more than six feet in length or in a pet carrier.
  - Pets who relieve themselves on walls or floors of common areas.
  - Pets who are conspicuously unclean or parasite infested.
- Notwithstanding any other provision herein, disabled individuals may keep assistance/service animals in their apartments. Furthermore, nothing herein shall hinder full access to the apartments and the common areas by individuals with disabilities.
- Residents are responsible for the pets of guests who visit their apartment; such pets are subject to the same restrictions as resident pets. Residents must request permission of guest pets prior to their arrival. No pet(s) of guests can stay in the apartment for more than 7 days in any one-year period without prior written permission of Student Services.
- Pet caregivers shall indemnify Northern Seminary and hold it harmless against loss or liability of any kind arising from their pet(s).

**Enforcement:**

Any resident or Seminary employee observing an infraction of any of these rules shall discuss the infraction in a neighborly fashion with the pet caregiver in an effort to secure voluntary compliance. If the complaint is not resolved, it must be put in writing, signed, and presented to Student Services. If Student Services is in agreement with such complaint, the pet caregiver will receive written notice of the violation.

If upon the second violation, the problem is still unresolved, arrangements must be made the permanent removal of any pet.

If so determined, the pet caregiver will have ten days to remove the pet from the premises. Northern Seminary also has the authority to assess and collect fines for violation of the house rules pertaining to pets and to access

and collect amounts necessary to repair or replace damaged areas of objects.

## **Maintenance and Care of Physical Premises**

**Initial Student Inspection, Maintenance and Emergencies** - Any physical problems or defects discovered in your apartment are to be reported on the Move-in Form and returned to Student Services. All later regular maintenance items should be reported to the Maintenance Department immediately by emailing in a Work Order to [maintworkorders@seminary.edu](mailto:maintworkorders@seminary.edu). Write clearly and identify yourself, your apartment or location of the problem. Regular maintenance will be done between 9:00 a.m. and 4:30 p.m. If you are not home, the Maintenance staff will knock and then enter to do the work. Do not ask them to come back at another time. Note: Painting, repairs and maintenance by anyone other than seminary personnel is prohibited.

**Care of Physical Premises**--Residents are expected to perform routine cleaning in their apartments to keep them in good condition, including, but not limited to: vacuuming of carpets, damp mopping of floors, and cleaning of the kitchen sink and appliances, bathroom tub, sink and toilet. This helps to prevent permanent damage that can be caused by lack of cleaning. The contents of the apartment and the floors should also be clear and organized enough that Maintenance personnel can enter to do any required maintenance or repairs, and so that the traffic areas of the carpet can be cleaned as scheduled. Failure to comply may result in fines or the loss or partial loss of the housing deposit.

Residents should care for the areas outside of the apartment as an extension of your home. Northern Seminary is more than just a school – it is a community that lives and studies together. Therefore, whatever one person does affects others.

**If you spill or drop something in the hallway, elevator, lobby, or other common areas, please clean it up.** This is our home. If you spilled something in your apartment, you probably would clean it up. Please also consider that the common areas are really an extension of your home. The housekeeper for Lindner Tower only comes once a week. For example, if your trash leaked in the elevator, we all will have to deal with the bad odor for several days before the housekeeper comes. Please be considerate of your neighbors.

### ***How to Place a Work Order for Maintenance***

All regular maintenance items should be reported to the Maintenance Department immediately by emailing in a work order. The work order email address is: [maintworkorders@seminary.edu](mailto:maintworkorders@seminary.edu).

Describe your work order fully and identify yourself, your apartment and detailed location of the problem. Maintenance will communicate when the work order is completed or any questions with you through email. Regular maintenance will be done Monday – Friday, between 9:00 a.m. and 4:30 p.m. If you are not home, the Maintenance staff will knock and then enter to do the work. Do not ask them to come back at another time. Note: Painting, repairs and maintenance by anyone other than seminary personnel is prohibited.

### **Maintenance Emergency Procedure**

For matters concerning:

- Fire (after you called 9-911)
- Natural gas leaks
- Water leaks that cannot wait until business hours
- Electrical malfunctions
- No heat



In the event of a maintenance emergency during business hours, call Student Services at extension 2173. For emergencies as listed above after 4:30 p.m., call the Maintenance emergency pager at 630-705-8249. Leave a brief message, including your name and the phone number where you are and what the emergency is. The staff on duty will call you back as soon as possible.

## **Lock Outs**

Please understand that locking yourself out of your apartment is not automatically classified as an emergency. If you are locked out of your apartment during business hours, please call Student Services/Student Services at ext. 2173 (630-620-2173). If you are locked out of your apartment after hours, please call the Associate Director of Student Services at her apartment (630-932-2410). If she is not available, call the emergency maintenance number (630-705-8429) or go to your Residential Floor Leader or another resident and ask them to call for you.

The Maintenance or Student Services staff responding to the call may be off campus and you would need to wait until their planned return. Subsequent calls for lock-outs, after the first lock-out, will result in a charge of \$10 per occurrence on your account.

## ***Damages to Seminary Property***

Do NOT make any type of structural modifications to the apartment. This includes, but is not limited to: light fixtures, walls, curtains, paint, doors, shower heads, faucets, medicine cabinets, built-in shelving and carpeting. You will be charged for any damages to your apartment or its contents when you move out.

Spray painting is not permitting anywhere inside Northern campus buildings. If you must spray paint, it can be done on the grass – away from all buildings, cars, objects or other personal/public property. The grass must be covered by newspaper or cardboard.

Damage from your waterbed to your apartment or to other apartments is your responsibility.

Damage caused by a resident anywhere on campus will be charged to the person who holds the lease of the apartment where the resident lives.

Please report any problems or defects you discover anywhere on campus to Student Services/Student Services at your earliest convenience by emailing [maintworkorders@seminary.edu](mailto:maintworkorders@seminary.edu) to leave a Work Order.

## **Walls and Ceilings**

The only things that can be hung or attached to any wall are pictures and small wall hangings.

All Apartments:

On drywall, do not use the sticky hangers, but use the regular picture hangers with small nails. Do not use double-sided mounting tape. Do not drill, drive attach, or stick anything into any of the ceilings.

## **Doors**

Do not put any type of hook or nail in any door in any apartment. Do not install or change the locks to any apartment door. All lock changes must be approved by the Director of Student Services and done by Seminary Maintenance staff.

## **Carpets and Drapes**

Vacuum carpets regularly. If you use baking-soda-based carpet-deodorant, vacuum it up right away. The traffic areas in all apartments will be shampooed yearly. Do not clean carpets yourself with a rental machine, just spot clean. Draperies should be vacuumed on a regular basis.

## Counters and Cabinets

Do not slam the cabinet doors or drawers.

Do not put a hot pan directly onto the Formica counters.

Do not put permanent contact paper on shelves or drawers. Use shelf paper.

## Child-proof Locks

Children are naturally curious, so parents will want to child-proof their apartment to keep toddlers out of danger to the dangerous area. There are many ways to keep children safe, the most obvious one being to close the door. To block off areas such as the kitchen, we recommend pressurized/spring-loaded gates. Knob covers are available for the range. Please remember that if anything you install causes damage to the apartment, walls, cupboards or its fixtures you will be charged for the cost of the repair.

## Linoleum Floors

The floors in the kitchen and bathroom are no-wax floors. Any damage charges to the linoleum floors will be at actual cost.

## Light Fixtures

Students may remove, clean and replace bulbs if they feel that they can do this safely. If not, burned out ceiling or wall light bulbs, fluorescent tubes and appliance bulbs can be replaced by Maintenance after you place a Work Order email at [maintworkorders@seminary.edu](mailto:maintworkorders@seminary.edu). Do not replace burned-out bulbs with higher wattage bulbs or a fire hazard will result.

## Windows

Keep small children away from windows. Be sure to pull back the curtains so that they do not get stained by the rain or damaged when opening or closing the windows.

## Drains and Toilets

Nothing but water, toilet paper, and human waste should go down any sink or tub drains. Use the strainers in the kitchen sinks to catch food and put it in the trash. Never pour grease, oil or butter down any drain; instead put cooled grease in a jar with a lid and dispose of it in the trash. Do not use drain cleaner if your sink or tub drains slowly. This can damage the copper piping. Nothing but human waste should be flushed down the toilet. Other items may become lodged in the trap, blocking the toilet. Each apartment has its own plunger to clear minor clogs.

## Care of Appliances

Each apartment has its own stove and refrigerator. Students may not bring other appliances, such as stoves, refrigerators, dishwashers, heaters, air conditioners or laundry machines into their apartments. The Seminary is not responsible for providing storage for such appliances that belong to students.

The following procedures are recommended for the cleaning of appliances:

- Use a non-abrasive liquid cleaner on outer surfaces of the stove, hood, and refrigerator.
- Use an ammonia and water solution to remove any greasy build-up on the stove and hood.
- Do not use oven cleaner on the outside or top of the stove or hood as it will damage the surface.
- Do not pull the stove out from the wall to clean behind it because the gas connector could break. If this needs to be done, place a Work Order email to Maintenance.
- Refrigerators and freezers must be kept clean to provide proper cooling. Do NOT place food or other objects against your refrigerator's or freezer's internal vents!

- Refrigerator drain pans must not be allowed to overflow. If water is noticed on the floor under the refrigerator, the drain pan needs to be emptied.
- If your gas stove fails to light, please place a Work Order email to Maintenance.

You will be required to leave kitchen appliances in the same state of cleanliness in which they were found when you moved in. (If these appliances are not clean upon your initial inspection, you must inform the Maintenance Department.) You should regularly maintain the cleanliness of kitchen appliances so as to minimize the task of doing so upon moving out. The following are the minimum charges applicable if you leave an appliance in need of cleaning:

Stove top, burners, underneath stove top, and oven:	\$50.00
Refrigerator:	\$50.00

These are minimum charges. Actual charges will vary according to the time and materials spent.

### **Insect Infestation**

If you discover roaches or other insects in your apartment, you are responsible for applying an appropriate insecticidal product to eradicate the bugs. If rodents are found or if you are not able to get rid of the insects completely, please email [maintworkorders@seminary.edu](mailto:maintworkorders@seminary.edu) to place a Work Order.

Roach-infestation can usually be avoided by following the cleaning instructions in this manual, but especially by not leaving food uncovered and disposing of unnecessary cardboard boxes. If a roach-infestation problem is determined to be caused by a student's failure to maintain a clean apartment, the student will be charged a minimum of \$50.00.

### **Seminary Staff Access**

Your apartment is your home and will not be entered by Seminary staff except for the following reasons:

- When you have requested work to be done to your apartment through the Work Order email system.
- When advance written notice by Maintenance is provided to do a routine inspection of filters, sink traps, plumbing fixtures, and the general condition of the apartment.
- When a violation of housing policy has been reported to Student Services.
- For an obvious emergency such as a fire, flood, etc.

## **Security and Safety**

### ***Campus Security Requirements***

Although this is a seminary campus, we still have security and theft issues. Therefore, for your own safety, please obey the following requirements:

- Keep the door to your apartment locked at all times, and the key in your possession.
- Keep vehicle doors locked with any valuables out of sight, and bicycles locked in the proper secure storage areas.
- Children must be in the care of a responsible adult at all times.
- Do not leave children's toys or bikes in any public areas, inside or outside the buildings.
- Report any suspected illegal behavior or vandalism to your vehicle on campus to the Police (9-911). Please also notify Student Services (ext. 2173 or ext. 2196 M-F 8:30-4:30) and/or Maintenance (after hours ext. 8249) any time you call the Police.

- Domestic violence will not be tolerated (see also Student Handbook). Any instance of domestic violence should be reported immediately to the Police. The Dean of the Seminary must also be notified.
- Keep security doors locked as detailed below.

### ***Secured Entrances and Remote Access in Residences***

The security of our residents is a serious matter to Northern Seminary. Entrances to the elevator and stairs to Lindner Tower are locked 24 hours a day.

Please be sure security doors always close and lock behind you. If even one of the security doors are open, the entire security system is breached.

Locked security doors may not be propped open at any time with the exception of moving in or out of the building. If you need to leave a door open for moving purposes, you must have clearance from Student Services for a specific moving time and someone must be present at all times when the door is open. Anyone seen tampering with or blocking open a security door will be fined \$50.

If you find a door open that should be locked:

- If you are able, please unblock the door or lock it yourself right away so that the residence buildings remain as secure as possible.
- After correcting the incident, please report it by calling Student Services at ext. 2173.
- If you cannot make the door secure, please report the problem immediately. During business hours call Student Services at ext. 2173; after business hours call the Maintenance emergency pager at ext. 8249 and leave the location of the security problem so that it can be repaired as soon as possible.

If at any time after business hours, you do not feel safe walking to or from your apartment, please walk with a companion. You may also call the Lombard Police at 9-1-1 for an escort.

When guests arrive at the residence building, they may follow the directions on the panel near the security door to look up your name on the directory. The system will call the apartment and the phone will ring as usual. When you answer the phone and identify the guest, if you want to allow that person to enter the secured area, you should **press the number "9" on your touch tone phone keypad and hang up**. The security door will unlock for your guest. Remember that if you are talking on the phone, guests will hear your voice mail when they call up, so remember to check your voice mail each time you are on the phone.

Always identify any visitor who calls your apartment from the security door **BEFORE** pressing "9" on your telephone to open the door.

***Engaging in illegal activities*** on campus will result in the termination of the Housing Contract.

This includes, but is not limited to, the following:

- the possession or use of any illegal substances.
- leaving minor children unattended for long periods.
- underage drinking.

***Curfew for Minors*** under the age of 17 years in the Village of Lombard is 11:00 p.m. Sunday through Thursday evenings and midnight on Friday and Saturday nights. If they are not in their home after these times they must be accompanied by an adult who is responsible for them.

**Note:** In the United States, it is illegal to leave underage children without adult supervision. The first instance of underage children being left without adequate adult supervision anywhere on campus should be reported immediately to Student Services. Report repeated violations or any other form of child abuse to the Department of Children and Family Services (DCFS) at 800-252-2873. Any other violations of the law will be reported to the appropriate authorities.

### ***Elevator Safety***

All elevators on campus have emergency service installed. In the event of an emergency inside an elevator, open the small panel in the elevator wall below the buttons. You will find a button which will dial 911 when pushed. A recorded message will play, then the line will connect to 911 emergency service. 911 personnel are able to speak with you and see the address and the location of the elevator in which the button was pushed. As with any call to 911, a call from the emergency phone will require a Police or Fire Department officer to investigate, so please stress with your children that this phone is only for emergencies.

### ***Tornado Safety***

In case of a tornado:

Stay away from windows and glass. Get as low in the building as possible. Do NOT use the elevator.

In Lindner Tower go to:

Stairwells, especially on first floor

Storage room on first floor

Hallways, or as a last resort, a bathroom or small interior room.

### ***Fire Safety***

The following rules are mandated by the Village of Lombard Fire Department. Violations will be corrected immediately at the discretion of the Seminary.

**VIOLATION OF ANY OF THE FIRE SAFETY RULES IS SUBJECT TO A \$25.00 FINE.**

**Candles are not to be burned** in any part of residential buildings, as a part of Northern's fire safety procedures to protect the residents of our campus.

**DO NOT place any items in hallways in front of your door.** This includes floor mats, shoes, recycling bins, etc. The only exceptions are designated recessed alcove areas of the hallways in Lindner Tower where a small table or chair may be placed as long as it does not detract from appearances and does not enter traffic lanes, even on the shorter side. If you have the slightest question in your mind about items in your hall, please avoid the \$25.00 fine by asking Student Services!

- **ALWAYS RESPOND** to an alarm, and always evacuate the building when an alarm sounds.
- **EVACUATE** any building immediately via the stairs and not the elevators.
- **DO NOT USE THE ELEVATOR IN THE EVENT OF FIRE!**
- DO not place **ANY** items on the floors or above the lockers in any of the resident storage rooms.
- **DO NOT** collect clothes or newspapers in piles on the floor of your apartment.
- **DO NOT** keep gasoline or other flammables in the apartment or in the storage areas.
- **DO NOT** use multiple extension cords together, and do NOT run electrical cords under rugs or carpeting. All extension cords should be at least 14 gauges in thickness, with a UL label.
- Space heaters are **NOT** allowed in any apartment.
- **KNOW AND CHECK** the location of the fire extinguishers. In Lindner Tower, they are behind the stairwell doors on each floor. If you use an extinguisher to put out a fire, you **MUST** notify the

Maintenance Department of its use so the extinguisher can be filled immediately.

- Be sure to return the knobs on your stove to the **OFF** position when you are through cooking.

### **Evacuation Procedure:**

Lindner Tower has manual-pull fire alarms installed in the hallways and an automated alarm system connected to the municipal alarm system notifying the Fire Department. Each apartment is equipped with a smoke alarm which is not connected to the automated alarm system. If your apartment smoke alarm sounds, but the Fire Department is not needed, open the windows in your apartment and turn on the fans until the smoke clears. If you open your door, smoke may go into the hallway and set off the building alarm. If the Fire Department is needed, pull the nearest manual alarm you can find, thus alerting the building occupants and the Fire Department immediately. Once you are out of the building, please call (9)911 from the nearest phone to inform the Fire Department of the location and details of the fire. Then notify Student Services or the Maintenance Department (see Campus Security Requirements).

Parents are required to instruct their children that alarms are only to be pulled in the event of a fire.

Setting off a false fire alarm is an Illinois state offense, criminal code 720 ILCS Section 26-1 Disorderly Conduct. It is a Class 4 felony and carries the penalty of more than 365 days in jail and a fine, both of which are decided by the state court system. If the state offense is not sought, the Village of Lombard has a local ordinance against setting off false fire alarms, which includes a fine of up to \$750, decided by the judge. If you are caught setting off a false alarm, you will be prosecuted.

### ***Airborne Chemical/Biological Disaster.***

Stay inside your apartment or office; do not go outside; turn off all heating and fans. Maintenance will turn off all exhaust systems; be sure to have a radio available with batteries for emergency information in the event there is no electricity.

## **Liability Insurance**

### ***Personal Liability and Insurance***

You are responsible for lost, damaged or stolen property and for personal injury of self, family or guests sustained on seminary premises. You are also responsible for maintaining fire, casualty and liability insurance to protect your possessions and financial integrity as desired. Northern Seminary is not responsible for any of your personal possessions or for injuries incurred by any person in your apartment. If you are covered under your parents' insurance, check to see if it extends to your on-campus housing. All major insurance companies offer Renters' Insurance. National Student Services ([www.nssinc.com](http://www.nssinc.com)) also offers coverage for student personal property.

***Outside Groups on Campus*** You must notify Student Services when you bring groups of persons onto Northern's campus for a visit or for an activity. Please have your church or organization obtain an insurance rider to cover the persons involved and to reduce your liability. You will also need to sign a Waiver and Indemnity Agreement at Northern's Student Services before the event occurs.

## Resident Storage and Bicycles

The Seminary has limited storage capacity. One storage locker is designated for each apartment in Lindner Tower. Items must be inside the storage locker only. Nothing is to be stored in any of the hallways, foyers, or entry ways, except in the small alcoves in the hallways. (See fire safety rules). There are a few extra lockers which tenants may rent by contacting Student Services.

**FLAMMABLE LIQUIDS AND GASOLINE POWERED MOTORS ARE NOT ALLOWED IN APARTMENTS OR STORAGE AREAS AT ANY TIME!**

All bicycles, tricycles, etc. in the bicycle storage areas in Lindner must be tagged with a Seminary identification number which is available from Student Services. Items not properly tagged are subject to collection and disposal by the Maintenance Department.

The Seminary assumes no responsibility for loss, theft or damage to any personal item on campus. When you move off campus you must remove all items from your storage area. Failure to do so will reduce your Housing Deposit refund.

### Bicycle Room

- **Location:** Lindner Tower storage is located in the locked room across the rear-access receiving hall from the elevators, behind the door marked "Bike Room." Your apartment key will open the door.
- **Facility:** It is equipped with storage lockers, and each apartment is assigned one locker. You must provide your own lock. There are extra lockers which can be rented for \$10.00 per month when they are available. Contact Student Services if you wish to rent one. Students may NOT store anything in the Locker Room unless it is inside a locker that they are authorized to use! Due to local Fire Department regulations, objects may not be stored on the floor or on top of lockers (\$25.00 fine per violation). Please keep this storage room door locked.
- **Bicycle Storage:** The large open area next to the locker room is the bicycle storage area only for registered bikes tagged with a Seminary identification number. ID tags are available at no cost from Student Services.
- Bicycles which are unidentified may be removed from the building. On a yearly basis, an inventory is done on the Bicycle Room. Any bikes which are not identified or no longer belong to current residents may be removed from the building. A memo will be distributed by Student Services to indicate that the inventory is being completed. Any unwanted or unidentified bikes will either be removed or given to other interested residents.

## Automobiles

### *Automobile Registration*

**Seminary stickers:** You are required to register your car with Student Services, which will issue a free parking permit. The permit must be affixed inside the rear window of the driver's side of the car. If you change your vehicle, you must notify Student Services and apply for another sticker.

**Guest permits:** If you are expecting a guest who would not have a Northern Seminary parking sticker, please help them out by taking them to Kern Hall reception or Student Services to request a guest parking pass for their car. If you ever drive a different vehicle to campus, please use a guest parking pass or come to Student Services for an appropriate ID sticker.

**Village stickers:** The Village of Lombard requires a Village sticker to be displayed on the windshield of all

residents' cars within 45 days of moving in. New residents with current stickers from another municipality are charged 1/3 of the regular fee if purchased within 45 days. Call the Village of Lombard at 630-620-5700 to request that a Village sticker application be mailed to you, or go to the Village office at 235 E. Wilson Ave.

### ***Driving and Parking Regulations***

The Speed Limit on campus is 10 miles per hour. Please take special care to watch out for children, especially near the playground. Fines are given for speeding. Please see Vehicle Fines and Penalties below.

### ***Parking Allocation***

There are campus parking spaces provided specifically for visitors and staff. Students may park in any parking area other than those with posted restrictions. Vehicle limit: Due to limited parking, Northern Seminary student residents are allowed one automobile per licensed driver, up to a maximum of two vehicles per apartment. Additional vehicles owned by licensed residents may also park on campus for a fee of \$30 per month per vehicle over the apartment maximum. This fee may be divided among roommates or billed to a single account at the tenants' request.

### ***Parking Restrictions***

Residents may not park in any of the following areas:

- Those marked "No Parking," "Staff," "Visitors," or any other area with posted restrictions, including yellow lines and fire lanes.
- On the shoulders of the roadways.
- On the front or back walkways of any buildings on campus.
- On any grassy area.
- On any area marked with yellow "hatch-marks," such as pedestrian walkways.
- In front of the main entrance to Lindner Conference Center.

All of the following areas are to be used only for a maximum of 15 minutes for the loading and unloading of passengers and commodities, 24 hours each day, seven days each week:

- The receiving and loading dock on the west side of the Administration Building.
- The front entrance to Lindner Tower.
- The access drive to the rear entrance to Lindner Tower.
- The entrance to the lower level of the Academic Building.
- The main entrance to Kern Hall.

Temporary arrangements to park boats, trailers and campers must be made with Student Services and Maintenance for a minimum charge of \$50.00 per month per vehicle.

All non-licensed and/or non-functional vehicles must be removed by the owner or they will be removed by a towing service at the owner's expense.

### ***Vehicle Fines and Penalties***

All violations of any of the above parking restrictions or speed limits are subject to a Warning Notice for a first offense, and fines of \$10.00 for a second offense, \$20.00 for a third offense, and \$30.00 per offense thereafter. As posted, the Lombard Police may fine \$100 for illegally parking in any handicapped spot. Unregistered vehicles parked in non-visitor spaces are subject to being ticketed and towed. Non-compliance with snow-removal procedures will result in a \$50.00 fine and the vehicle will be towed at owner's expense. This fine will



be applied even if a vehicle is not removed because it is not functioning.

### ***Auto Service and Washing***

Auto service and vehicle washing are not permitted on Northern's campus, due to liability and pollution issues as recommended by Northern's insurance company. There are numerous car washes and auto repair shops nearby. Northern's Maintenance Department is not responsible or allowed to assist residents with automobile repairs.

### ***Auto Lock-outs***

In the event that you are locked out of your vehicle, you may either call 9-9-1-1 and request the assistance of a Lombard Community Service Officer, or call a locksmith. Due to insurance and legal regulations, Northern employees are not allowed to attempt to open your locked vehicle.

### ***Snow Removal***

Your cooperation is required when the Maintenance Department gives notice in requesting the temporary moving of your car for snow removal purposes.

- When 3 or more inches of snow accumulate in the Lindner parking lot all vehicles must be moved. Maintenance will notify all residents by voice mail, memo or TV that at a specific time the Conference Center parking lot will be cleared of snow and all vehicles must be moved to that lot. It is also important for all vehicles to be moved from the Conference Center lot by the time indicated.
- Residents are responsible for removing all their vehicles without exception. It is also the responsibility of the resident to supply themselves with the emergency equipment that may be needed in this situation. Equipment that may be needed: shovels, jumper cables, lock de-icer.
- Any vehicle not moved when requested for snow removal from either Lindner Tower or Conference Center lots will be towed at the owner's expense and fined \$50.

## **Mail and Packages**

### ***Location of Mailboxes and Distribution of Mail***

Combination lock mailboxes are provided in each of the residential buildings. The mailboxes for Lindner Tower residents are located in the first floor lobby of Lindner Tower. The mailbox number corresponds to the apartment number; therefore, all residents living in the same apartment receive mail in the same box.

Distribution of U.S. mail to Student Mailboxes is for campus residents only! Mail will not be delivered to guests or visitors in student housing who are not registered with Student Services.

Each of our buildings on campus has its own mailing address, which should include an apartment number. The address number for Lindner Tower is 650. The address on all correspondence that is sent to residents of Student Housing must read:

[Your First and Last Name]  
650 E. Butterfield Rd, # [your apartment number]  
Lombard, IL 60148-5604

### ***Daily Mail Procedures***

Incoming mail is placed in mailboxes the afternoon of the day it is received (Monday through Saturday). Outgoing mail is picked up each morning at Student Services by the U.S. Post Office, except on Sundays or

holidays. The outgoing mail box in Lindner Tower is for both campus and U.S. mail. Mail placed in this box will go out the following mail day. Accumulation of mail in student mailboxes will not be allowed at any time. Unless prior arrangements are made, excess mail will be returned to the sender(s). Bulky items will be held in at Student Services, and a notice to that effect will be placed in the resident's mailbox so that he or she may pick up the item during business hours.

### ***Special Mail***

Registered or Certified Mail addressed to a resident will be signed for by Student Services if the signer knows the resident. A notice will be placed in the student's mailbox indicating that certified or registered mail has arrived and may be picked up by the addressee at the Kern Hall reception desk.

**C.O.D.s:** If a resident expects any C.O.D. (Collect-On-Delivery) mail, Student Services must be notified in advance, and a check must be left there to pay for the C.O.D.

UPS, FedEx or other small packages not delivered by U.S. mail are usually brought to Kern Hall. A notice will be placed in your box as usual to let you know to pick up the package. Furniture or very large deliveries cannot be received and held by Student Services, so be sure you are home for these deliveries and make all necessary arrangements.

### ***Address Changes and Forwarding***

**Informing the proper people:** Students moving off campus must give their forwarding address to Student Services and send individual change-of-address forms (obtainable at any U.S. Post Office) to all parties from whom mail is received. Please note: it is not useful or necessary for students moving out of Student Housing to notify the Lombard Post Office of their address change. All mail will continue to come to the Seminary and is forwarded by the Seminary.

**Forwarding procedures:** First Class mail will be forwarded for Campus Residents for twelve weeks after leaving Student Housing. Students desiring to receive non-First Class mail must make arrangements with the Mail Room Supervisor to hold this mail for pick up no longer than six weeks. All mail will be returned after the twelve-week period.

**Students leaving only for the Summer** may have their First Class mail forwarded to them if they give their forwarding address to Student Services before leaving campus. First Class mail will be forwarded free of charge.

### ***UPS & Delivery Services***

United Parcel Service (UPS) and other delivery services make deliveries to the seminary Monday through Friday. Packages for resident buildings usually come to the Kern Hall reception desk. Student will be notified by campus mail of such deliveries and may pick them up from the Kern Hall reception desk.

## **Miscellaneous Topics**

### ***Alcoholic Beverages***

Consumption of alcoholic beverages in any public area on campus or at any Seminary function is prohibited. Anyone who knowingly permits alcohol consumption by underage drinkers is guilty of a Class A misdemeanor.

## ***Bulletin Boards***

Each floor of the residence buildings and the main entrance has a bulletin board on the wall. These boards are for public use. No approval is needed to post a notice on the board, but all items must be appropriate and not offensive. Please date your notice and remove it when it expires or in 60 days. Please use the bulletin boards exclusively. Nothing should be taped to doors, walls or windows. Any items posted on the bulletin boards in Kern Hall must have signed permission from the corresponding seminary office.

## ***Child-proofing your Apartment***

Children are naturally curious, so parents will want to child-proof their apartment to keep toddlers out of danger to the dangerous area. There are many ways to keep children safe, the most obvious one being to close the door. To block off areas such as the kitchen, we recommend pressurized/spring-loaded gates. Knob covers are available for the range. Please remember that if anything you install causes damage to the apartment, walls, cupboards or its fixtures you will be charged for the cost of the repair.

## ***Clothing Needs***

Contact the Campus Pastor or Student Services for more information.

## ***Communication between Northern Seminary and Residents***

When a person moves onto Northern's campus, his/her student email will be added to an email distribution list. All community information will be conveyed via email from Student Services/Business Office.

This will include maintenance issues, community reminders, campus events, reminders regarding this Housing Manual and any other communications approved by Student Services.

## ***Community Resources***

There may be a time when you or your family experience financial difficulty and may need some assistance with food, rent, or jobs. Emergency food needs can be met through the Northern Seminary Food Pantry (see below). Long-term food needs or other types of assistance may be found in the Lombard community through the People's Resource Center, Catholic Charities, the Salvation Army or the County Health Department. For more information, please speak with the Director of Student Services at ext. 2136 or contact the resource directly.

## ***Community Grocery Shelf***

The Community Grocery Shelf contains food donated by various local churches and Northern residents and staff for emergency food needs of students. It is located in the lower level of Lindner Tower. Contact the Chaplain or the Grocery Shelf Coordinator listed on the main door of the Student Activity Center for more information. Contributions from any source are always welcome.

## ***Grilling***

For those of you who are using grills to cook outside, please follow these guidelines to keep our campus safe and clean:

- Each building has one permanent grill. You may set up other grills at least 10' from any building, vehicle or walkway.
- Be sure there is always an adult supervising your grill while it is on.
- When you are finished, carefully extinguish the coals completely with water.
- Place cool coals and wet ash into a plastic bag and place it in the trash dumpster.
- Flammable liquids may not be stored in the lockers or in apartments.
- Grills left outside are at your own risk. They must be stored at the end of summer.

- For Northern Seminary stationary grills, clean them thoroughly after each use.
- Personal grills should be permanently labeled with your apartment number and last name in a visible area.

### ***Guest Apartments***

Three fully-furnished apartments located in Lindner Tower may be reserved for guests at a very reasonable rate. For reservations contact Student Services at 2173.

### ***Guns/Dangerous Weapons***

Northern Seminary does not permit guns or other dangerous weapons (including, but not limited to: bow and arrow, air gun, paint ball gun, B-B gun, slingshot, pellet guns (please see Village of Lombard Ordinance 130.20) on its campus.

### ***Laundry Facilities***

Card-operated laundry machines for use by campus residents are on the first floor in Lindner Tower. Cards may be purchased or recharged in the “Cardmate Service Center” located inside the Lindner Tower elevator lobby. The following rules govern the use of the laundry rooms:

- Clothes must be removed from the machines immediately after use.
- Children are not allowed in the laundry room unless accompanied by parents.
- Each person must remove debris and turn out lights when leaving.
- Do not overload or otherwise abuse the equipment.
- Anyone finding an out-of-order machine should call in a Work Order to ext. 8100 and leave the problem, location and ID number of the machine.
- Report laundry card problems to Student Services at ext. 2173. If you have lost money, we can request that a refund be sent to you by the laundry company.
- Please launder any pet items or rugs in the designated washer and dryer.

Please follow these instructions for washing your laundry:

- Before beginning the wash cycle, check for items left in washers from the previous load.
- Wipe away any dried soap residue from the top and inside of the washer and from the top of the agitator.
- Before putting clothing in the washer, start the water and add your detergent and any bleach; close the washer lid and let the water mix with the detergent.
- When the washer has filled with at least 5” of water, add your laundry.
- Only fill the washer with clothing up to the part of the agitator vane in the center where it begins to taper in, not to the top of the agitator. This is as far as the water fills, so clothing above this level will not be covered with water.
- Check the dryer for anything left from a previous usage before putting in your own clothing.

### ***Recreation***

**Children:** There are many open areas available in which children may play. A playground is provided next to Lindner Tower. No biking or skating is allowed inside any building, down any stairs or ramps. No ball games should be played inside buildings.

CHILDREN MUST NOT PLAY IN THESE AREAS:

- In Kern Hall, Library, or the administrative offices and hallways
- On the roadways or parking lots, except for supervised bicycling and skating and the basketball area where marked
- Near the trash dumpsters

- In the area outside the Maintenance loading dock and garage
- In or near Lindner Conference Center
- Near the pond
- In the hallways outside student apartments
- In the elevators on campus

Note: As previously stated under "Occupancy Rules," children must be supervised. The first instance of underage children being left without adult supervision anywhere on campus should be reported immediately to Student Services. Report repeated violations to the Department of Children and Family Services (DCFS) 1-800-252-2873.

**Campus ponds:** Swimming, fishing, boating and ice skating are not permitted.

## Schools

Children living on Northern's campus attend the following public schools:

Grade level	School	Phone	School District
Kindergarten through 2nd grades	Stevenson School 18W311 15th St. Lombard, IL 60148	630-516-7780	DuPage County School District #45
3rd through 5th	York Center School 18W701 14th St. Lombard, IL 60148	630-516-6540	DuPage County School District #45
6th through 8th:	Jackson Junior High School 301 W. Jackson Villa Park, IL 60181	630-516-7600	DuPage County School District #45
9th through 12th:	Willowbrook High School 1250 W. Ardmore Villa Park, IL 60181	630-530-3400	DuPage County School District #88

District 45 Office: 630-516-7700 or [www.d45.dupage.k12.il.us](http://www.d45.dupage.k12.il.us)

District 88 Office: 630-530-3981 or [www.dugage88.net](http://www.dugage88.net)

## *Shopping Carts*

Please do not bring carts from Target or other stores onto Northern's campus, as it is considered stolen property from the store. If a cart is brought to campus, you must return it to its owner/store.

## *Smoking*

The entire Northern Seminary campus is designated a non-smoking area, therefore, smoking of any type (including e-cigarettes) is not allowed in any apartment or in any other building on campus. If you or a guest chooses to smoke, please go to your vehicle or off campus.

## *Student Computer Room*

A Student Computer Room, in Kern Hall, is available to all students. Students may gain access by paying a refundable deposit for a key card. Contact Student Services concerning a key card for the computer room. The cost is \$40 per term, but this is part of the fees normally paid at regular registration, except summer term.

## *Student Activity Center*

The Center is located in first floor Lindner Tower and can be opened with the same key card as the computer room. There is a game room, a T.V. room, and a small catering kitchen. The T.V. room and game room can be reserved through the Center Manager. Contact Student Services for a key card. The cost is \$20 per term, but this is part of the fees normally paid by Northern Seminary students at regular registration, except summer term.

The hours of operation are 6 am – 12 am, 7 days a week. No one should be in the SAC past 12 am. Quiet hours (9 am – 9 pm) are respected in the SAC. Any noise (i.e. music, voices, or activities) in the SAC during quiet hours should not be audible outside of the SAC during quiet hours.

The SAC Manager is available on Friday nights from 7 pm – 9 pm to grant access to the SAC to residents who do not have key cards. Residents and Northern students are able to reserve the SAC for events. A key card is required to make a reservation. Reservations are handled by the SAC Manager who may be reached at ext. 2448.

### ***Size and Occupancy Limits of Apartments***

The following chart shows apartments by minimum and maximum occupancy, square-foot area, type of unit (efficiency, small one-bedroom, one-bedroom, etc.

LINDNER TOWER					
Occupancy		Square			
MIN	MAX *	Feet	APT# (6 floors)		TYPE
2	4	880	2 thru 7	-01	Regular 2 Brm
2	4	880	2 thru 7	-02	Regular 2 Brm
3	6	1,265	2 thru 7	-03	3 Brm
2	5	975	2 thru 7	-04	Large 2 Brm
1	3	725	2 thru 7	-05	1 Brm
2	5	975	2 thru 7	-06	Large 2 Brm
2	4	880	2 thru 7	-07	Regular 2 Brm
2	4	880	2 thru 7	-08	Regular 2 Brm

\*Families must meet or exceed the minimum occupancy per apartment. Due to fire code and Student Housing Manual regulations, maximum occupancies cannot be exceeded.

### ***Use and Reservation of Campus Facilities***

Several rooms are available on campus for group activities. To reserve such a room, a group representative must complete a Facility Reservation Form at the administrative office in the building in which the event is to occur.

### ***Wild Animals***

Much of the land surrounding the seminary was prairie and wetlands before residential neighborhoods and commercial establishments were built. The animals that lived there continue to adapt and adjust in order to

survive, although they do tend to avoid human contact. In order to live safely with skunks, foxes, coyotes, etc., 1) Do not approach or feed wildlife; 2) Keep grills and barbecues clean, and; 3) Place all garbage inside the dumpster in a plastic bag. For more information on the wildlife preservation in DuPage County, visit [www.willowbrookwildlife.org](http://www.willowbrookwildlife.org).

## **Move-Out Procedures**

Please refer to the Vacating Procedures Brochure for guidelines to follow in order to receive your full housing deposit refund. Charges for apartment damages or cleaning will be made as listed in the Vacating Procedures Brochure.

### ***30-Day Notice Required***

Residents are required to provide at least 30-days' notice to Student Services prior to moving out. This notice includes graduating students whose housing agreement normally expires at the end of June. Failure to give notice of at least 30 days will result in forfeiture of the deposit.

### ***Use of Elevators and Loading Vehicle(s) for Moving***

Residents must make arrangements with Student Services 24 hours in advance regarding where to park any vehicle(s) for moving in order to reserve an elevator (Lindner Tower only).

Do not use the glass doors in Lindner Tower lobby for moving belongings. Use the service entrances.

### ***Removal of Possessions***

Residents are responsible for the removal of all of their possessions upon moving out, including automobiles and storage lockers. Any item left anywhere on campus will be disposed of at the discretion of the Maintenance Department. If the Seminary has to dispose of anything left behind, the resident will be charged. The green recycling bin for the apartment must be left in the apartment. If the bin is missing, the resident will be charged \$10.

### ***Disposal of Unwanted Furniture***

Usable furniture should be taken to a local charity or advertised on the residence bulletin boards. If at any time a resident wishes to discard large furniture or mattresses, he or she must call Student Services to request a furniture pick up by the disposal company. The Director of Student Services will coordinate the pickup and will bill the resident. Small furniture may be disposed of inside the dumpster after it has been disassembled. **DO NOT LEAVE FURNITURE OUTSIDE OF DUMPSTER. IT WILL NOT BE PICKED UP.**

### ***Return of Keys***

Rent will be charged up to the date on which all apartment keys are returned (assuming the student has fully complied with the "Required Notice" provisions above). An apartment is considered occupied up until the day all keys are turned in. The cost for lost or replacement keys is \$100 each. A completed Student Housing Move-Out Form must accompany the apartment keys when they are turned in so that the phone service may be updated and mail may be forwarded.



### ***On-Campus Transfer***

Residents who choose to move to a different apartment on campus must complete an Application for Student Housing (application fee will be waived) and pay the \$300 transfer fee. All seminary accounts must be paid up-to-date before the move. The deposit from the original apartment may be transferred to the new apartment following the move-out inspection and the deduction of any damage charges.

Thank you for reading and following this material.

If you have any questions, please contact the Director of Student Services at 630-620-2136.

THE POLICIES IN THIS MANUAL ARE SUBJECT TO CHANGE  
BY THE SEMINARY AT ANY TIME  
BY WRITTEN NOTICE TO ALL RESIDENTS BY STUDENT SERVICES.

## ***How to set up your apartment voicemail***

### **Configuring your mailbox**

The first time you log into your mailbox, we recommend you do the following:

Record your unavailable greeting

Change your password

### **How to login to your mailbox**

- From your home phone, dial \*98.
- When it asks for your mailbox number, enter in the last 4-digits of your home phone number.
- Use 1-2-3-4 as your initial password. (Please change this when setting up voicemail for the first time.)
- To check voicemail from off-campus, dial your home phone number. When you hear your voicemail greeting, press \*. Then you will be asked to enter your password.

### **How to set up your unavailable message**

- Log in to your voicemail and enter password.
- Once you are in your voicemail, press “0” (zero) for the Set Up functions.
- From here, listen to the prompts to set up your message and name.
- Press “1” to record your message
- Press “3” to record your name
- Press “5” to change your password

### **Navigating your mailbox**

The following options may be used once you’ve logged into your voicemail account.

- Press “1” to listen to New Messages
- Press “0” for Voicemail Preferences such as:
- Record your name
- Record unavailable and busy messages
- Set password

Use the table below for options while listening to messages

1 First Message	2	3 Options
4 Previous Message	5 Replay	6 Next Message
7 Delete	8 Forward	9 Save
* Rewind (3 secs)	0 Pause	# Forward (3 secs)

**Mailbox Combination** for Box #\_\_\_\_\_

Turn dial LEFT at least 4 times, stopping at \_\_\_\_\_

Turn dial RIGHT, passing the first number once and  
stopping at \_\_\_\_\_

Turn dial LEFT, stopping at \_\_\_\_\_

Open box by turning the knob slowly to the right.