This handbook has been prepared to help residents become better acquainted with their home and community! It will also provide a better understanding of the facilities and services available, the regulations to be observed and the courtesies that should be extended toward other residents. While we want our residents to have as much latitude as possible in conducting their personal lives, we request that our residents conduct themselves with due consideration for the rights and privileges of others.

*The information in this handbook is a part of the rental contract and should be READ CAREFULLY!*

## HOUSING DEPARTMENT CONTACT INFORMATION

The Housing Department is here to serve our residents. Should anyone need assistance or have questions, please contact a member of the Resident Apartment Staff or the Housing Office Staff.

### RESIDENT APARTMENT STAFF

**Robert Hatfield**  
*Apartment Manager*  
Office #: 109  
Phone #: 214-887-5212  
RHatfield@dts.edu

**Brett Contreras**  
*Male Assistant Apartment Manager*  
Apartment #: 706  
Phone #: 817-300-8046  
BContreras@dts.edu

**Katie Foote**  
*Female Assistant Apartment Manager*  
Apartment #: 206  
Cell #: 713-822-1959  
KFoote@dts.edu

### HOUSING OFFICE STAFF

**Drew Williams**  
*Director of Housing and Relocation Services*

**Tammy Hartley**  
*Office Manager and Relocation Coordinator*  
Phone #: 214-887-5210  
Email: housing@dts.edu

**Janae Ward**  
*Receptionist and Subleasing Coordinator*  
Office Hours: Monday-Friday  
8:00am – 4:30pm

### RESIDENT MAILING ADDRESS

Each resident is assigned a mailbox in the complex. All mail should be addressed as follows:

**Resident Name**  
1107 St. Joseph St.  
*Apartment Number*  
Dallas, TX 75204
# TABLE OF CONTENTS

HOUSING DEPARTMENT CONTACT INFORMATION ................................................................. 1  
RESIDENT APARTMENT STAFF ......................................................................................... 1  
HOUSING OFFICE STAFF ............................................................................................. 1  

RESIDENT MAILING ADDRESS ........................................................................................... 1  
HELPFUL OFF-CAMPUS PHONE NUMBERS ................................................................. 4  
HELPFUL ON-CAMPUS PHONE NUMBERS ................................................................. 4  
WHAT DTS HOUSING HAS TO OFFER: ............................................................................. 4  
THE MANAGEMENT ........................................................................................................ 4  

ADMINISTRATIVE POLICIES ............................................................................................... 5  

- CONTRACT INFORMATION ......................................................................................... 5  
  - Contract: ................................................................................................................ 5  
  - Deposit: .................................................................................................................. 5  
  - Rent Payment: ....................................................................................................... 5  
    - Payment options: ................................................................................................ 5  
  - Terms of Occupancy: ............................................................................................. 6  
  - Renewal of Contract: ............................................................................................ 6  
  - Guests: .................................................................................................................. 6  
    - Guest Parking .................................................................................................... 6  
  - Roommates: .......................................................................................................... 7  
  - Transfers: ............................................................................................................. 7  
  - Termination of Lease: .......................................................................................... 7  
  - Keys/Electronic Access Devices: ......................................................................... 7  
  - Vacating: ............................................................................................................... 8  
    - Move-In/Move-Out Procedures: ...................................................................... 8  
  - Utilities: ................................................................................................................. Error! Bookmark not defined.  
  - Telephones and TV Services: ............................................................................. 9  
  - Wireless Internet: ................................................................................................. Error! Bookmark not defined.  
  - Newspaper: ......................................................................................................... 9  
  - Parking: ............................................................................................................... 9  
    - Handicapped Parking: ..................................................................................... 10  
    - Secondary Parking (Lottery): ......................................................................... 10  
  - Liability: ............................................................................................................... 10  
  - Drug-Free Facilities: ............................................................................................ 10  
  - Subleasing: .......................................................................................................... 10  
  - Pets: .................................................................................................................... 11  
  - Right of Entry: ..................................................................................................... 11  
  - Firearms: ............................................................................................................. 11  

GENERAL POLICIES ......................................................................................................... 12  

- UPKEEP OF PROPERTY ............................................................................................ 12  
  - Hallways: ............................................................................................................ 12  
  - Trash and Garbage Collection: ....................................................................... 12  
    - Bulk Trash ....................................................................................................... 12  
  - Alterations and Improvements: ....................................................................... 12  
  - Sewage: .............................................................................................................. 13  

PUBLIC USE POLICIES .................................................................................................... 13  

HELPFUL OFF-CAMPUS PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>AT&amp;T U-Verse</td>
<td>887-999-0788</td>
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<tr>
<td>TX Dept. of Public Safety</td>
<td>214-651-1859</td>
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<tr>
<td>Voter Registration</td>
<td>214-653-7871</td>
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<tr>
<td>Dallas Morning News</td>
<td>214-745-8383</td>
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<tr>
<td>AT&amp;T</td>
<td>866-636-6683</td>
</tr>
<tr>
<td>Dallas Public Library</td>
<td>214-670-1400</td>
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<tr>
<td>Dallas Regional Chamber</td>
<td>214-746-6600</td>
</tr>
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<td>SuperShuttle</td>
<td>800-258-3826</td>
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<td>National Poison Center</td>
<td>800-222-1222</td>
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<tr>
<td>D.A.R.T.</td>
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<td>Weather</td>
<td>214-787-1111</td>
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<tr>
<td>Public Storage</td>
<td>800-688-8057</td>
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HELPFUL ON-CAMPUS PHONE NUMBERS

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<td>Housing Office</td>
<td>214-887-5210</td>
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<td>Human Resources</td>
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<td>Library</td>
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<tr>
<td>Bookstore</td>
<td>214-887-5110</td>
</tr>
<tr>
<td>Campus Police</td>
<td>214-887-5590</td>
</tr>
</tbody>
</table>

WHAT DTS HOUSING HAS TO OFFER:

Dallas Theological Seminary owns two apartment complexes, Washington Hall, which is available to single students and Swiss Tower, which is available to married students, with or without children, and single students with children.

Washington Hall is located at 1107 St. Joseph Street directly across from the Seminary. This is a gated community with electronic entry to both the building and the parking lot. This 7-story complex contains 89 unfurnished units, which include central air and heat, refrigerators, stoves, dishwashers, and private bathrooms and walk-in closets for each bedroom. The building amenities include small lounges on each floor, meeting rooms, library & computer lab, laundry room, game room, movie rooms, music practice rooms, multi-purpose room which can be used for half-court basketball and volleyball, roof-top garden area, as well as outdoor gas grills and a swimming pool on the first floor adjacent to the building. Rent includes water; residents are responsible for all other utilities.

There are 22 private one-bedroom units measuring approximately 535 square feet and 67 two-bedroom units that measure approximately 775 square feet.

THE MANAGEMENT

The management and operation of the on-campus apartments is under the supervision of the Housing Director. Each apartment complex has one full-time Apartment Manager who is directly responsible for the complex. It is the Apartment Manager whom residents will contact most often and should be the primary and initial source of assistance, when it is needed.

The Apartment Manager represents both the interests of the residents and those of the Seminary in operational as well as personal concerns. They are there to assist with all types of issues that affect residents. The Apartment Manager is assisted by two part-time Assistant Managers who may be contacted for the same services as the Apartment Manager.
**ADMINISTRATIVE POLICIES**

**CONTRACT INFORMATION**

**CONTRACT:** Each contract is for an annual period that ends on June 30th of each year, except for the first year, in which case the lease will begin when you move into the apartment and will end on June 30th like all other residents of the property. The ramifications of vacating the property before the end of the contract period are specified in Section 1.10 of the Washington Hall Leasing Contract. Any break in the leasing contract will be recorded in the tenant’s rental history file. Residents who break their leasing contract will not be eligible to live in campus housing at any time in the future.

**DEPOSIT:** The Security Deposit serves as a guarantee of occupancy for the contractual period, as the damage deposit, and as a guarantee that when the apartment is vacated, the following will have been done:

1. Contract period completed;
2. Submitted a 45-day written Notice of Intent to Vacate (form available in the Housing Office);
3. Final month’s rental payment has been paid (the deposit may not be used as final rental payment);
4. A final inspection has been completed with an Apartment Staff Member;
5. Fob, iButton, Mail Key, Parking Hangtag, and any electronic access devices have been turned in to an Apartment Staff Member;
6. Apartment has been properly cared for. Cost of repair that is beyond normal wear and tear will be charged against the security deposit;
7. Resident’s forwarding address has been provided to the Housing Office before vacating the building.
   a. International Students are encouraged to set up direct deposit with the Seminary’s Accounting Office for expediting their Security Deposit Refund.

**The Security Deposit will not be returned in full unless all of the above procedures are completed and no unusual damage is found.** The Security Deposit, less any necessary charges, will be refunded by mail to the address that you specify on the Notice of Intent to Vacate form, within 30 days of the date the apartment is vacated or all charges paid (if breaking lease).

**RENT PAYMENT:** Rent is payable in advance on the 7th day of each month and is late at 4:00 p.m. on the 5th of the month. Payment must be received in the Housing Office by 4:00 pm on the 11th to avoid a late fee. After the 5th day, a $25 late fee charge will automatically be added to the resident’s rent account. On occasions when the 11th day of the month occurs during a weekend or Seminary observed holiday, rent is due by 4:00 p.m. on the business day following the 11th day of the month.

**PAYMENT OPTIONS:**

1. Cash or Check can be received by the Housing Office until 4:00 pm on the 11th of the month.
2. E-check and Credit Card payments can be accessed through your Appfolio student portal. Please note that there is an added fee for paying with credit card.
3. Schedule Draft Payments can be arranged through your Appfolio student portal.

If Resident’s rent is paid by a third party, it remains the Resident’s responsibility to ensure rent is paid in full by the deadline. Rent past due 60 days will result in termination of contract and the tenant will receive a Letter of Eviction and must vacate within ten days. After this notice is issued, no negotiations may be pursued.

**TERMS OF OCCUPANCY:** To be eligible for residency in on-campus housing, residents must be a student at DTS taking a minimum of twelve hours per lease term toward their degree (up to six of which may be taken online) at the Dallas campus. Residents are not required to be enrolled during the Summer/Winter semesters, provided they will be enrolled in the minimum required hours for the following Fall/Spring semesters. Residents are only permitted to do independent studies, internships, and thesis completion without any other classes during their last semester, if they graduate in Spring. Residents graduating in the summer may stay until four days after their last class or final exam, whichever comes last. This applies only to summer graduates taking classes on campus and excludes online, independent study, thesis completion and internships. Residents graduating in the summer are encouraged to turn in their Notice of Intent to Vacate as soon as they know their class schedule to secure their move-out date. PhD students must be making satisfactory progress toward a degree (includes written and oral comprehensive exams, dissertation, LOA for one year to study a language). PhD students may live in campus housing for a total of six standard lease terms during PhD studies including Leave of Absence for language study and exam preparation. Residents must be current on all Seminary accounts and must not be on any form of probation or in any form of disciplinary process through the Dean of Student’s office.

**RENEWAL OF CONTRACT:** Each contract is for an annual period that ends on June 30th excepting the first lease term that will begin on the date the resident moves into their apartment but will end on June 30th. After the expiration date, the resident may extend the lease for another year by executing a new leasing contract on or before the 15th day of May. If residents have a history of late rental payments, the Housing Office may decline to extend the leasing contract. Residents may not renew the leasing contract if the resident has been placed on any form of probation since the execution of the current leasing contract if that or any other form of probation remains in force at the time of the lease signing. The leasing contract will become void in the event that the Resident is not removed from probation that was imposed as a result of action taken by the Registrar following the calculation of grades at the end of the spring semester or by action of the Dean of Students. In the event that the Resident is placed on probation during the period between the Lease signing in May and the last day of June, the activation of the leasing contract will be void and the Resident must vacate the property no later than July 15.

**GUESTS:** Residents may have overnight guests in their apartment; however, guests visiting longer than 10 days, housesitting arrangements, or security stays while the resident is away MUST be approved by the Housing Director and an Apartment Staff Member prior to the guest’s arrival.

**GUEST PARKING** in the apartment lot is not available for overnight guests. Any vehicle parked in the resident parking areas overnight which does not have a current DTS Campus Resident parking decal and a separate resident hangtag is subject to a parking ticket issued by the Campus Police Department. When planning to have overnight guests, please have them register their vehicle and pick up a temporary
parking permit at the Campus Police Security Kiosk. Residents may register for their guests. Residents who wish to have their guests park in the building’s secured lot will need to move the resident hangtag to the guest’s vehicle and park their own vehicle outside of the secured lot until the guests have left. Residents may park in the Live Oak lot, as well, when hosting a guest. If the guest qualifies for Handicapped Parking, please see “Handicapped Parking”.

**ROOMMATES:** One-bedroom apartments may be leased by no more than two single students and two-bedroom apartments may be leased by two to four single students. In accepting an on-campus apartment for occupancy with an “Additional Roommate” or “Additional Roommates”, all roommates must sign a leasing contract. The following policies will be followed in the event that one or more roommates move out:

An “Additional Roommate” is defined as either of two residents who share one bedroom in either a one or two-bedroom apartment.

*If an “Additional Roommate” of Resident permanently moves out of a one-bedroom apartment for any reason prior to the end of the lease term, the departing resident’s lease remains in force unless and until the continuing resident (a) agrees in writing to the Lessor that he/she will take on the responsibility for the full rent of the bedroom, (b) takes on a replacement “Additional Roommate”.*

*The departing “Additional Roommate” will incur a non-refundable re-letting fee of $450.*

**TRANSFERS:** All voluntary transfers within the building will be made with the understanding that the Resident accepts the new apartment “as-is” and a transfer fee of $100.00 will be charged to their rent account. Resident’s security deposit will increase or decrease to match the new living arrangement’s rental rate. If a transfer is required by the Housing Office, the new apartment will go through the normal make-ready process. No transfers will be possible within the building as a result of a broken lease.

**TERMINATION OF LEASE:** If a resident is released from their lease due to termination of the lease by the Housing Office, the resident will not be eligible to reside in campus housing at any time in the future. Please refer to Section 14 of the Washington Hall Leasing Contract:

*“In the event that Resident: (1) fails to fulfill the terms of this lease, (2) fails to submit a completed Notice of Intent to Vacate form as required in Paragraph 16, or (3) moves out without paying rent in full for the entire lease contract.*

- a. The Resident will continue to be responsible for monthly rent payments until the apartment can be re-rented.
- b. Failure to pay all rent until the lease term ends or until the apartment is re-rented will result in the forfeiture of Security Deposit.
- c. The Resident will no longer be eligible for on-campus housing in the future.
- d. In addition to the cost of breaking this lease future landlords and mortgage companies will most likely request the Resident’s rental history, including the following: 1) fulfillment of the terms of this lease contract; 2) rent paid in full for the entire lease contract; 3) rent paid on time during the lease contract; and 4) number of rent checks returned as “Insufficient Funds”.
- e. At the point that a Notice of Intent to Vacate is signed, a re-letting charge will be levied in the amount of $450. The re-letting charge is not a lease buy-out or cancellation fee.*

**KEYS/ELECTRONIC ACCESS DEVICES:** Each resident will receive an apartment iButton to their apartment, a mailbox key and an electronic access device (fob) to the building. *Mailbox keys are not to be duplicated.* If a mailbox key, apartment iButton, or fob is lost or broken, the Apartment Manager can have them replaced. There is a $20 charge for each lost apartment iButton, a $10 charge for each lost mailbox
key, and a $50 charge for each lost fob. Each fob is unique and if lost or stolen, it is imperative that it is reported to the Apartment Manager immediately. The Apartment Manager is able to disable the missing fob and issue a replacement device. If you decide to replace the device, the applicable fee will be placed on the resident’s rent account. If an apartment iButton or fob was reported lost or stolen and later recovered, ½ of the charge will be refunded to the resident if the device is in good condition. There will be no refunds for mailbox keys that were reported lost or stolen and later recovered.

To gain access to the building, simply place the fob in the proximity of the card reader. This will activate the lock and release the door or gate. When guests come to visit, please instruct them to go to the front door.

If locked out of apartment, the Apartment Manager has a master key and can unlock the door. If the Apartment Manager is not available, please go to the Housing Office for assistance. There will be an $82.50 labor fee after hours and on weekends if the campus locksmith must be called.

**VACATING:** All residents must give notification of intent to vacate 45-days prior to moving out of on-campus housing. A “Notice of Intent to Vacate” form, which may be obtained from the Housing Office, must be filled out and returned to the Housing Office 45 days prior to departure. The date this form is countersigned and dated in the Housing Office determines compliance with the 45-day notification requirement. Pro-rated rent will be assessed for residents moving out before the end of the month. A document detailing cleaning expectations will be given to the resident when they pick up the Notice of Intent to Vacate. As indicated in Section 2.3.1 of the Leasing Contract, if a resident is graduating in the spring but still has classes to take in the summer to complete the degree, a lease contract must be executed on or before May 15th which specifies the last date of occupancy as specified in Paragraph 6 of the Washington Hall Leasing Contract. This date is based on the session in which the last class is finished. The official vacating date is when all keys, iButtons, parking hangtags and electronic access devices are to be turned in and is the last day that rent will be charged (1) unless the Resident fails to return all listed items or (2) when breaking a lease. In this case, rent will be charged for the vacated apartment, or bedroom if a two-bedroom apartment, until the apartment or room is re-rented or until the end of the lease term, whichever comes first. All keys, iButtons, parking hangtags and electronic access devices must be returned on the last day of occupancy. Rent will be charged until all listed items are returned. Make-ready for a new tenant may not begin until all of these items are returned or paid for, if lost.

**MOVE-IN/MOVE-OUT PROCEDURES:** All move-ins and move-outs must be prearranged through the Housing Office. Residents are required to schedule a specific time to move in the morning or afternoon for moving. Only six residents are allowed to move each day. Three moves in the morning (8am-2pm) and three moves in the afternoon (2pm-8pm). No moves are allowed on Sundays or Seminary observed holidays. All belongings must be moved through the rear entry door (exit to the parking lot).

**PROCEDURE FOR MOVING LARGE FURNITURE IN/OUT (THIS IS ANYTHING OUTSIDE OF A SCHEDULED MOVE IN/OUT):**

- The resident must coordinate with the Manager for time and date to move items (i.e. buying a new couch, bed, or table or moving an old one out of your apartment)
- Large items must not be moved through the front lobby (main entrance) but rather through the rear entry door (exit to the parking lot).

**UTILITIES:** Water is furnished to residents for normal household use by the Seminary. Residents are individually billed by the DTS Housing Office according to his or her share of the electric bill via their AppFolio Portal. Payment is due on the same schedule as the rent payment. Late fees ($25) apply to the electric bill as they do for rent. In the event that the electric charge cannot be posted to the resident’s account by the 7th day of each month, notice will be sent to all affected residents notifying him or her when the bill has been posted and the last day of the payment period.

**TELEPHONES AND TV SERVICES:** (AT&T U-Verse) Telephone, Hi-Speed Internet & Digital TV is only available through AT&T U-Verse in Washington Hall. To have it hooked-up you must simply call for the services wanted and contact the Apartment Manager 24 hours before your scheduled installation. The Apartment Manager will give you a key for the communications room on either the 3rd or 6th floor so that the installer may set up your services.

**AT&T U-Verse Contact Number:**
887-999-0788

**NEWSPAPER:** The newspaper for Dallas is the *Dallas Morning News*. They will deliver daily or just on weekends. The expense for the newspaper is the responsibility of individual residents. The number to call is listed under “*Helpful Off-Campus Phone Numbers*”. Papers should be delivered inside the side gate and it is the resident’s responsibility to pick up the paper.

**PARKING:** One parking space per bedroom is allocated to residents in the parking lot. Residents with more than one car or another type of vehicle (boat, motorcycle, etc.) should park the extra vehicle(s) on the street unless they have received express permission from the Housing Office to park elsewhere as discussed under “Secondary Parking”. Parking spaces are not assigned; students who live in campus housing are required to park only in the lots that are reserved for them. Roommates who are unable to park in the parking lot may park in the Live Oak commuter lot at any time.

Each motorized vehicle parked in campus parking lots must be in operational order, have a valid state inspection, emissions testing, and current license plates. Any vehicle that does not meet these specifications can be towed at the owner’s expense. Do not park in "no parking" zones or in any designated parking space; this is enforced 24 hours a day, 7 days a week.

Each resident is required to have a current DTS Campus Resident parking decal displayed as specified by the Campus Police. These are obtained at no cost from the Campus Police Security Kiosk and should be affixed to the window as directed by Campus Police. Residents must also display a parking permit hangtag from the rearview mirror of the vehicle parked inside the complex parking lot. Hangtags will be distributed by the Housing Office based upon the number of bedrooms per apartment unit. Residents should only use the hangtag that has been assigned to them. Vehicles that do not have both the current resident parking decal and the resident parking hangtag properly displayed as directed above will receive a ticket from Campus Police. A $10 fee will be charged for lost resident parking hangtags – *no exceptions*. 
All parking spaces are considered the property of the Housing Office. Residents may not give, rent or sell their parking space to another resident (i.e., if a resident is in a one-bedroom apartment and doesn't have a vehicle, the resident may not give their parking space to another resident). Non-residents are not allowed to park in the complex parking lot and residents may not “loan” their space to a non-resident. Be advised that using someone else’s hangtag or decal, and giving away a hangtag is a violation of the leasing contract and grounds for discipline by the Housing Office and the Dean of Students. Vehicles will be checked for resident parking permits.

The complex parking lot is accessed through a limited access gate which is opened via the resident’s building electronic access device (fob). Please do not use the drive gate as a pedestrian entry. Not only is this a dangerous practice but it also allows non-resident vehicles and pedestrians easy access to the property. Residents should not allow non-residents to follow their vehicle through the drive gate. If a non-resident follows through the drive gate, residents should ask the person who they are coming to see and escort them to that resident’s apartment. Residents who do not feel comfortable escorting a person who is unknown to them should contact Campus Police immediately and, if possible, keep track of the person until Campus Police arrives.

**HANDICAPPED PARKING:** If a resident has a guest coming to the building who needs to use a handicapped space and, if all “Handicapped” designated spaces are not required for residents, the resident may meet the guest at the gate and allow them into the lot, provided, of course, that the vehicle has the appropriate handicap indicator properly posted in or on the car and provided that the guest parks ONLY in one of the “Handicapped” designated spaces.

**SECONDARY PARKING (LOTTERY):** After all new residents have moved in, any available parking spaces will be assigned by lottery to residents unable to park in the parking lot. Anyone who receives a “lottery hangtag” will be notified by the Housing Office but hangtags will be reviewed on an annual basis to determine whether there is still availability; this will be completely dependent upon the number of one-bedroom apartment residents that do not have vehicles and/or the number of two-bedroom apartment residents that only have one vehicle.

Any apartment receiving a “lottery hangtag” should be aware that the secondary parking space that they have been given may be rescinded at any time if there is a need to return the parking space to the appropriate resident (i.e., if a resident in a one-bedroom apartment did not have a vehicle but later gets one, they will get their parking space back).

**LIABILITY:** All apartments are secured with adequate door locks. The Seminary does not assume liability for loss, damage or theft of any personal property unless the same is due to negligence on the part of the Seminary. Residents wishing to protect themselves against such losses should secure the appropriate insurance.

**DRUG-FREE FACILITIES:** All campus facilities are smoke-free and alcohol-free. Possession of either of these drugs in or on the grounds of Seminary apartments is considered a violation of the lease contract as well as the Seminary code of conduct and can result in termination of the contract.

**SUBLEASING:** Residents who wish to sublease their apartments during the winter and summer sessions must work through the Housing Office and follow its procedures carefully. The sublessee
(subleasing guest) must be a DTS student or immediate family member of another resident. Residents may not be subleasing guests in their own apartments. The sublease procedures will be distributed by the Housing Office near the end of each fall and spring semester. If an apartment is subleased, residents are still responsible for all rent should the subleasing guest fail to make the rent payments, even if placed in your apartment via your signed subleasing form. Subleasing may be done only under certain conditions and must be approved by the Housing Office. Forms and information for subleasing may be obtained from the Housing Office. Please also read the policy regarding "Guests".

**PETS:** Residents may have aquariums that are no larger than 10 gallons and no more than two small birds in cages. Residents shall maintain their aquariums and bird cages in a sanitary manner to assure no health or pest problems occur. Pets other than fish and birds are NOT permitted in any of the apartments. Visiting friends or relatives may NOT bring their animals to the apartments while they are visiting.

**RIGHT OF ENTRY:** Lessor or Lessor’s agent, including Campus Police, may enter the building at any time they see fit. Entry into apartments will be according to the building’s Leasing Contract.

**FIREARMS:** In accordance with Chapter 46 of the Texas Penal Code, the seminary prohibits the possession and/or use of firearms and other weapons on its property. This prohibition includes any devices that might reasonably be mistaken for a firearm or weapon. Under Texas state law, people who are licensed to carry a concealed firearm may keep firearms in their vehicles while parked on the campus but may not carry a firearm into any DTS building. DTS Certified police, security officers employed by DTS, and certified officers of surrounding municipalities are exempt from this stipulation. In the case where any of the aforementioned live in on-campus housing, they must promptly, upon entering the Housing facility, store their weapons in a locking gun case. Exceptions to this policy must be authorized in advance and in writing by the administration.

1. Any licensed resident who prefers not to leave their firearms in the car may check any firearms and ammunition in with the Campus Police by appointment.
2. All firearm cleanings should be conducted off campus.
3. Certified police and security officers employed by DTS and active officers of other area municipalities are exempt from this stipulation.
4. Persons with Concealed Carry Permits may apply for a waiver to Campus Police. The entirety of Section 4.3 lease contract remains in force until the Housing Office receives notice from the Dean of Students that a waiver has been granted.
5. This clause is subject to change by state law.
GENERAL POLICIES

As residents will be living in close proximity with others, certain Housing policies are necessary to protect each individual. All policies or processes are based on facility limitations and common courtesy.

UPKEEP OF PROPERTY

Tenants will be responsible for the following:

1. Keep your apartment clean and free of dirt, garbage and trash. All garbage and trash should be disposed of at least twice a week in the trash chute. See “Trash and Garbage Collection” below.
2. Help keep walks, hallways, stairways and laundry areas clean and clear of dirt, clutter, boxes, furniture and shoes. The only tape that may be used on the doors is Blue Painter’s tape. DO NOT USE ANY OTHER TYPE OF TAPE, NAILS, TACKS OR “STICKY TACK” ON THE DOOR.
3. Keep grounds and other common areas in a clean, safe condition, free of objects and clutter.

The cooperation of each resident is needed to assure that community life is satisfactory for everyone. Habitual offenders of the "tidy house" request will be asked to vacate due to violation of Section 3.10 of the contract concerning the rights of others. A 30-day written notice will be given.

HALLWAYS: Under no circumstance is anything to be left in the hallways or entrance ways to apartments, excepting that residents may place small decorative items outside his/her door provided that they do not reach past the grey carpeted area outside their door. This is a fire and safety hazard. (This includes, but is not limited to, laundry carts, shoes, cleaning supplies, equipment, boxes, trash, giveaway items, etc.)

TRASH AND GARBAGE COLLECTION: Trash chutes are located on each floor. All items placed in trash chutes must be put in a trash bag. If an item is too big to easily fit through the door, please do not try to force it into the trash chute. Do not set anything outside of the trash chutes. Do Not place Christmas trees down the trash chute; disposal methods will be announced. Empty, broken down boxes which have never contained food items may be placed in the second floor recycling room. This room will be emptied by the Facilities and Plant Operations Department. If you are in need of boxes, you may take any that you find there. DO NOT PLACE PIZZA BOXES IN THIS ROOM. Pizza boxes should be torn into pieces and placed in a regular trash bag.

BULK TRASH is picked up on the first and third Tuesday of every month from the Bulk Trash Room on the 2nd floor. Work orders for Bulk Trash must be turned in to the Apartment Manager by the Friday prior to pick up. The Apartment Manager will provide additional information upon receipt of this work order. Attempting to drop bulk trash down the trash chute will invariably clog the chute, in which case, members of the Custodial staff may have to go up the chute in order to remove the blockage. This has happened in the past; please do not be responsible for it happening again.

ALTERATIONS AND IMPROVEMENTS: The Housing Staff takes great care to get apartments ready for new residents. Should the resident make any alterations to the apartment, whether it’s wiring or any other type of change, the resident will bear all expenses related to returning the apartment to its proper
condition, immediately upon finding that any changes have been made. **The following are NOT allowed:** Wallpaper, wall paint, stenciling, contact paper or borders. No track shelving or other types of shelving that attach to the walls may be used. Also, any type of adhesive material to adhere items to walls or doors is prohibited since this causes permanent damage to paint and finishes even if the product states otherwise. No holes may be made in the doors, woodwork, floors, ceilings, or painted accent wall. Nothing may be hung from the ceiling or screwed into the floor. Small nails or hooks may be used to hang pictures and other light wall decorations. Curtains/drapes may be hung – see Apartment Manager for details. Anyone who abuses these options will incur a deduction from their deposit upon move-out or a charge to their rent account to cover the costs of repairs. The charge will be determined by the degree of alterations. If residents have any questions about the use of a decoration not mentioned, please consult the Apartment Manager or the Housing Office.

**MOUNTING TV ON APARTMENT WALLS:** It is best to secure the bracket to the metal studs inside the wall. So be sure to use screws for metal, not wood.

No holes may be made in the wall for the purpose of running the power or connection cords inside the wall. Surface conduit may not be used to hide the wire if the conduit is attached to the wall with any form of adhesive.

**SEWAGE:** Maintenance funds are available only for normal service and repairs. Residents will be charged for repairs of any sewage problems caused by improper disposal of garbage or personal items. **DO NOT FLUSH PERSONAL HYGIENE PRODUCTS OR LEFTOVER FOOD DOWN THE TOILETS.** While some septic systems can handle leftover food, this easily clogs municipal systems.

**PUBLIC USE POLICIES**

**FURNITURE AND EQUIPMENT:** Seminary-owned equipment may **NOT** be removed from the apartments or public areas. This includes any pool furniture, public area furniture, library books, or other furnishings. Any unauthorized removal will result in charges against the security deposit.

**COMMON AREAS:** The common areas include small lounges on most floors, meeting rooms, computer lab, laundry room, game room, media rooms, music practice rooms, multi-purpose room which can be used for half-court basketball and volleyball, and the atrium area. The purpose of these areas is to provide a relaxed community space that is available for residents throughout the day. Generally, these areas will be available for all residents 24 hours a day, 7 days a week with the exception of the multi-purpose room and the pool which adhere to posted use hours. Otherwise, exceptions to the open use policy will be made rarely for large group meetings of residents, for example, floor-wide parties, Housing-sponsored events, etc. Common areas may not generally be reserved and may not be used for church groups, class meetings, small group meetings, etc.

**POOL:** The pool may not generally be reserved. On occasion, however, it may be reserved for Housing-sponsored events.

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**POOL HOURS:**

**Sunday – Thursday:** 9:00am – 10:00pm
**Friday – Saturday**: 9:00am – 11:00pm
For the enjoyment and safety of all residents, the following rules should be followed at all times:

- No more than five guests per apartment. Guests must be accompanied by a resident at all times.
- Children must be supervised at all times and are the responsibility of the host resident. See Paragraph 23b of the lease agreement.
- No glass containers or bottles are allowed in the pool area.
- Follow detailed rules posted in the pool areas.
- In keeping with the Seminary policy in regard to appearance, all swimwear should be modest. Understanding that this is a particularly sensitive area please be very careful that swimwear does not offend others.
- Pools are for apartment residents and their guests only. Small groups, youth groups, church groups or ministry groups are not allowed to use the pool or community areas.
All repairs, additions or changes to the electrical service and/or equipment in on-campus apartments shall be completed by the Facilities and Plant Operations Department (F.P.O.) or its designated agent. **If any resident personally makes such changes or arranges for any work to be done by any person or company, other than by Facilities and Plant Operations Department, the resident will incur the complete cost of inspection and repair of alterations, added equipment or faulty service.**

**MAINTENANCE WORK ORDERS:** All requests for maintenance and repairs should be reported through your Appfolio portal. Telephone or verbal requests will not be accepted for non-emergency repairs. Residents are asked to assist and cooperate with the Housing Office in the care and maintenance of all the premises and should promptly report to the Apartment Manager any needed repairs or damages to furniture or equipment. The Apartment Manager may need to examine the maintenance problem personally so that his/her report to the Facilities and Plant Operations Department is accurate and efficient.

**MAINTENANCE EMERGENCY ENTRY:** This is necessary when water leaks, smoke, or electrical problems are suspected in an apartment. In this case, the Facilities and Plant Operations Department, Housing Office, and/or its contracted agent will follow a “knock and announce” process. That is, the maintenance worker will knock on the front door loudly and will wait 20 - 30 seconds for a response. They will then knock a second time, waiting about 15 more seconds. If after the second knock there is no response, they will let themselves into the apartment. As the maintenance worker opens the front door, they will loudly announce their presence. The same procedure will be followed for a closed inside door. All closed inside rooms will be “entered” to prevent a resident from being surprised at finding a maintenance worker in the apartment. *Please remember that in an emergency the maintenance worker may not be refused entry.*

**NON-EMERGENCY ENTRY:** The Facilities and Plant Operations Department, Housing Office, and/or contracted agent may enter an apartment in response to work orders that have been submitted by residents or to complete a work order submitted by a resident if entry into another apartment is necessary in order to complete a neighbor’s work request.

Upon arriving at the apartment, the maintenance worker will follow the above described “knock and announce” process. Residents who are expecting a Facilities and Plant Operations Department maintenance worker to come to their apartment but have developed a contagious illness are asked to please post a note on the outside of the front door notifying the maintenance worker of their condition. This will prevent the maintenance worker from disturbing residents and will protect them from contracting the illness.

**ROUTINE MAINTENANCE:** Routine maintenance involves any process that is needed throughout the building for the purpose of maintaining equipment, or to solve a systems problem throughout the building, or to provide routine services like exterminator service. In this case, a notice will be e-mailed to all residents through the list-server and a notice will be posted in the mail room at least 24 hours in advance of the work. The “knock and announce” process will be followed as described above. If a contractor is involved in the work, with the exception of the exterminator, a Facilities and Plant
Operations Department maintenance worker will supervise the entry and exit of the contractor from the apartment and will remain in the area throughout the work.

**AIR FILTERS:** Air conditioning/heater filters will be replaced every three months by the Facilities and Plant Operations Department and an outside contractor. Residents will be given prior notification of when this is to take place.

**LIGHT BULBS:** The Seminary replaces the light bulbs in each apartment before new tenants move in. After moving in, kitchen florescent lights will be replaced via the work order system. All other bulbs are the resident's responsibility.

**SMOKE DETECTORS:** Do not remove batteries from the smoke detectors. The Facilities and Plant Operations Department will change the batteries on schedule. If the smoke detector malfunctions (it may also be too sensitive), please contact the Apartment Manager immediately. For the protection of all residents, smoke detectors are not to be disconnected or disabled in any way unless the malfunction occurs during the night hours in which case the battery may be removed only from the malfunctioning device with a report to be made to the Apartment Manager first thing in the morning.

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**SPECIAL NOTES:**

- Please do not leave money or valuables in public view in the apartment. While every effort is made to protect residents' personal belongings, the Seminary is not responsible for losses of personal property and no one wants to provide a temptation for those who may visit our homes.
- Please use the privacy latch when at home and not wishing to be disturbed.
- Note that on every occasion when maintenance or Housing must enter an apartment while the resident is out of the apartment they are REQUIRED to lock the apartment when they leave, even if the door was unlocked upon their arrival.

Maintenance workers will leave a service card indicating that they were there to complete the requested work. No routine service will be performed after 4:30 pm weekdays, on Saturday or Sunday, or on any official Seminary holiday.

**PEST CONTROL:** Each apartment receives exterminator service monthly. Residents are given notice prior to any extermination service. *If the serviceperson is refused entry at the scheduled time and subsequently asked to reschedule service or if neighbor(s) experience problems shortly after refusal of service, the charge for rescheduling the service will be $40.* If, however, residents experience a particular problem even after the regular scheduled service, please notify the Apartment Manager who will arrange for the exterminator to re-treat at no cost. *Residents are not permitted to use their own pesticide outside their apartment or on the apartment grounds at any time.* Residents owning birds need to leave the bird in the bedroom with the door closed on exterminator day. This is for the safety of the bird.
HOW TO PREVENT BUGS!

• Roaches love to eat grease. To reduce roach attraction, clean grease build-up on stove/oven regularly. Remove all grease spills as they occur.
• Report leaky faucets or pipes because roaches are attracted to water.
• Store foods in seamless metal, glass or plastic containers.
• Clean pots and dishes after dining.
• Regularly clean grease and food particles from walls and countertops of food preparation areas. This is especially important when using deep fryers, woks or other cooking appliances that are used with oil or fat.
• Rinse empty pop, juice bottles, cans, etc. with hot water.
• Remove garbage at least once daily, especially if it contains food (fruit and vegetable peels, scraps, etc.). Wash garbage can out or line it with a plastic garbage bag.
• When storing paper grocery bags, keep them neat and orderly, since roaches frequently nest in them. Do not store bags to the side or near refrigerator.
• Incoming products should be inspected as soon as they are purchased to prevent bringing roaches home. Roaches often nest in the voids of corrugated boxes.
• Throw out unnecessary boxes and bags.
• Use up all of a food product before opening a new container of the same product.
• Vacuum carpets and sweep and mop floors regularly.

Taken from the "Spirit" Newsletter, University of Minnesota
**MAIL SERVICE:** Each apartment has its own mailbox in the complex. All regular mail should be addressed as follows:

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Resident Name  
1107 St. Joseph Street  
Apartment Number  
Dallas, TX 75204
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**PACKAGES NOT DELIVERED BY THE US POSTAL SERVICE** but by a Carrier Service (FedEx, UPS, LoneStar Overnight, etc.) will be received by DTS Mail Services. A representative of Mail Services will notify the resident directly for pick-up. Mail Services office hours are from 8a-4:30p.

**CORRESPONDENCE FROM HOUSING:** Most of the correspondence to the apartment residents is done through e-mail, Appfolio, and memos clipped to front doors or hung on the community bulletin board(s) in the mail room. Residents are asked to stay informed by regularly checking their e-mail and by informing the Apartment Manager and Housing Office if their e-mail address changes.

**LAUNDRY:** There is a laundry facility located on the second floor for the use of current residents only. The laundry facilities will be available 24 hours a day. Machines and space are limited so please remove clothes from the washer and dryer PROMPTLY when cycles end. Washington Hall’s laundry room utilizes a “SmartCard” system instead of coins or tokens.  
- Washers – $1.25 per load  
- Dryers – $1.25 per load.  
Any problems with the operation of these machines should be reported IMMEDIATELY to the Apartment Manager.

**BATH MATS:** Residents are to avoid using any kind of bathroom or kitchen mat which has a backing as these types of mats can cause the floors to yellow. In addition, bathtub mats can leave permanent dark circles in the bathtub. Residents using bathtub mats should use white mats and remove after each bath or shower.
SECURITY

Dallas Theological Seminary Campus Police are available 7 days a week, 24 hours a day. If at any time a suspicious activity or vandalism is observed, call them immediately. If a crime in progress is observed, notify the Campus Police Department as well as Dallas Police (call 911). Do not ever feel foolish for calling the Campus Police Department or Dallas Police – they are here to help.

The Campus Police Department provides escorts for Seminary students at any time.

It is VERY IMPORTANT that the Campus Police Department be informed of ANY incidents of vandalism, theft or suspicious persons on campus. In the event of suspicious persons, prowlers, or the discovery that something belonging to a resident or the Seminary has been stolen, please contact the Campus Police Department first and then the Apartment Manager.

Campus Police Phone Number: 214-887-5590

GENERAL PRECAUTIONS

- Report suspicious persons or activities to the Campus Police Department immediately.
- Be aware of surroundings at all times. Be alert!!
- Under no circumstances should unaccompanied non-Seminary related people be allowed into the building without approval of the Housing Staff and notification to the Campus Police Department. Unaccompanied individuals found by the Campus Police Department will be escorted out of the building.
- Keep vehicles locked at all times! Do not leave items in view or even in the vehicle which do not have to be there. This includes things such as wallets, purses, cell phones, CDs, GPS and/or GPS mount, any electronic gear, book bags, computer cases (and computers), briefcases, suitcases, shoes, etc. If a stereo is easily removable from the dash, consider taking it with you. Do not store items of value in a glove box, console or trunk. All of these places may be opened and checked during a vehicle burglary.
- Keep vehicles parked in assigned parking lots. Residents parking a secondary vehicle on the street are encouraged not to park on Floyd or St. Joseph. Remember that vehicles may be parked in the commuter lots between 7 p.m. - 7 a.m.
- Anyone who approaches a campus resident about money, help, etc. should be referred to Campus Police. They have a list of ministries and charitable organizations, some within a few blocks of DTS, which they will be glad to give to someone. Under no circumstances should a stranger be allowed to get into a vehicle. Robberies often begin with the victim driving the robber to his “car” to give it a jumpstart.
- The Landry Fitness Center is the safest place to run/jog. Jogging on streets can be dangerous, especially off-campus. It is never recommended to jog off-campus at night and residents should never walk/run/jog by themselves.
APARTMENT COMPLEX PRECAUTIONS

• Residents must keep the entrance gates and doors closed and locked at all times.

**DO NOT PROP OPEN THE GATES AND DOORS FOR ANY REASON.**

• Those residents who live on the ground floor are encouraged to close and lock their windows when they are not home.

• Residents are encouraged to notify the Campus Police Department of suspicious persons in and around the building.

• Residents are not allowed to grant entry to the building to any person that is not personally known to them. If a resident chooses to grant entry to a person who is known to them but is not their guest, it is that resident’s responsibility to escort the individual to his/her destination and to confirm that their host is at home. If the host is not home, it is the escorting resident’s responsibility to escort the individual from the building.

• Residents should not allow non-residents to follow them through the gates or doors. If a non-resident does follow through a gate or door, residents should ask the person who they are coming to see and escort them to that resident’s apartment. Residents who do not feel comfortable escorting a person who is unknown to them should contact Campus Police immediately and, if possible, keep track of the person until Campus Police arrives.
SAFETY

FIRE PREVENTION

To insure maximum safety for residents and their families, these fire precautions should be followed carefully:

- Grease buildup in ovens, burners or walls can cause kitchen fires. Be sure to clean stoves and vent filters to prevent grease accumulation. The Apartment Manager can give instructions on how to remove and clean the vent filter.
- For maximum safety, please keep all doors and hallways clear of clutter.
- Check electrical cords for frayed edges and do not use damaged cords. Extension cords of any type are not permitted; surge protectors may be used if plugged directly into a wall outlet.
- Halogen lamps are discouraged as they have caused many fires.
- Extreme care should be exercised when using Christmas tree lights.
- Open flames of any type are not permitted. This includes candles. If a candle is found by the Fire Marshal, a ticket will be written to the resident.

FIRE EXTINGUISHERS

Fire extinguishers are located on each hallway and should be used only in case of an emergency. In case of fire, call the Dallas Fire Department at 911 then notify the Apartment Manager or the Campus Police Department.

FIRE ALARM PROCEDURES

If you hear a fire alarm please:

- Exit the building using the nearest stairwell. Do not, for any reason, use the elevators.
- Once outside the building, make your way to the DTS lawn on the other side of Swiss Ave.
- Gather with all the members of your floor in an orderly fashion (1st floor through 10th floor, left to right). After taking a quick inventory of those present, make a list of residents from your floor unaccounted for that might still be in the building in case someone from ST Management, Campus Police, or the Fire Department asks.
- Remain on DTS lawn until instructed by Campus Police or the Fire Department that it is safe for you to return to Washington Hall (you must wait for their instruction even if you do not hear the alarm any more).
- During inclement weather you will be escorted to Chafer Chapel by Campus Police.
- Please treat every alarm seriously. Do not wait around to find out what set off the alarm. Always assume you need to leave the building.
HOW FIRE ALARMS WORK IN HIGH-RISE BUILDINGS

- When the public area smoke detectors are triggered by smoke the alarm and annunciator will sound on the floor where the smoke is detected along with the floor above and below that floor.
- No other floors will go into alarm unless smoke is detected on an additional floor in which case the same process as noted above will take place.
- You are not required to evacuate if the alarms on the floor where you are do not sound.
- It is possible for all floors to go into alarm.

WEATHER SAFETY

TORNADOS AND OTHER SEVERE STORMS

In the event of a tornado sighting, please follow these procedures:

- Remain indoors! Do not go outside in an effort to see the tornado!
- Go to the hallway of one of the four bottom floors of Swiss Tower. Residents of these floors should also go into the hallway and be sure to close the apartment entry doors. Remember that most injuries and deaths are caused by flying debris. If the storm hits before you can get to the hallway of any floor the only alternative is to close the door of the bathroom, get into the bathtub and cover yourself(s) with a mattress or other heavy cushion.
- Stay completely away from windows
- Lay on the floor, covering head with arms and hands
- If a tornado hits, do not leave the building until word is given by the proper officials

Please take your smart phones with you to keep track of the storm so no one is tempted to stay in their apartments in an effort to keep everyone informed. Opening the apartment doors could pose a great risk of injury if windows have been blown out.

Dallas is subject to tornadoes at any time of the year, but most occur during the spring. Be aware of developing weather patterns.

If skies look threatening, tune in to radio station KRLD 1080AM for information.
IN CASE OF AN EMERGENCY

**Emergency Defined:** Any failure which if not taken care of immediately will cause damage to property, compromise security, or inflict bodily injury.

**STEPS TO FOLLOW:**

- Notify your Apartment Manager immediately (214-887-5212). If there is no answer, leave your name and phone number.
- If you are unable to contact your Apartment Manager immediately, call Tom Bryan (Facilities & Plant Operations) at (214) 477-9051.
- If still no answer, call Brian Gerberich at (214) 497-7192.

*If you are experiencing a failure in your apartment that is urgent but does not meet the above definition of an Emergency, please notify your Apartment Manager immediately (214-887-5212) and leave a message on his voice mail. He will get back with you as soon as he is able.*

**All other repair needs should be emailed to the manager at rhatfield@dts.edu.**

**IMPORTANT PHONE NUMBERS**

- **Apartment Manager:** (214) 887-5212 Rm #108
- **Campus Police:** (214) 887-5590
- **Housing Office:** (214) 887-5210
- **TXU Electric:** (972) 791-2888
- **Poison Center:** (800) 222-1222