

UNION THEOLOGICAL SEMINARY  
STUDENT HOUSING HANDBOOK  
2017-2018

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## INTRODUCTION

This handbook contains information and guidelines on applying for and living in student housing at Union Theological Seminary during the 2017-2018 academic year. Please read it carefully before applying for Seminary housing.

Applications are available on-line at: <https://utsnyc.edu/student-life/housing/housing-applications>

Union Theological Seminary does not discriminate on the basis of race, color, gender, gender-nonconforming, sexual preference, age, marital status, religious belief, national origin, veteran status or disability. Qualified applicants are not discriminated against in the housing process, procedures, assignments or any aspect of housing provisions. The Seminary seeks to provide reasonable accommodations that do not impose undue hardship to qualified applicants.

Union Theological Seminary seeks to foster on its campus an environment that is conducive to the theological education and the spiritual development of its students. The Seminary expects high standards of ethical conduct of all students, staff, and faculty, and it expects the same from family and household members of Seminary residents, and from others who may be on campus as temporary residents or visitors. Disruptive behavior or other conduct that is at a variance with the educational and spiritual aims of the Seminary will not be tolerated. Violations of ethical conduct standards will be subject to the discipline of the Seminary. Illegal behavior, such as illegal drug use, domestic violence, stealing, and other criminal behavior, will be subject to local law enforcement and prosecution. For further details refer to the Student Handbook.

Please contact the Housing Office at 212-280-1301 or ext. 1301, or email at [michaelo@uts.columbia.edu](mailto:michaelo@uts.columbia.edu) with any questions.

## RESIDENCE HALLS

Union Theological Seminary owns and operates two residence halls for housing its students. They are:

**Hastings Hall**  
**600 West 122nd Street**  
**New York, NY 10027**

**McGiffert Hall**  
**99 Claremont Avenue**  
**New York, NY 10027**

In addition, there are a few two-bedroom apartments in the **Morningside Gardens** complex between Broadway

and Amsterdam Avenue, north of 123rd Street.

Housing in New York City is scarce, and rental rates for Union residences are below market. Seminary rental charges include all utilities except for telephone, internet connection and cable charges. Wireless access to the Seminary's internet system is provided free of charge to Union students living in Hastings and McGiffert Halls.

**HASTINGS HALL** - A seven-story residence hall with both dormitory rooms and apartments directly connected to the central Seminary complex. The residence provides elevator service and a mail room. Laundry facilities are available in McGiffert Hall.

The dormitory rooms are on floor seven. The floor is mixed-gender. The Seminary provides a kitchen, lounge and bathrooms on the dormitory floor. The bathrooms are same-sex; shower stalls contain a door and latch for added privacy.

Studio, one-bedroom and two-bedroom apartments are available on the 2nd, 3rd, 4th and 5th floors. All are self-contained with a private bath and kitchenette.

**Limited storage is available.** A large closet is available on most floors in Hastings Hall suitable for storing a few boxes per dormitory room or apartment. Items are stored at the resident's own risk.

**MCGIFFERT HALL** - a seven-story residence hall with both dormitory rooms and apartments is located directly across the street from the central Seminary complex and is connected by a pedestrian tunnel. The residence hall provides laundry facilities, elevator service and a mail room.

Dormitory rooms are on floors one and two. The floors are mixed gender. The Seminary provides a kitchen, lounge and bathroom(s) on each of the dormitory floors. The bathrooms are gender neutral; shower stalls are curtained off to provide privacy but do not include latched doors.

Studio and one-bedroom apartments are available in McGiffert Hall. All are self-contained with a private bath and kitchenette.

**Limited storage is available.** For dormitory rooms, boxes and other items may be stored in a large closet shared by the floor. Items are stored at the resident's own risk. There are no storage facilities for studios and apartments.

**MORNINGSIDE GARDENS** - Union Seminary owns and maintains a few two-bedroom apartments in a cooperative housing complex two blocks from the central Seminary structure. Buildings are equipped with mail boxes, laundry facilities and elevator service. A storage room is available for trunks and suitcases.

## FURNISHINGS

All student dormitory rooms and studios are provided with a bed, desk, chair, lamp, and dresser for each student. Sheets, towels, pillows, bedspreads, blankets, and curtains are not provided. A limited supply of dishes

and cooking utensils are generally available in community dormitory kitchens.

**Furniture is not provided for one and two bedroom apartments unless available after all furniture needs are met for dormitory rooms and studios.**

Seminary-owned furniture may not be altered in any way. Pianos and waterbeds are not permitted in student housing.

**FURNISHINGS FOR INTERNATIONAL STUDENTS** - The Seminary provides international students with sheets, pillows, pillowcases and blankets. Furniture is only available in dormitory rooms and studios. Household items are the responsibility of the international student.

### ELIGIBILITY FOR STUDENT HOUSING

Admission to Union does not in itself guarantee that Seminary housing will be available to the student. However, the Seminary makes every effort to accommodate all full-time Union students who apply for campus housing, renting units at student rates. This includes candidates for First Degree (Master's level) programs who register for full tuition units (at least 7 points each semester) and Advanced Degree candidates who register for full tuition units or are otherwise working toward fulfilling degree requirements on a full-time basis. The number of years a student may occupy Seminary housing is as follows:

Ph.D	Five years*
M.Div.	Three years
MA	Two years
M.Div/M.S.S.W.	Two years**
STM	One year

\*Two of which must be while meeting Residency requirements for the degree. Housing for Ph.D.s who enter Seminary housing after Residency requirements have been met, is limited to three years.

\*\* The second two years of this program are with the Columbia School of Social Work. Housing is based on availability after Union students have been assigned campus housing.

If any student reduces her/his academic load below 7 points in a semester after enrolling for a full thirteen units, he/she is not eligible for housing unless granted an extension by the Director of Housing in consultation with the Associate Dean for Student Life. Students registering for less than 7 points per semester will be considered for housing after assignments have been made for full-time students.

Students taking a leave of absence are expected to vacate the Seminary by the time their leave begins. Exceptions, which are rarely made, must be requested in writing and approved by the Academic Dean and the Director of Housing in consultation with the Associate Dean for Student Affairs. If the request is granted, rent will be charged at *market rate*, not *student rate*.

Students who are placed on academic probation will also be placed on on-campus housing probation. This means students will maintain their on-campus housing during one semester of academic probation.

Students who remain on academic probation a consecutive semester will no longer be able to maintain on-campus housing unless an extenuating circumstance affected the student's ability to maintain satisfactory academic progress, such as an illness or personal/family crisis. For complete information on academic probation please refer to the Student Handbook.

Students dismissed or who withdraw from the Seminary are not entitled to remain in housing and must vacate the premises. Housing assignments/leases are automatically invalidated upon dismissal by the Academic Dean or other appropriate officials of the Seminary.

For further information on the process for taking a leave of absence or withdrawing from the Seminary you can refer to the Student Handbook.

Non-degree students are not eligible for student housing.

Union Theological Seminary (Union) is committed to creating and maintaining a community, free of alcohol and drug abuse, complying with federal, state and city laws that promote the health and well-being of students, faculty, staff as well as visitors and friends of Union.

Union complies with New York State law and other applicable regulations governing alcoholic beverages for those on the Seminary's premises or participating in its activities. To that end, Union expects that those who wish to include alcohol as part of their activities will do so responsibly, lawfully, and mindfully, with consideration for the needs of the larger community. All members of the Union community (students, faculty, and staff), as well as visitors to the campus or contractors working on the campus, also must avoid, in particular, taking any act or engaging in any omission which threatens the physical or emotional well-being of another person, or which involves the forced consumption of alcoholic beverages or drugs as part of an initiation into, activity at, or affiliation with any group or organization.

Any member of the seminary community who violates Union's alcohol or drug policy will be subject to discipline, which may require the offending party to receive a psychological or medical assessment, and/or counseling and appropriate treatment. Disciplinary action may result in suspension, expulsion, or loss of campus housing.

For the full policy on alcohol and drugs refer to the Student Handbook.

## **APPLYING FOR STUDENT HOUSING**

An *entering student* is one who has been admitted to a degree program who will enroll at the Seminary in that program for the first time at the start of the next academic year.

A *continuing student* is one who is currently enrolled as a full-time student and who will continue in the same degree program in the next academic year or one who left the status of a full-time student (as for a leave of absence, intern year, etc.) and who will return to resume regular student status.

**ENTERING STUDENTS** - Students formally admitted to Union Seminary will receive housing information and an application form following their admission and payment of deposit. The application must be completed and returned to the Housing Office within 30 days of receipt with the non-refundable application fee of \$50.00.

**CONTINUING STUDENTS** - Students in Union programs will receive housing information and application forms in early March. The completed application is due in the Housing Office by April 1st. **Students already in Seminary housing are not required to pay the application fee.** Returning students and those continuing students who are not in Seminary housing at the time they submit the application, must pay the non-refundable application fee of \$50.00.

Applications from continuing and returning students are processed prior to those from entering students.

Applications for student housing are processed in accordance with the priority categories as listed in this Housing Booklet and by the date the application, including the fee, is received in the Housing Office. Applications by entering students unaccompanied by the application fee will not be processed.

**Applications from students who are delinquent in their financial obligations to the Seminary will not be processed until clearance has been authorized by the Accounting Office, and will be considered as late applications if clearance is delayed.**

A continuing student who files an application after April 1st will not retain the right to occupy her/his current housing space.

Application for housing is for the entire academic year (September 1 to May 31). All continuing students requesting residence during the summer (June 1 - August 31) must file a Summer Housing Application. Students who graduate in May or who will not be continuing at the Seminary the following September will be eligible for summer housing from June 1 - July 31 and must also file a Summer Housing Application. Newly admitted students are not eligible for summer housing. Refer to the paragraph **SUMMER OCCUPANCY** for further details.

## ASSIGNMENTS

This booklet sets forth the general principles by which the Seminary intends to follow in the assignment of housing. The Seminary will have sole discretion in the assignment and re-assignment of residences.

The Seminary will assign units on the basis of student preference as indicated on the housing application, as close to the first choice as possible. Students must indicate three choices in order of preference on the Application for Student Housing.

**ASSIGNMENT PRIORITY** - Assignment of apartment housing will be made according to the following priorities:

- 1st - Families
- 2nd - Couples

- 3rd - Communal groups (i.e. Seminary students who want to live together)
- 4th - Single students

In the event that two students require the same type unit, the degree program will determine conflicts. The following degree categories will receive the indicated assignment priority for housing:

- 1st - Doctoral
- 2nd - MDiv
- 3rd - MA
- 4th - MDiv/MSSW
- 5th- STM

When there are students with the same credentials, a lottery will resolve the conflict.

The current student resident of a room or apartment will generally have priority over any other applicant for that space, provided she/he maintains eligibility for student housing. This would include any current student who has been accepted into one of the doctoral programs for the following year. Exceptions to this policy are as follows:

1. When the current occupant fails to submit her/his housing application indicating that unit as a choice, or fails to obtain clearance from the Accounting Office on the application, prior to the deadline of April 1st.
2. When the size of the current resident's household has decreased, altering priority for an apartment assignment.
3. If another apartment of comparable size is not available to house a family or couple with higher priority for an apartment assignment. (For example, a single person may be required to vacate a studio or one-bedroom apartment in order to make it available for a couple or family.)

Two copies of a lease, specifying the assigned residence, will be mailed to the applicant or signed in person, by appointment. The lease includes information on the rental charges, the date occupancy begins, the termination date, the deposit required and rules and regulations.

All applicants must provide written acceptance of the assignment offered by returning one signed copy of the lease to the Housing Office, with all required deposits, within 30 days of receipt of the lease. Failure to return the lease by the deadline will constitute a refusal of the assignment. All applicants must sign a lease prior to the occupancy of a dormitory room or apartment. Applicants who cannot be accommodated will be notified in writing and placed on a waiting list for openings.

Applicants are required to notify the Housing Office immediately of any changes in their student or family status that occur after the application is filed. If such a change significantly affects the student's assignment priority, the Seminary may terminate the original lease and if it is possible, re-assign the student as appropriate.

Misrepresentation of your family status is grounds for immediate revocation of your assignment and termination of your lease.

If there is a dispute with respect to any housing assignment that cannot be resolved by the student and the Director of Housing, the student may request that the situation be reviewed by the Director of Housing in consultation with the Associate Dean for Student Affairs.

### **DOCTORAL STUDENT HOUSING EXTENSION PROCEDURE**

Doctoral students will be eligible for five years of Seminary housing (two of which must be during Residency), with two one-year extensions for students who are making good progress in meeting degree requirements. In addition, under special circumstances, a student may apply for an additional one-year extension at a higher rate. The Academic Dean, in conference with the Director of Housing will make this decision. The procedure for applying for an extension is as follows:

1. The basis for housing extensions will be academic progress in the degree program. That is, it must be evident that the student requesting the extension has made reasonable progress in meeting degree requirements and further access to seminary housing will facilitate further progress;
2. To request a housing extension, the student must send a letter to the Director of Housing by March 25th that has been endorsed by the student's major advisor;
3. The student's letter must give reasons for requesting a housing extension and give complete details of the student's progress to date in meeting degree requirements and say what requirements he/she intends to meet in the following year;
4. The Academic Dean, in conference with the Director of Housing, will approve the request for an extension only if the faculty advisor has endorsed the request on the basis of academic progress;
5. If for any reason the Academic Dean is unable to approve the request administratively, the matter may be referred to the Doctoral Studies Committee for review;
6. The Director of Housing will inform students and faculty advisors of the outcome of extension requests no later than April 15th.

No formal provision is made for housing extensions for students in any program but the doctoral program.

### **FEES**

APPLICATION FEE - An application fee of \$50.00 must be paid by entering and returning students and by continuing students not presently in Seminary housing. It is paid at the time application is made for housing, and

is not refundable.

SECURITY DEPOSIT - All entering and returning students are required to pay a security deposit. The deposit amount is \$900. The deposit must be paid in full before taking occupancy of your room or apartment. Refunded security deposit checks will be processed after the end of each fiscal year (June 30) and mailed within sixty days after final departure provided the room or apartment and all Seminary furnishings, appliances, etc. have been left in good and clean condition. If a student still owes money to the Seminary for tuition and/or rent, the deposit will be applied to the outstanding debt. The resident is responsible for notifying the Housing Office of a forwarding address to which refunds can be mailed.

During check-in procedures the tenant will sign a form that will give the inventory of furniture and appliances and the condition of the room/apartment.

The Housing Director and/or other Housing staff will inspect each room/apartment after the tenant has vacated. The tenant will be assessed charges for inadequate cleaning, for damage other than normal wear and tear, and for missing property. If unusual cleaning or repairs are necessary or any Seminary property is missing, the Seminary will deduct from the security deposit the cost of restoring the room/apartment to good and clean condition, including replacement costs.

CU HEALTH SERVICE FEE - All students residing in Seminary housing are required to enroll in the Columbia University Health Service Fee. This fee cannot be waived. Information is available in the Office for Student Life.

CANCELLATION - Failure to claim the assigned residence in person by the first day of classes will cancel the assignment, unless written notification of a later arrival date has been sent in advance to the Housing Office.

## RENT PAYMENTS

Rent payments are due in the Business Office with tuition and other fees for the semester at registration. Part of January rent is included in each semester's cost.

**Graduating students who wish to remain in campus housing for the summer after they graduate must pay summer rent in full by May 15th.**

Students who receive institutional and/or government aid will have their housing charges subtracted from that aid before any refund is dispersed.

Rental charges apply for the entire month if occupancy occurs prior to the 15th of the month. When initial occupancy occurs after the 15th of the month, one-half the monthly rental charges apply. Tenants who vacate an apartment or dormitory room on or before the 15th of the month will be charged one-half the monthly rent for that month. Tenants in residence after the 15th of any month incur charges for the full month.

Failure to pay rent due for one month may result in the loss of assignment priority, and will suspend action on further housing application unless approved by the Business Office. More serious default on rental payments may result in the termination of the lease and legal proceedings against the tenant, unless payment arrangements satisfactory to the Business Office are made.

**HOUSING RATES  
2017-2018  
UNION STUDENTS**

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**RATES FOR ACADEMIC TERM  
(9 MONTHS)**

<u>RENTAL UNIT</u>	<u>RATE</u>
SINGLE ROOM	\$8,262
LARGE SINGLE ROOM	\$9,720
STUDIO	\$12,420
LARGE STUDIO	\$13,680
ONE BEDROOM	\$17,469
TWO BEDROOM	\$19,575

**MONTHLY RATES**

SINGLE ROOM	\$918
LARGE SINGLE ROOM	\$1,080
STUDIO	\$1,380
LARGE STUDIO	\$1,520
ONE BEDROOM	\$1,941
TWO BEDROOM	\$2,175

**SUMMER OCCUPANCY**

Academic term leases end on May 31st. No person is entitled to remain in Seminary housing beyond this date without specific approval, and without incurring summer rental charges. For current residents, the Summer Housing application is due April 1st. For those applying to the Summer Residency Program, applications are

due May 15th. Newly admitted students are not eligible for summer housing. If approved, summer leases will be issued as follows:

Continuing students in 2017-2018  
(Rent may be paid on a monthly basis)  
June 1 to August 31

Students graduating in May 2017  
(Rent due in full by May 15, 2017)  
June 1 to July 31

Summer Residency Program  
(Rent due in full by June 1, 2017)  
June 1 to July 31

If not applying for summer housing the room/apartment must be vacated by May 31st. Storage facilities are not available. The Seminary will not assume liability for personal belongings.

Continuing students, whose application to retain their current Seminary apartment or dormitory room has been approved, may continue occupancy, incurring rental charges at the rate schedule set forth in this Housing Handbook. This lease will be issued through August 31.

Continuing students, whose application has been approved for an apartment or dormitory room other than their current residence, will be issued a lease with the earliest possible effective date, subject to availability.

#### **ARRIVAL**

OCCUPANCY DATES - Leases for entering and returning students take effect on September 1. Students who volunteer for Orientation activities may arrive as early as August 2<sup>1st</sup>

CHECK-IN PROCEDURES - **Check-in days are Thursday, August 24th, and Friday, August 25th.** Check-in day for International Students is Monday, August 21<sup>st</sup>. Upon arrival at the Seminary, students are to register with the Housing Office, complete the check-in form, sign the inventory form and pick up the necessary keys. Check-in must occur between the hours of 9AM and 5PM. All residents check-in at the main entrance to the Seminary located on Broadway at 121st Street.

Morningside Gardens' residents must plan to arrive and move in between 10:00 AM and 4:00 PM on a weekday, and may not move in on a holiday. These residents must make an appointment for their move-in date with the Morningside Gardens business office well in advance. Please contact the Seminary Housing Office at least one month in advance for assistance in making these arrangements.

Apartment/room and building entrance keys will be distributed by the Housing Office to all arriving students who

have returned the lease and paid the security deposit and all other applicable fees.

## HOUSEKEEPING AND MAINTENANCE

The Facilities staff cleans student rooms and apartments for new tenants. The staff cleans the corridors, elevators, public areas and communal bathrooms in the residence halls on a regular basis. The Facilities staff cleans communal kitchens three times a year - August, January and June. Dormitory residents are responsible for the cleanliness of their communal kitchen on a day-to-day basis and all its appliances and furnishings. This needs to be a cooperative effort by all residents on the floor.

The Facilities Office schedules housekeeping and maintenance services and processes requests for repairs of malfunctioning elevators, kitchen and bath fixtures, radiators, windows, locks, fuses, etc. Requests for repairs or services are made by sending an email to [facilities@uts.columbia.edu](mailto:facilities@uts.columbia.edu). Service requests can be handled more quickly if Facilities has access to your residence in your absence. If an appointment must be made between the hours of 9AM - 12PM or 1PM - 4PM, it may take longer to respond to the repair than if an appointment can be made between the hours of 4:30PM - 8:00PM.

If you feel your request has not been attended to within a reasonable period, please visit the Facilities Office, Room A-39, or call the office at 212-280-1300.

The Seminary provides for pest extermination of all dormitory rooms and apartments on a weekly basis. Anyone wanting this service should send an email to Facilities or go to the Facilities Office to fill out a work order form. The exterminator is on campus every Wednesday.

The Seminary reserves the right of emergency access to any room or apartment (see rule 24, Entry by Landlord in Rules and Regulations of the lease).

## BEDBUGS

Bedbugs continue to be a problem in New York City. If you suspect that you have bedbugs contact the Facilities Office and/or Housing Office immediately. The sooner the problem can be attended to and rectified the better. The Facilities Office will provide information on how to prepare your unit for the arrival of the exterminator. They can also assist with funds to help with your laundry. Bedbugs can be very insidious. Once again, an immediate and thorough response will help to contain and eliminate the problem. There is also a Pack-Tite bedbug killing heaters available in the McGiffert laundry room. Instructions for its use are posted alongside the machine in the laundry room.

It is advisable for all residents to purchase bedbug proof mattress covers for their mattresses.

## STUDENT LIFE ASSISTANTS

Student Life Assistants (SLA) serve as an important communication link between student residents and Seminary staff. They are available to provide peer counseling, support, and conflict resolution. SLA's facilitate community building and serve as advocates/liaisons for housing related issues.

SLA's, meet regularly with the Associate Dean for Student Affairs and the Director of Housing to discuss problems and other matters of interest to student residents. SLAs make every attempt to greet new students moving into Seminary housing and help plan and implement meetings and activities for residents.

**Master Key Policy** -SLAs are sometimes called upon to open rooms or apartments for residents who have locked themselves out. Residents are allowed two lockouts per year before incurring a penalty fee of \$10 per lockout. This amount is charged against the residents rental account.

Otherwise, master key entry by a SLA into a resident 's room or apartment is permitted only under the following circumstances:

- with permission of the resident;
- with the authorization of the Dean, Director of Housing or Associate Dean for Student Affairs (in cases, for example, where an alarm or phone is incessantly ringing);
- in the case of a life-threatening emergency.

While it is expected that each student will directly and responsibly address difficult situations which may arise in residence life, the SLAs can, when necessary, offer assistance in resolving difficulties with other residents, securing necessary building repairs or services, etc.

## TELEPHONES

An inter-seminary telephone system connects McGiffert Hall, Hastings Hall and Seminary offices. Most residents have mobile lines through their vendor of choice. Residents wishing to arrange for a land line in their unit should contact Verizon at (800) 837-4966.

## CABLE

Tenants wanting cable service need to contact Time Warner Cable at 212-358-0900. If you live in Hasting Hall your address is 600 West 122<sup>nd</sup> Street. If you live in McGiffert Hall it is 95-99 Claremont Avenue. If you just give them the 99 Claremont address they will tell you that such a building does not exist.

Both Hastings and McGiffert Halls have wireless internet connectivity. You will need to contact the Seminary IT department to have them program the password into your computer.

## MAIL

Mailboxes are available in McGiffert Hall for residents of that building. A desk attendant is available daily 12pm - 9pm, to distribute packages.

Mailboxes are available in Hastings Hall for residents of that building. Packages may be picked up at the Seminary Mail Room directly across from the mailboxes Monday - Friday, 12pm - 6pm and Saturday from 12 - 4pm.

The address for McGiffert Hall is: **99 Claremont Avenue, APT \_\_, New York, NY 10027.**

The address for Hastings Hall is: **600 West 122nd Street, APT \_\_, New York, NY 10027.**

FORWARDING MAIL - For departing residents, only first class mail will be forwarded for up to two months. As the Seminary is a *drop-off* location, the U.S. Postal Service will not forward your mail. To receive magazines, phone bills, credit card bills, personal letters, etc., at a new address, residents must make arrangements on their own.

Residents, who want their mail forwarded while away from the Seminary, should arrange with either the McGiffert Desk Attendant or the Seminary Mail Room Attendant. The Seminary does not provide postage.

#### PARKING

Students are strongly advised not to bring automobiles to the Seminary as there is no student parking available. Off-the-street public parking is very expensive; parking a car on the street in New York is both very inconvenient and highly risky. The Seminary is not responsible for any theft of or damage to automobiles parked on the street.

#### PETS

Pets are not permitted in the dormitory rooms of Hastings Hall, or the 2nd floor dorm rooms of McGiffert Hall. Pets are also not permitted in public areas, in the Seminary quadrangle, McGiffert courtyard or on the McGiffert roof.

Pets are permitted in apartments and the 1st floor of McGiffert Hall provided they do not create problems for other residents and the owners assume responsibility for cleaning up any accidents that may occur in the public areas of a Seminary building or grounds and for the safety of other residents.

Pet owners on the 1st floor of McGiffert are required to participate in meetings with other members of the floor and the Student Life Assistant to ensure that pets and residents coexist peacefully. Depending on the pet population of the floor on any given year, 1st floor residents may be restricted in the number of pets allowed on the floor.

All pets must be registered with the Housing Office. Pet owners must adhere to the rules and regulations of the

City of New York for keeping pets in the city.

By New York City law, animals must be on a leash when out of the apartment, and dog walkers must pick up their pet's refuse from sidewalks, parks, streets, etc., and dispose of it properly.

It is expected that owners of pets will be responsible members of the community by ensuring that their pets do not disturb or harm other residents. It is also expected that residents will prevent odors from litter boxes, bird cages, etc. from permeating the residence halls, disturbing other residents.

Pet owners may be assessed a cleaning fee if it is determined that their pet has soiled carpeting or other Seminary property.

Any pet owner unwilling or unable to abide by these rules may be asked to remove their pet from Seminary housing. The resident also risks losing their housing eligibility.

### FIRE SAFETY

Each room or apartment is equipped with a smoke detector. It is important that residents check their smoke detector monthly to ensure proper performance. The Facilities Office staff will inspect the smoke detector in every residential unit and change the battery each semester. **Residents will be fined \$100 for each deactivated smoke detector.**

Fire evacuation signs are posted on each floor of the residence halls. Residents should familiarize themselves with their building and stairwells to know how to evacuate in case of a fire or other emergency. Residents will be asked to volunteer to serve as Fire Wardens for their floor to assist in fire drills or any necessary evacuation of the residence halls. Unannounced fire drills are held on a quarterly basis.

Tot Finder and Pet Finder decals are available in the Housing Office for residents with children and pets. These decals should be placed in windows and on the outside of apartment doors to alert the Fire Department that pets and children are in your room or apartment.

The Fire Safety Team meets regularly to train fire wardens and employees on fire and safety issues at the Seminary. Some helpful tips include:

- Plan two exits,
- Keep calm,
- Close doors,
- Exit quickly,
- Do not use the elevators,
- Know your evacuation location,
- Don't go back for anything,
- Stay at your evacuation location until given the approval from the Fire Warden to re-enter the premises.

## Community response to an emergency situation

Call the Security Desk at 212-280-1427 or ext. 1427 to report any emergency.

1. Give precise information:

- a. "My name is \_\_\_\_\_."
- b. "I smell smoke" or "I see smoke", or "I see fire."
- c. Give exact location of the emergency.  
"I am located in \_\_\_\_\_ Hall on the \_\_\_ floor in room\_\_\_\_\_."
- d. Let the Security Desk know if anyone is hurt or in immediate danger.

2. If you smell smoke, await the arrival of the watch engineer. If the engineer does not arrive quickly enough, pull the nearest fire alarm box.

3. If you see smoke or fire:

- a. Pull the nearest fire alarm box,
- b. If possible, call the Security Desk or 911,
- c. Inform as many people in your area as possible,
- d. DO NOT APPROACH FIRE
- e. Evacuate immediately, closing doors as you leave. DO NOT GO BACK FOR YOUR PERSONAL BELONGINGS.
- f. Evacuate to your designated area to be counted by your fire warden.
- g. Stay clear of building entrances,
- h. Your fire warden will keep you informed of developments and let you know when you are able to re-enter the premises.

## How to operate a fire extinguisher

A fire extinguisher is located on each floor of every building in the Seminary complex. To use a fire extinguisher, remember the acronym **PASS**:

- P** Pull the pin.  
**A** Aim the nozzle at the base of the fire.  
**S** Squeeze the operating handle to release the extinguishing agent.  
**S** Sweep from side to side at the base of the fire until it goes out.

**For further information on campus safety and security please refer to the Emergency Response Protocols Handbook.**

Hot plates, toaster ovens and similar cooking appliances are not allowed in dormitory rooms; students are not allowed to cook in their dormitory rooms.

Unless given permission by the Facilities Office, space heaters are not allowed. Students are discouraged from using open flames (such as candles) in their rooms. Candles are often a major cause of fires.

Do not dry clothing or other combustible items on radiators or other heating units.

Halogen torchiere lamps and other sources of intense heat are not allowed in the residence halls.

Use only UL-listed heavy-duty extension cords or power-strips. Do not overload the extension cords or power strips.

Do not run extension cords under rugs.

Do not alter lights or electrical fixtures in your unit (e.g., installing 250-watt bulbs in lamps designed to accommodate 100-watt bulbs).

### **SMOKING**

Smoking is not permitted in any area of the student residence halls. This includes hallways, bathrooms, kitchens, elevators and lobby areas. Smoking is permitted in a designated area of the Quadrangle. This area is adjacent to the James Chapel but north of the Administration Building.

### **NOISE**

In residence halls the Seminary adopts as general policy an adherence to the laws and ordinance of New York City concerning noise levels, with particular consideration being given to the hours between 11:00 PM and 8:00 AM. Each occupant should be sensitive to the concerns of neighbors living on the same floor, and above and below them. The Seminary is an academic community, and all residents and their guests are expected to cooperate in maintaining an atmosphere and a living condition that are conducive to a pleasant and agreeable environment.

### **BICYCLES**

Space at the Seminary is limited and rooms are quite small. The Seminary provides bike racks for residents who bring bicycles, but space is very limited. All bicycles must be registered with the Housing Office. Bicycles may not be stored in hallways or stairwells. This is a fire hazard by New York State Law.

### **RECYCLING**

New York City law requires its residents to recycle. Recycled items include paper, cardboard, metal, glass and plastic. More information may be found at the back of this booklet. Recycling Centers are located on each dormitory floor, floors 2-5 (north end of hall) in Hastings Hall and on the ground level of McGiffert Hall.

## SECURITY

**IDENTIFICATION CARDS** - Identification cards are required of all residents, students and employees and must be presented to the desk attendant upon entering the Seminary. This also applies to any spouse, domestic partner and child over the age of 10 years who live in seminary housing. I.D. cards for spouses, partners and children are distributed through the Housing Office.

**GUESTS** - Residential guests for Hastings Hall must be announced by a telephone call from the attendant at the security desk. A telephone call by the McGiffert Hall desk attendant must confirm McGiffert guests. **Residential guests will be required to sign-in.** Temporary I.D. cards may be obtained for long-term guests through the Office of Facilities or the Housing Office.

Any guest staying on a dormitory floor for more than one night must first get approval from the Housing Office. The residents of the floor as well the Student Life Assistant for that floor must also be informed in a timely manner.

It is important to remember that visitors are guests of the dorm floor community. Residents are responsible for their guests. All guests must adhere to the rules and regulations of the Seminary.

**DELIVERIES** - The security personnel or desk attendant at the building front desk will accept deliveries such as groceries, laundry and food. No delivery personnel are to be permitted beyond the front desk. Residents must arrange to meet delivery personnel in the lobby.

**LOCKS** - Each room/apartment is equipped with a high-quality dead bolt lock which is very secure when in use. Residents are urged to lock their door, using the deadbolt lock, at all times. Locks may not be changed without the approval of the Director of Housing, and then only by Facilities staff. Tenants will be assessed a fee of \$125 to have their lock changed.

**BUILDING ACCESS** - The elevator in Hastings Hall is keyed on each dorm floor to provide extra security for residents. Instructions on how to operate the key system can be found in the Hastings elevator. McGiffert Hall may be accessed by a key or by a buzzer system.

**KEYS** - Residence hall keys may not be duplicated outside the Seminary, or given to persons not listed with the Housing Office as official occupants of the living unit. Replacement of lost or stolen keys will require a non-refundable charge of \$5.00 per key.

These routine security measures are necessary for the safety and security of the entire Seminary community. All residents share responsibility for the security of their building. Carelessness with keys, propping doors open,

or failure to observe procedures for screening visitors may endanger residents and their property.

The Seminary is not responsible for loss of personal property. Students are encouraged to purchase apartment insurance in an amount equal to the value of their belongings.

The Office of Housing and Campus Services is a member of the Advisory Committee on Campus Safety (the "Advisory Committee") charged with the responsibility, together with the Seminary's existing Facilities Department staff, to advise the administration on key issues regarding the safety and security of the Seminary's faculty, staff, students, and visitors, as well as its premises and surroundings. This committee is available to the Seminary community to provide information about, or assistance with safety or security issues. For a full description of the Advisory Committee on Campus Safety refer to the Student Handbook.

### **THE LANDMARK GUESTROOMS**

The Seminary operates 25 guest rooms located on the first and second floors of Hastings Hall. The Landmark Guest Rooms are available year-round. All rooms are seasonally air-conditioned, and each has a private bath, a desk and chair, a color television, and a twin or double-sized bed. A discounted rate of \$110 is given to all Union students.

You can find more information about The Landmark Guest Rooms at <http://www.utsnyc.edu/landmark> or by calling (212) 280-1313.

### **NON-STUDENT RESIDENTS**

Requests for housing from applicants other than students, Union or otherwise, will be considered after July 15. Such applicants might include Visiting Scholars, alums of Union, staff at a neighboring institution or Union staff with the permission of the President in consultation with the Director of Housing. Dormitory rooms are not available to these applicants. The non-refundable application fee of \$50 and a security deposit equal to one month's rent are required. Rental rates will be assessed at a higher rate than student rates with payment made through payroll deduction for Union staff. The Term of Lease will be September 1 through May 31. Continuation of the lease beyond this date will be based on availability of housing after all Union students' requests for housing have been met. Non-student tenants are required to follow and adhere to all rules and regulations as put forth in this booklet and as stated in the lease.

### **SUBLETTING**

Subletting is not allowed. Residents may not sublet any part of their dormitory room or apartment. Doing so will result in the cancellation of the housing assignment on the last day of the last month of the semester in which the lease violation occurred. In the event the violation occurs during the summer, the student will forfeit any future housing eligibility at Union Theological Seminary. Misrepresentation of the truth will result in the loss of tenant's lease and housing eligibility. Relief-From-Lease is available to continuing students for the summer months, June-August. Contact the Housing Office for more information and to obtain a Relief-from-Lease Form.

