

HOUSING INFORMATION

LANCASTER THEOLOGICAL SEMINARY

Lancaster Theological Seminary (LTS) operates various types of housing consistent with the Seminary's Mission Statement. Seminary housing, available on or next to the campus, is for full-time degree students, including spouse (as defined by Civil Law) and dependent children (as defined by IRS) and for commuting students who need overnight accommodations for one or more nights per week. Currently enrolled students' housing reservation requests will be given preference in the assignment of available housing units, providing the reservation is submitted by May 1st for the forthcoming academic year. New students' reservation requests will be processed in the order in which they are received. All rental arrangements are made with the Vice President for Business and Finance and on the basis of space available. There are several different kinds of housing available depending on the student's status and need: 1 and 2 bedroom apartments and overnight accommodations for commuters.

Apartments: There are 27 one bedroom apartments and 6 two bedroom apartments located in Bowman, Harner and Nevin Halls. One and two bedroom apartments are available for up to two adults. Two bedroom apartments are available for students with children. Couples must be married or part of a committed same gender relationship. All apartments have private bathrooms. Apartment furnishings provided by LTS are a stove, a refrigerator and window blinds. The Seminarian is responsible for all other furnishings.

Commuter Housing: A limited number of rooms with private bath or shared bath are available to commuting students. Shared kitchens on each floor have a refrigerator, microwave, sink, and stove. Occupants are responsible for cleaning their rooms. Institutional personnel will clean the bathrooms and floors in common areas once a week. Occupants are responsible for washing dishes, microwave and stove after use. All food items and their containers must be removed from the refrigerator at the end of each semester when the refrigerators are cleaned. Personal items must be removed from rooms not later than the Monday following graduation day each year. Students taking courses in the June term must make special arrangements with the Business Office. Commuter Rental Agreements are renegotiated each semester. Refer to housing agreement for further details, including dates for conference use.

GENERAL INFORMATION

Parking: Parking spaces are reserved and identified for residents, faculty/staff, commuters, etc. (See Handbook for additional information). For apartment residents, one main campus parking permit is given per apartment, not per vehicle. Renters who have a second car will not receive a parking permit for the second car. If two full time students (related or unrelated) are sharing an apartment, one will be issued a resident main campus tag and one will be issued a Student tag to park in the Pine Street Lot. Spaces on Frederick Street are considered part of main campus parking. Commuters are issued one Pine Street parking permit. **Because on-campus parking is difficult, a parking permit does not guarantee a parking space.**

Security Deposit: A housing security deposit of 1 month rent plus the first months' rent is due at the time the **Housing Rental Agreement** is signed. A pet deposit of \$300.00 is also due at the time of signing the agreement. The deposit (s) will be returned within 30 days after the date the rental unit is vacated, less any charge for breakage, repairs or more than routine cleaning, as determined on final walk-through of housing with the director of maintenance.

Rent: Rent is due the 1st of each month and not later than the 5th of the month. If housing is occupied for a partial month, the rates will be:

- Occupying:** -Half month's rent is due if moving in after the 15th of the month.
One month's rent is due if moving in prior to the 15th of the month.
- Vacating:** - Half-month's rent is due if moving out before the 15th of the month.
- One month's rent is due if moving out after the 15th of the month.

Utilities: Apartment rent includes water, sewer, heat, hot water, refuse removal and recycling. All full-time residents are responsible for connecting and discontinuing their utilities and paying those bills directly to the utility companies

To arrange for electricity, call PPL at (800) 342-5775. Verizon provides phone service; if within Pennsylvania, call 1 800-660-7111, otherwise call 1 888-387-3800. Comcast Cable is the cable service if you so choose to have it; their number is (800) 266-2278.

Air Conditioning: There is no air conditioning in Harner, Nevin or Bowman Halls. Under the direction of the Vice President for Business and Finance, students are permitted to install window units. Consult with the Vice President for Business and Finance before obtaining an air conditioning unit.

Laundry: Coin operated washers and dryers are available on campus located in Richards Hall lower level and Bauman.

Garbage/Trash: Residents are responsible to deposit garbage and recyclables at the Seminary collection site. All residences are supplied with a container for recyclables. Please secure trash bags when placing in dumpster.

Pets: In any situation, owning a pet includes responsibilities for its health and well-being as well as sensitivity to residents in the community. Pets that are destructive to property or pose health and safety risks to community residents (example, Pit Bull) are not permitted. All residents must limit pets to a maximum of two small pets 40 pound maximum per pet. Pet owners may not tie out pets on any seminary properties and are expected to clean up after their pets in accordance with seminary community values.

Housekeeping: Students are responsible for maintaining a clean and hazard free rental unit. LTS will provide housekeeping service in all public areas in the apartment buildings and Richards Hall (stairs, hallways, public bathrooms).

Maintenance: LTS provides periodic maintenance for all LTS property. A request for specific maintenance within rental units or common areas may be made in the business office during normal business hours, by completing a maintenance request form or emailing the request to the Business Office. For emergency maintenance, contact Victor Wright at 393-2943. The Seminary will respect the right to privacy of the student. The Seminary reserves the right to enter any housing unit for the purpose of maintenance. The student may request to be present during repairs. Safety inspection and/or maintenance will be done during reasonable hours. In the

event of an emergency, seminary personnel may enter at any time. If no one is at home, a housing entry form will be left on the kitchen counter by Seminary maintenance personnel as evidence of entry and work performed.

Painting: Occupants who wish to paint their apartments are permitted to do so, in consultation with the Vice President for Business and Finance. A written request is to be submitted and the color selected will be one which is easily painted over by Seminary personnel at the final conclusion of the occupant's lease. The paint and labor must be supplied by the occupants.

Storage: Limited storage areas on campus are available for personal items which cannot be stored in the housing unit.

Personal Property: The Seminary is not responsible for the theft or loss of money, valuables or other personal effects of residents. (Personal property - "renters" - insurance to cover these items in the event of a loss, may be purchased from an insurance agent and is the student's responsibility).

Quiet time: A resident, in signing the **Housing Rental Agreement**, agrees to honor the community quiet time from 11 p.m. to 7 a.m. each day. Repeated violations of the community standard will result in the revocation of the privilege to be housed on the LTS campus.

Smoking: There will be no smoking in any of the seminary's facilities. There are designated smoking areas on campus.

Drug Free Workplace: All Lancaster Theological Seminary housing units are subject to the principles and provisions of the Lancaster Theological Seminary **Drug-Free Workplace policy**. This policy, which refers to illegal drugs and alcohol abuse, is found in the Handbook.

Housing Rental Agreement Time Period: All housing rental agreements are for the duration of your stay in a particular housing unit. Any full time/part time student living in a seminary apartment will sign the lease for the current student rate according to the fee sheet. This will be a fixed rate of three years. After 3 years the rate will increase to the current student rate on the fee sheet for that year. A 60 day notice will be given by the business office of the rent increase. A new agreement must be signed if you move to a different housing unit or if the occupancy of the same unit changes. The Business office is to be notified if you have guests for more than two weeks. Rents are adjusted periodically (normally July 1) by the Board of Trustees. Graduating students are expected to vacate apartments and houses within thirty (30) days of graduation.

No LTS rental unit may be transferred or sublet to any other person. Any rental unit to be vacated prior to the end of the rental agreement date requires a written thirty (30) day advance notice to the Vice President for Business and Finance. The required payment of rent is due for the entire month in which a rental unit is vacated and if vacating at any time other than the end of an announced academic semester.

Within 15 days of terminating their status as an LTS student, a person must vacate their housing rental unit. Graduating students who complete their academic work in December or January may remain in their apartments until graduation unless the housing is needed for incoming students. In such cases thirty days written notice will be provided.

Guest Apartments and VIP Richard Hall room: The Seminary maintains two furnished apartments and one VIP Richards Hall guest room for guests of the Seminary. The VIP guest room in Richards Hall is used by guest lecturers. The guest apartment are used by, clergy and professional lay persons who wish to use the library, archives or other facilities of the Seminary for a brief time, and other guests of the seminary community such as parents or family of students. Outside guests are also welcome to use the guest apartments for a brief time when available. These apartments are available on an advance reservations basis only. Contact the Business Office Administrative Assistant for rates and reservation dates. Guest apartments are furnished modestly. They have single beds/double bed and kitchen utensils for light meals. They do not have high chairs, cribs, or other furnishings needed for infants or small children.

Please address any questions and request for housing reservation forms to:

Rose Germeyer Administrative Assistant for Business Office
rgermeyer@lancasterseminary.edu
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