

PACIFIC SCHOOL OF RELIGION (PSR)
HOUSING POLICY—TERMS AND CONDITIONS OF RESIDENCE

I. OVERVIEW

A. Introduction

1. This PSR HOUSING POLICY—TERMS AND CONDITIONS OF RESIDENCE (herein after referred to as PSR HOUSING POLICY) outlines who is eligible for housing on the PSR campus and includes, but is not limited to, information about the application process, terms and conditions of residence, fees/penalties, pets, parking, termination, and vacating units.
2. Created and used by the PSR Housing Office and Housing Advisory Committee, which includes PSR students and staff, this PSR HOUSING POLICY is intended to guide and govern the relationship between PSR and students living in PSR campus housing.
3. The PSR HOUSING POLICY is reviewed annually and amended as necessary. Additional information may be obtained from the PSR Housing Office:

Email: housing@psr.edu
Office Phone: 510-849-8255
Cell Phone: 415-939-0424

B. General Terms

1. PSR Students--PSR housing is available for most students who are enrolled full-time in an academic program at PSR.
2. Graduate Theological Union (GTU) Consortium Students other than PSR-- After PSR students have received their assignments, PSR housing may be offered to students enrolled in GTU Consortium schools.
3. From this point forward in this document, the terms “student(s)/resident(s)” are understood to refer to both PSR and GTU Consortium students living in PSR housing.

C. Housing Contract Periods and Application Deadlines (based on a fiscal year of July 1 through – June 30 of the following year)

1. New (First-Year) Students

Contract Period Options	Deadline for Application
• Sept. 1 through Dec. 31 (Fall semester)	• April 15 of same year
• Sept. 1 through May 31 (Fall and Spring semesters + January term)	• April 15 of same year
• Feb. 1 through May 31 (Spring semester)	• Nov. 1 of prior year

- a. New students’ housing applications must accompany their letter of Intent to Enroll.
- b. New students entering in Spring semester are not guaranteed housing; availability is dependent upon vacancies from Fall semester.
- c. Move-in dates are calculated as follows:

- For international students: 4 days prior to the Monday start date of their two-week orientation immediately preceding the semester start date
- For all other students: seven days prior to the Monday start date of their one-week orientation immediately preceding the semester start date

2. Continuing Students (including those returning from Internship/Field Education or Clinical Pastoral Education [CPE])

Contract Period Options	Deadline for Application
• June 1 through May 31 (Fall and Spring semesters + January and Summer terms)	• April 1 of same year
• June 1 through Dec. 31 (Summer term + Fall Semester)	• April 1 of same year
• Sept. 1 through Dec. 31 (Fall semester)	• April 1 of same year
• Sept. 1 through May 31 (Fall and Spring semesters + January term)	• April 1 of same year
• Feb. 1 through May 31 (Spring semester)	• Nov. 1 of prior year

a. Each contract period requires a new application. (For example: If a student's current contract covers the period from June 1 through Dec. 31, 2010 and the student desires housing for Spring semester 2011, he/she must apply for the Feb. 1 through May 31 Contract Period by the Nov. 1, 2010 Deadline.)

b. Students returning for Spring semester are not guaranteed housing; availability is dependent upon vacancies from Fall semester.

c. Students requesting an on-campus move from one unit to another must submit a PSR Housing Policy "Request for Review" along with their application for a subsequent contract period. A relocation fee is applicable.

d. Move-in dates are calculated as follows:

- For international students: 4 days prior to the Monday start date of their two-week orientation immediately preceding the semester start date
- For all other students: seven days prior to the Monday start date of their one-week orientation immediately preceding the semester start date

D. Eligibility

1. Students must be enrolled full-time (nine [9] or more units) to qualify for PSR housing. Americans with Disabilities Act (ADA) approved students may qualify with fewer units. (ADA application forms are available from the Assistant Dean of Students and Community Life office; all information is treated confidentially.)

2. Students completing Internship/Field Education (FE) or Clinical Pastoral Education (CPE) units are eligible for housing under the following conditions:

a. The student is working at a full time (35 hours per week) three-unit internship approved by the Director of Field Education. Students must attach an FE Placement Confirmation form (available from the Field Education office) to their housing application.

b. The student is working at a 3 unit FE or CPE site approved by the Director of Field Education and is taking six additional units.

3. Time Limits for PSR Housing

GTU Consortium Affiliation	Program	Time Limit
PSR	Certificate Programs*	1 (one) academic year**
PSR	D. Min. (Doctor of Ministry)	1 (one) academic year
PSR	MTS (Master of Theological Studies)	2 (two) academic years
PSR	M. Div. (Master of Divinity)	3 (three) academic years
PSR	M. Div. and MA	4 (four) academic years
PSR affiliated GTU Consortium	Common MA	2 (two) academic years
PSR affiliated GTU Consortium	Th. D. or Ph. D (Doctor of Theology or Doctor of Philosophy)	3 (three) academic years
Non-PSR affiliated GTU Consortium	All programs	1 (one) academic year

- * CTS: Certificate of Theological Studies
- CSS: Certificate of Special Studies
- CAPS: Certificate of Advanced Professional Studies
- CST: Certificate of Swedenborgian Theology
- CSR: Certificate of Sexuality and Religion

** For example: September through May (two semesters) = one academic year (extensions through June may be considered with approved "Request for Review.")

a. Students completing an M.Div or combined M.Div/M.A. who add an approved CPE program or internship prior to their final year in their program may add the equivalent time to their housing limits.

b. When students change degree programs, the maximum time limit in housing will include the time already spent in the previous program. For example: if a student changes from the CTS program to an M.Div. program, the time spent in housing as a CTS program student will apply to the total three years allowed for M.Div. students.

c. Students who add an additional degree program must reapply for housing as if they were a new student. If the student is accepted for additional time in housing, being able to remain in his/her current unit is not guaranteed.

E. Priority Status

1. Housing assignment priority is given to students who have applied by the designated deadlines.
2. Priorities are determined as follows:
 - a. International PSR Students
 - b. New PSR students
 - c. All continuing PSR students in their original program
 - d. PSR students adding another program
 - e. Graduates of PSR who are in the GTU Consortium Ph.D. program
 - f. International GTU Consortium students
 - g. GTU Consortium students

F. Unit Assignments

1. The type of housing unit assigned is dictated by availability, need, and family size.
2. Assignment guidelines are as follows:
 - a. One adult – dorm room or studio
 - b. Two adults – studio or one bedroom
 - c. One adult and one legal dependant under 12yrs. – one bedroom / two bedroom
 - d. Two adults and one legal dependant under 12 yrs. – one bedroom / two bedroom
 - e. One adult and one legal dependant over 12 yrs. – two bedroom
 - f. Two adults and one legal dependant over 12 yrs. – two bedroom
 - g. One adult and two legal dependants – two bedroom / three bedroom
 - h. Two adults and two legal dependants – two bedroom / three bedroom
 - i. One adult and three or more legal dependants – three bedroom
 - j. Two adults and three or more legal dependants – three bedroom
3. PSR utilizes the "best fit" model in order to accommodate the number of students who apply to be in PSR housing. (For example, a student with a spouse/partner will be given priority for a studio over a single student.) If a single student has been assigned one unit according to the above guidelines but wishes to be reassigned (e.g. a single student assigned to a dorm room wants to be moved to a studio), then the student may request consideration for a different unit by completing the PSR Housing Policy "Request for Review". If space is available and the request is approved the student may relocate upon payment of the required associated fee.
4. Family Housing
 - a. PSR family housing is available to couples, at least one party of which is a student, who signify in writing that they are committed to a covenantal relationship/Domestic Partners.
 - b. PSR family housing is available to students or couples with a child/children, under the age of 18.
 - c. Students and their spouse/partner/child(ren) must reside full time in PSR housing in order to qualify for family housing.
 - d. All couples must sign and submit PSR's Domestic Partnership Agreement to qualify for family housing.
5. Summer Housing Options
 - a. Family Housing Units
 - i. Students may stay in their Family Housing unit over the summer according to the terms of their signed contract.
 - ii. Students may sublet their Family Housing unit to PSR. Students who wish to sublet their unit to PSR for GTU Consortium Summer Session housing must complete and return a Summer Housing Contract Form (available from the Housing Office).
 - iii. Sublets of Family Housing for studio and 1-3 bedroom units are considered, subject to inspection, under the following conditions:

aa. Students wishing to sublease their housing unit to PSR for the summer must apply by April 1st.

bb. Students must remove all personal belongings and store them off campus at their own expense; furnishings must be left in the apartment. Students must sign a form releasing PSR of any liability for their property.

cc. Students who sublease their units are released from financial responsibility for rent for the duration of their sublease.

b. Anderson Hall (1815 Arch Street) Dorm Suite Residents

i. Students may stay in their Arch suite over the summer according to the terms of their signed contract.

ii. Students may move out of their Arch suite but leave their belongings locked in their room for a summer storage fee; the application deadline for Summer Session lock-up is April 1. Note: personal belongings may not be left in the common areas.

aa. Students must vacate their suite no later than June 30.

bb. Students may not move back into their suite until a maximum of two weeks prior to Labor Day.

iii. If a student vacates his/her unit under any other conditions he/she will have to follow the standard vacating procedures and will be required to reapply for housing. In this instance the student will not be guaranteed space in housing nor return to the same housing unit.

iv. If an Arch room is vacated for the summer it may be assigned to a PSR Summer Session student; therefore, PSR students living in adjacent rooms must be aware of the circumstances indicated below. PSR Arch students who elect to stay in their current room under these conditions may not move mid-summer:

- The facilities/cleaning crew will be in and out of the suite at odd hours and during weekends as well as weekdays.
- In general, new "guests" will arrive every weekend. Scheduled arrival times are Saturday and Sunday from 5 p.m. to 10 p.m.; however due to late flights or other special circumstances summer students may arrive late at night or during the week.
- Common areas in the suite must remain clean and orderly in keeping with a "hotel" atmosphere. The cleaning crew will begin cleaning at 2 p.m. on Fridays and clean throughout the weekend. To allow the cleaning crew to clean effectively personal items and toiletries should be stored on shelves in the bathroom, not on counter tops. PSR is not responsible for any personal items left in the common areas.

c. Benton Hall residents

- i. Students may stay in their housing unit over the summer according to the terms of their signed contract.
- ii. A student may vacate his/her unit according to the standard vacating procedures and will be required to reapply for housing. In this instance the student will not be guaranteed space in housing nor a return to the same housing unit.

G. Features and Conditions

1. All buildings require cooperative cleaning. All residents are required to accept one or more communal jobs. The building manager will coordinate job assignments.
2. All PSR buildings are smoke free (e.g. no candles, incense, cigarettes, pipes, etc.)
3. PSR will provide all utilities, (i.e. gas, electricity, water and refuse disposal), but cannot assume responsibility or liability for disruption of these services. Note: WIFI is available in some locations on campus. Residents must go to the IT department to check for availability and arrange for access. Residents wishing to have their own internet access may do so at their own expense.
4. PSR is responsible for installing one usable telephone jack and for placing and maintaining the inside telephone wiring in good working order in residential dwellings. The resident remains responsible for the telephone and wiring between the telephone and the telephone jack and for placing and maintaining the inside telephone wiring in good working order in residential dwellings. If there is a problem with the telephone service, the resident is required to notify the PSR facilities office to arrange for any necessary repair between the telephone and the jack or wiring. If the resident does not report such problems to PSR and incurs a cost arranging a repair, PSR shall not be liable for reimbursement to the resident.
5. PSR personnel may enter the resident's room or apartment for the following reasons: cleaning, maintenance and repairs; ensuring compliance with health and safety regulations; and in the event of an emergency, building evacuation or abandonment of the residence by you.
6. PSR does not provide insurance or financial protection, assume any responsibility or liability for any loss or damage or destruction to the resident's private property, nor for articles left after vacating the premises. The resident shall utilize all security measures provided by PSR.
7. PSR shall not be held responsible or liable for the resident's personal possessions or accommodation if assigned space is rendered uninhabitable due to circumstances beyond the reasonable control of PSR, including acts of nature, e.g., flood, earthquake and unusual weather conditions. PSR also reserves the right to make special residence assignments to accommodate those conditions.
8. Students may not lease or sublease any space assigned to them under the PSR Housing Contract, except as indicated herein regarding sublease of units to PSR for Summer Session.

9. Furnishings—Dormitory Units
 - a. Each PSR dormitory unit is fully furnished with a bed, desk, chair, dresser and lamp. Students may submit a request to the Housing Office for removal of the bed. A doctor's note is required specifying the medical needs of the student if any other standard PSR furnishings must be altered to accommodate such needs.
 - b. Students may have one miniature refrigerator in their dormitory suite. In compliance with Fire Regulations other appliances (e.g. microwaves, toaster ovens, hot plates, crock pots, space heaters) are not permitted in the dormitories.
10. Furnishings—Non-Dormitory Units
 - a. Furnishings for non-dormitory units are not provided by PSR.

Note: International Students may request furnishings through the Housing Office.
 - b. Non-dormitory housing units come equipped with a stove and a refrigerator. Students may not bring additional major appliances, including refrigerators, washing machines/dryers, dishwashers, space heaters, etc.
11. All students will have access to coin operated washers and dryers to do their laundry at a nominal cost.
12. Some units have been modified to accommodate students with disabilities (e.g. support bars in bathrooms). Non-disabled students living in units with such modifications may be asked to move at the end of a housing contract period if those units are needed for a differently-abled student. Students living in units with specific modifications for students with disabilities will be notified of said modifications before they move in.
13. No modification of PSR housing units (including, but not limited to, cable or satellite dish installation, painting, carpet installation/removal, wall installation of televisions, etc.) is allowed without express written consent of PSR.
14. Participation in the Meal Plan is required for all students living in dormitory housing.
15. One original set of keys (building + individual unit) is provided free of charge to all residents in the housing unit. (e.g. one set to student; one set to student's spouse/partner)
 - a. Keys are not to be duplicated by students.
 - b. Lost keys (housing or mailbox) will be replaced for a fee
16. Repairs and maintenance problems must be reported to Facilities on a "Maintenance Request Form" available at the Reception Desk. A completed "Maintenance Request Form" implies students' consent for Facilities to enter their residence unit. Students sharing a suite must inform suite-mates that Facilities will be entering their unit. Students who find or cause damage in their units/building and do not report it may be charged for the damage.

17. Mail

a. Eligibility for Mailbox assignments

i. All registered PSR Students in good standing are eligible for a PSR Mailbox. All students in PSR Housing are required to have a PSR mailbox, including GTU Consortium Students living in PSR Housing.

ii. Personal and business mail for the student, student's spouse/partner and dependents may be received. Students must complete an "additional usage" form for any additional mail that should be delivered to their box.

b. The mailroom is located adjacent to the reception desk in the Holbrook Building.

c. Mail is distributed by approximately 11 a.m. each weekday, Monday – Friday. There is no mail distribution on the weekends.

d. Students may pick-up their mail during the academic year between 9 a.m. and 5 p.m. Monday – Thursday and 9 a.m. to 4:30 p.m. on Fridays. During the summer, students may pick-up their mail between 9 a.m. – 4:30 p.m. Monday -- Thursday and 9 a.m. – 4 p.m. on Fridays.

e. Each new student is provided with a mailbox key upon presentation of GTU Consortium Student Identification with the current semester sticker. In the event of a lost mailbox key, the student must speak with the Reception/Mailroom Supervisor in order to obtain a replacement key, subject to a replacement fee.

f. Only individuals in possession of the mailbox key can retrieve mail. The Reception Desk will not grant access to other students' mailboxes.

g. Mail must be addressed to the student's PSR Mailbox, NOT to the student's physical address, as it will not be delivered. Use the following address on all mail to be delivered:

Your Name
1798 Scenic Ave. #_____ (insert PSR mailbox #)
Berkeley, CA 94709

h. The Reception Desk does not sell stamps. You may buy stamps at local supermarkets and the nearest U.S. Post Office located at 1521 Shattuck Avenue (510) 649-6763.

i. Outgoing mail can be deposited into the mail chute at the reception desk. It is retrieved each weekday by 4 p.m.

j. All packages sent to PSR students (including USPS, UPS, Fed Ex, DHL, all signature-required carriers) are collected at the reception desk. A notice will be placed in the student's mailbox informing him/her that a package is waiting for pick-up. Students may retrieve their packages during regular reception hours; a signature may be required.

k. In order to close a mailbox, the student must return all mailbox keys to reception along with forwarding information, if applicable.

I. Each graduated student or student who withdraws will be granted a maximum of six months of mail forwarding. After six months, mail will be "returned to sender: forwarding order expired." The student is responsible for informing all senders of their new address. Only first class mail is forwarded—no presorted mail or magazines will be forwarded.

i. For domestic mail forwarding, the student is responsible for providing the reception desk with the proper forwarding address information. The Berkeley Post Office will not forward any individual mail addressed to the Pacific School of Religion mailing address regardless of whether or not a change of address notice has been filed with USPS.

ii. International mail forwarding is not an available service. Students may choose to have their mail sent to a designated person in a domestic location, who can then send their mail to the international location via bulk mail.

iii. During internships, mail will be forwarded for the duration of all approved internships; only 1st class mail is forwarded—no presorted mail or magazines will be forwarded; the student must inform the reception desk upon their return to PSR in order to stop mail forwarding.

18. Pets

a. The number and type of pets allowed in PSR housing are subject to the following restrictions:

i. A student is allowed to have one (1) cat or dog in his/her unit; permission to have multiple pets must be obtained from the Housing Office.

ii. Students must submit a request to the Housing Office and obtain written permission to have pets other than a cat or dog in their unit.

iii. A student's Security Deposit may be increased depending on the type and number of pets or for excessive pet damage.

b. Students with a pet(s) moving into a housing unit must fill out the Pet Application/Contract for their pet(s) and return it to the Housing Office along with their own Housing Contract

c. Once a student has moved into a housing unit, he/she may not acquire a pet.

d. Dogs and Cats

i. Students must attach a copy of their dog's immunization records and documentation that the animal is legally registered/licensed with the city of Berkeley. Attack dogs or aggressive dog breeds will not be allowed.

PSR will abide by all of the City of Berkeley's Municipal Codes, including Section 10.04.090 which states, "Except in an area specifically set aside and designated by the City Council as a "dog park", or "off-leash" area no owner/guardian or keeper of a dog shall allow or permit such dog, whether licensed or unlicensed, to be or run at large in or upon any

public place or premises, or in or upon any private place or premises other than those of said owner/guardian or keeper except with the consent of the person in charge of said private place or premises, unless such dog is securely restrained by a substantial leash not to exceed six feet in length and is in charge and control. An obedience-trained dog under effective charge and control within six feet of his master shall be deemed to be on a leash. For the purposes of this section, any dog in or upon any motor vehicle shall be deemed to be on the premises of the operator thereof.” (Ord. 6627 § 1, 2001: Ord. 5789-NS § 1, 1986: Ord. 4412-NS (part), 1969: Ord. 4372-NS § 9, 1968)

For more information regarding the City of Berkeley’s Municipal Codes regarding dogs, visit the following website:

<http://www.ci.berkeley.ca.us/animalservices/dogregulations.html>

- ii. Students must attach a copy of their cat’s immunization records.
- e. Pets must be supervised so as not to damage PSR housing or annoy other residents.
- f. Pet owners will be charged for all damages caused by their pets.
- g. Pets are to be kept free of fleas.
- h. Pet owners must clean up after their pets.
- i. The Housing Office will charge a non-refundable pet ownership fee per semester.
- j. Pets are not permitted in Benton Hall.

19. Guests

- a. A guest is defined as someone staying in a student’s unit who is not on the lease. Guests are subject to the housing policies of PSR and the dormitory regulations. Guests must be registered with the Housing Office.
- b. Students wishing to have guests in Anderson Hall (ARCH) suites must have approval from their suite mates.
- c. Guests are welcome to stay a maximum of seven days. The Housing Office may approve a stay longer than 7 days. Failure to report stays longer than 7 days constitutes a breach of the housing contract and, at the discretion of PSR, can void the housing contract and terminate the sponsoring student’s eligibility for PSR housing.

20. Parking

- a. PSR-affiliated student residents may request one assigned, guaranteed parking space for a per month or per semester fee.
- b. Should the number of PSR-affiliated student requests exceed the number of spaces available, a lottery will be held.

- c. After assignments have been made to PSR-affiliated residents, remaining available spaces will be offered to other resident students as well as the spouses/partners of students.

21. Any waiver or non-enforcement by PSR of any term or condition of this contract shall not constitute a waiver of any subsequent breach of the same or any other term or condition of this contract. Acceptance by PSR of any rental payment after a breach of any provision of PSR Housing Terms and Conditions shall not be deemed a waiver of such provision or any prior or subsequent breach of any provision, other than the resident's failure to make timely payment of the rental installment so accepted, whether or not PSR knew of the prior breach at the time such rent was accepted.

22. The student's PSR Housing Contract is not transferable, nor can it be assigned to another student.

23. PSR Housing is available to anyone who meets the eligibility requirements and abides by the terms and conditions of this policy. PSR does not deny housing to individuals who are registered sex offenders and sites the following notice:

Notice: The California Department of Justice, sheriff's departments, police departments serving jurisdictions of 200,000 or more and many other local law enforcement authorities maintain for public access a data base of the locations of persons required to register pursuant to paragraph (1) of subdivision (a) of Section 290.4 of the Penal Code. The data base is updated on a quarterly basis and is a source of information about the presence of [registered sex offenders] in any neighborhood. The Department of Justice also maintains a Sex Offender Identification Line through which inquiries about individuals may be made. This is a "900" telephone service. Callers must have specific information about individuals they are checking. Information regarding neighborhoods is not available through the "900" telephone service. Additional information may be obtained at: <http://www.meganslaw.ca.gov/>

24. The following documents are required and must be read, signed, and returned to the PSR Housing Office within 7 days of occupying an assigned housing unit:

1. Lead-Based Paint and Lead-Based Paint Hazards Disclosure
2. Earthquake Emergency Contact Information
3. Housing Contract and Agreement to Terms and Conditions
4. Pet Contract, if applicable
5. Covenantal Agreement, if applicable

II. Payments/Fees/Penalties

A. Confirmation Fee/Security Deposit/Parking

1. A \$250 housing confirmation fee is required from all new PSR students who receive a housing contract. The fee will serve to hold a space in housing and will be applied to the student's security deposit account once the unit is occupied.

2. New students who have received a housing contract and have paid the confirmation fee but who decide they do not want housing ("failure to occupy") must notify the Housing Office in writing by June 15th for Fall semester or December 15th for Spring semester in order to receive a refund; otherwise, the \$250 deposit is forfeited.

3. Security Deposit/Damage Repair Costs

a. A deposit of \$350 is required from all students occupying PSR housing to cover move out cleaning and damage repairs. Students' housing confirmation fee will be applied toward their security deposit. The balance of a student's security deposit must be returned with a signed Housing Contract.

b. In order to ensure that a security deposit balance of \$350 is maintained at all times, charges for repairs prior to move out will be billed directly to the student at the time they are incurred. Throughout the student's residency at PSR, security deposits may be increased for students who paint their unit a color different from the approved color or who have inordinate amounts of damage.

Note: The charge for repainting a unit which has been painted with a non-approved color is a minimum of \$50 per hour plus materials.

c. Any miscellaneous charges that may accrue on a student's account during a given month are payable in the following month. Students will be sent a statement of these charges. Students are responsible for paying any charges incurred.

d. Should the student's account become delinquent, it may be referred for collection with the assessment of collection costs, late fees and any additional legal costs. In the event required fees are not paid by the established deadline, a student's Housing Contract may be voided and registration will be blocked.

e. Cleaning or damage repair costs required following the student's vacating his/her unit will be charged against the deposit. The final balance of the student's security deposit will be mailed to the student within thirty (30) days after the unit is inspected, repaired if needed, and given clearance. The deposit accrues interest at 1% per year.

f. Upon vacating a unit, original keys must be returned to the Housing Office in the envelope provided. A per key fee of \$15 will be charged for keys not returned.

4. Parking Fees for Guaranteed Spaces

a. \$65 per month

b. \$280 per semester

B. Breach of Housing Contract Terms

1. Students who break their current contracts will be assessed a termination fee of \$300 and may be liable for additional housing fees until a replacement occupant can be found.

2. Students who have signed a Housing Contract for a subsequent period but who do not take possession of the reserved unit ("failure to occupy") will be assessed a termination fee of \$300 and may be liable for the rent according to such contract.

3. Students not under contract for the subsequent period who occupy their unit past their current contract end date will be assessed \$100 per day.

- a. With an approved "Request for Review" to occupy their unit from May 31 through June 30, students may remain in their unit subject to their current rent.
- b. The penalty for occupying a unit past June 30 will include:
 - Cancellation fee
 - Rent for summer term
 - Rent for fall term

C. Other Fees/Penalties

1. Students desiring an inter-campus move from one unit to another that is not due to a life event (e.g. marriage/domestic partnership/increase or decrease in the number of family members/children) must complete a Request for Review. If the Request for Review is approved, a \$50 relocation fee will be assessed per move to cover additional cleaning expenses. Such moves must be synchronized with the Facilities department's maintenance schedule.

Exception: if a student is vacating his/her unit over the summer and requests a reassignment in units effective the following Fall semester, the relocation fee will be waived.

If the student has not vacated the prior unit by the agreed upon vacate date, the student will be charged commuter daily rates for that unit as well as rent for his/her newly assigned unit.

2. The fee for Lost Keys is \$15 per key; if it is deemed that a lost key is a significant breach of security, the student may be responsible for the entire cost of re-keying the building(s).
3. Students storing personal belongings in their locked unit over the summer (this option available to Arch Dorm [Anderson Hall] suite units only) will be assessed a fee of \$150.
4. Students owning pets will be assessed \$75 per semester.

III. Housing Contract Terminations

A. Housing Contract Terminations—Initiated by Student Resident

1. All requests for termination of a Housing Contract must be submitted in writing to the Housing Office on a PSR Housing Policy "Request for Review" form. The resident requesting contract termination will be assessed a termination fee and shall continue to be liable for student housing fees until the request is approved in writing by the Housing Office; additional fees/rent may be assessed until a replacement occupant is found.

2. Contract termination by the student with no penalty may be approved due to graduation or leave of absence from PSR for verified academic or medical reasons with appropriate documentation.

3. All reasons other than III. A. 2 above for requesting termination of the student housing contract will be reviewed on an individual basis. Requests for contract termination will not be considered until cancellation is requested in writing and the appropriate supporting documents have been submitted.

B. Housing Contract Terminations—Initiated by PSR

1. PSR may terminate the student's Housing Contract and all attendant rights of occupancy upon 30 days notice to the student. The student may be subject to a Three Day Notice to Perform for any reason allowed by law.
2. PSR may terminate the student's Housing Contract for the following reasons:
 - a. Ceasing to be a registered student as defined by PSR's registrar.
 - b. Violating the terms and conditions of PSR's Housing Policy or being found guilty of misconduct.
 - c. If there is failure of full disclosure.
 - d. Possession, use, manufacture, sale, distribution or consumption of illegal and/or dangerous drugs.
 - e. Possession of paraphernalia containing controlled substances or residue of controlled substances.
 - f. Smoking in the residential facilities or within fifteen feet of an entrance or exit. This restriction includes smoking on entrance steps, entrance landings, and entrance access ramps.
 - g. Failure to remove unauthorized appliances within 30 days of being required to do so via notification by a Building Manager or a member of the PSR staff or faculty.
 - h. Participation in disturbances that threaten the health and safety of yourself or others.
 - i. Vandalizing or damaging facilities or property.
 - j. Failure to evacuate the building immediately upon the sound of an alarm or to follow specific evacuation and safety procedures.
 - k. Misusing or tampering with fire safety equipment or obstructing fire escapes, hallways, hallway doors, entrances and exits. Examples include but are not limited to: removal of or damage to smoke detectors and fire extinguishers, removal of or propping open doors, accumulating or storing items in hallways/unit doorways/fire escapes.
 - l. Possession of explosives and flammable substances. Examples include firecrackers, flammable liquids such as lamp oil, gasoline, lighter fluid, and other chemicals that are toxic or explosive in nature.
 - m. Installing cable or satellite dishes, painting, making modifications to a housing unit without the express written consent of PSR.
 - n. Use of any object creating an open flame in the residential facilities, including the entryways to the buildings. Examples include candles, oil lamps, incense, matches, lighters and flame starters.
 - o. Use of kitchen appliances outside of the designated areas.

- p. Failure to require all approved residents (e.g. spouses/partners/children) occupying the unit to adhere to the PSR Housing Policy, its terms and conditions.
- q. Failure to register a guest and to take immediate and appropriate action to prevent or to stop a violation by a guest. (Appropriate action may include verbally informing the guest of community standards or notifying a PSR official. If violation of policy takes place by a guest in a residence, the resident[s] of that room can be held responsible for the guest's violation under this policy. If a resident signs or admits someone into the student residence, that resident may be responsible for that guest's actions. The resident can be held responsible for the guest's behavior throughout the building, whether the resident is present or not.)
- r. Having overnight guests without the approval of PSR for stays longer than seven days. If a student wishes to have long term guests—more than seven days in a two week period—the student must notify the PSR Housing Office in writing prior to the guest's arrival. No guest may stay for more than seven consecutive days without written permission by the PSR Housing Office. Policies about guests exist because guests can be an inconvenience to other residents and constitute an additional burden on residential facilities.)
- s. Hosting persons who have been evicted from the residences for any reason following eviction.
- t. Sexual offenses of any nature, including, but not limited to, sexual harassment, sexual assault, and rape.
- u. Verbal abuse, threats, intimidation, harassment and/or coercion.
- v. Physical abuse, assault, threats, intimidation, harassment and/or coercion.
- w. Disorderly and/or lewd conduct including hazing and pranks.
- x. Behavior and/or conduct that obstructs, disrupts, verbally and/or physically harasses PSR staff members. Obstructive/disruptive behavior may include failure to comply with directives of a staff member such as opening residence doors when directed. Verbal harassment may include verbal statements that intimidate, harass or coerce a staff member or interfere with the performance of his/her work, or threaten bodily harm. Harassment may occur through a telephone, written materials, electronic communication devices or visible objects. Physical harassment may include physical interference with a staff member's ability to participate fully in the residential community or perform his/her school job functions. This includes physical assault and intended or completed actions resulting in physical or emotional harm.
- y. Dishonesty or knowingly furnishing false information or identification to a PSR staff member. Examples include furnishing false information for the purpose of gaining unauthorized access into a residential facility or sponsored event or to gain use of restricted equipment.
- z. Throwing, dropping or projecting objects or substances off of, out of or into residential facilities. This includes keys, food, garbage and water balloons.

- aa. Creating disruptive or excessive noise during the hours between 8:00 p.m. and 7:00 a.m.; unreasonable noise is noise that can be heard outside of a residence or common area, or noise that could travel into another residence.
- bb. During all other hours, creating disruptive or excessive noise; unreasonable noise is that which interferes with, or has the potential for interfering with the ability of others to sleep or study or noise that can be heard 20 feet outside of the residence.
- cc. Use of amplified sound or musical instruments that violate the section above.
- dd. Use of amplified sound in outdoor areas without permission
- ee. Possession of weapons, firearms or dangerous instruments, with or without a permit. This includes items used for decorative purposes or rendered inoperable such as swords, nunchucks, bows, switchblades, hunting knives and spears. This also includes use or possession of facsimile weapons.
- ff. Theft or unauthorized use of personal or PSR property, equipment or resources. This includes misuse of equipment involving computing, networking or information resources.
- gg. Having unauthorized pets or acquiring a new pet without an approved, written contract.
- hh. Posting or solicitation. Examples of improper posting or solicitation include posting without approval, posting in undesignated areas, unapproved commercial or non-commercial solicitation, including door-to-door solicitation.
- ii. Operation of any business in or around the residences. Examples include door-to-door solicitation, mail order businesses and any services provided for profit.
- jj. Failure to comply with sanctions. Failure to comply with terms of sanctions imposed as a result of conduct is a separate violation of policy.
- kk. Entering any private room or normally locked common area without the permission of a resident living in that area. This includes suite areas and bathrooms. This policy does not apply to PSR staff in performance of official duties.
- ll. Conducting sports including but not limited to: use of skateboards, bicycles or roller blades within the residential facilities or throwing and kicking objects indoors.
- mm. Excessive lockouts. In the event that students are locked out of their residence or building between 5:00 p.m. and 8:30 a.m., Building Managers may be contacted for access. Excessive lockouts will be a violation of policy.
- nn. Unauthorized possession, duplication or misuse of residence keys, master keys or electronic key cards.
- oo. Sharing of access codes to secured areas

pp. Entering or accessing restricted areas. This restriction includes unauthorized opening of emergency exit doors, fire escape doors, attic or roof access doors and/or unauthorized presence on rooftops, ledges, fire escapes, emergency exits or areas marked or known to be restricted access in any residential facility.

qq. Unauthorized operation or parking of motorcycles, mopeds and other motorized vehicles in, or around residential facilities.

rr. Using decorative lights e.g. use of a decorative string or strings of lights in or around residential facilities that may be seen from the exterior of the building.

ss. Possession and use of BBQs exceeding 150 square inches in and around the residential facilities. BBQs 150 square inches or smaller may be stored, but not used, within the residential facilities, on roofs, on decks/patios, unless otherwise authorized. Also, charcoal and lighter fluid are both flammable and thus may not be stored in or around the residential facilities.

tt. Unauthorized storage of bicycles. Bicycles must be stored in student rooms, bike racks or areas designated for bicycle storage only.

uu. Students who cause significant problems or fail to satisfactorily maintain their housing unit may be asked to leave student housing on the recommendation of the Housing Office.

vv. If any pet causes a significant problem either in the apartment unit or on campus, the owner will be asked to leave student housing.

ww. Failure to comply with the housing policy constitutes a breach of the housing contract and, at the discretion of PSR, can void the housing contract and terminate the student's eligibility for PSR housing and may affect the student's enrollment status.

IV. Vacating Housing Units

A. Graduating students, students whose housing eligibility has expired, and students who drop below a full-time course load (9 or more units) or who take a leave of absence will be required to vacate their housing unit. Students must complete a "Vacate Form" (available from the Housing Office) and must be out of their unit according to the following schedule:

Semester at the end of which housing eligibility expires	Date "Vacate Form" due in Housing Office	Last date housing unit may be occupied
Fall Semester	November 15	December 31
Spring Semester	April 15	May 31

B. Students wishing to vacate their unit at any time other than at the end of a semester must submit a "Vacate Form" 30 days prior to their vacate date and will be subject to a contract termination fee. Students are still responsible for the full rent through the end of their housing contract unless the Housing Office releases them from their contract due to special circumstances.

C. If a student wishes to vacate earlier than the last day of his/her lease and has completed a "Vacate Form" according to this Policy, the student will not be penalized as long as he/she

notifies the Housing Office of the changed moving date in writing. PSR may pro-rate the rent provided the unit has been vacated prior to the 15th of the termination month.

D. Students who will not be able to vacate by their confirmed vacate date, as listed on their "Vacate Form," must submit a "Request for Review" form. PSR will not pro-rate the rent after the fifteenth of the termination month.

E. Students due to vacate by the December 31st or May 31st deadlines who do not follow the "Request for Review" guidelines will be charged a daily penalty until the unit is vacant.

F. Guidelines for cleaning are provided with the "Vacate Form." If the student does not leave the unit cleaned in accordance with such guidelines, as determined by an inspection by Facilities, a cleaning fee will be deducted from the student's security deposit. If the fee exceeds the deposit, the difference will be charged to the student.

G. The security deposit balance will be mailed to the student within thirty (30) days of the unit's inspection and clearance.

V. Housing Extensions Beyond Contract End Date

A. PSR or PSR-affiliated GTU Consortium students may request a housing extension by submitting a Housing Policy "Request for Review" form as follows:

1. Complete and turn in a Housing Policy "Request for Review" form (available in the Housing Office).

2. The Housing Office will consider the request and will notify the student of the decision in writing via a Response and Resolution notice within 5 (five) business days.

3. Students requesting housing extensions who submit their Housing Policy "Request for Review" by the semester deadlines will be given priority consideration.

4. If the student wishes to accept the Resolution offered by the Housing Office, he/she must arrange a time to sign and date the original resolution form with the Housing Office.

5. If the student wishes to further appeal a decision made by the Housing Office he/she must meet with the Housing Coordinator and the PSR Director of Facilities.

B. Approved housing extensions are subject to applicable rent for the extended period.

C. Non PSR-affiliated GTU Consortium students do not qualify for any extensions in housing.

VI. Special Circumstances

A. Students arriving for a Summer Session prerequisite course in preparation for a program beginning Fall Semester (e.g. students beginning the Certificate of Sexuality and Religion or Biblical Languages programs) will be considered Summer Session students for purposes of housing units during the Summer term. Permanent housing will be assigned based on availability; relocation from Summer Session housing units to permanent housing by the Fall Semester start date will follow standard housing dates for Fall Semester students.

B. Spring Graduates who require Summer Session classes to complete their degree must vacate their units by May 31 (or 6/30 with an approved "Request for Review") and will be

assigned housing under the Summer Session Housing Policy. Applications for Summer Session Housing must meet all deadline requirements.

C. Students needing January term courses must vacate their units by December 31 and will be assigned housing in units designated for guests or commuter students.

Fee Schedule Reference Chart	
Description of Item	Minimum Fee
All on-campus moves/relocations initiated by the student	\$50
Rent for vacated unit from an on-campus move if not out by date on vacate form	\$50 per 24-hour period
Summer lock up (1815 Arch – Anderson Hall)	\$150
Lost Key replacements	\$15 per key
Unreturned key when unit is vacated	\$15 per key
Pet ownership fee	\$75 per semester
Housing Confirmation fee (Unit on “hold”)	\$250 (applied to Security Deposit upon occupancy)
Housing Unit Security Deposit	\$350
Repainting a unit (due to it's having been painted an unauthorized color or due to excessive damage)	\$50 per hour + cost of materials
Termination of an unexpired Housing Contract (“breaking” a Contract) or “Failure to Occupy”	\$300 + possible liability for additional rent/fees until a replacement occupant is under contract
Occupancy beyond Contract end date without an approved extension agreement	\$100 per day
Cleaning of a unit that does not pass vacate inspection	\$50 per hour
Parking	\$65 per month; \$280 per semester