

Jenkins Hall Living Guide

2018-2019



Welcome to Jenkins Hall

The following information serves to provide residents of Jenkins Hall with residential policies and procedures. Jenkins Hall is the property of Moody Bible Institute (MBI) and is jointly managed by the Facilities Office of Moody Bible Institute and Orion Residential, which manages the apartments assigned for section 8 housing.

All students living in Jenkins Hall are considered *on-campus* students and are expected to adhere to all resident student policies as outlined in the *Student Life Guide (SLG)*, the *Jenkins Hall Living Guide*, and the *Jenkins Hall Apartment Licensing Agreement*. We reserve the right to add and amend policies as needed.

Table of Contents

Important Dates.....	3
Residence Life and Building Management.....	4
Staff & Support	On Campus Residence Cancellation
Communication	Room Sign Ups (for single students)
On Campus Residence Eligibility	Summer Extensions & Subletting
Move In/Move Out Inspections	Relocation
Commitment Requirements	
The Apartment.....	6
Right of Entry	Decorating
Maintenance & Work Orders	Locks & Keys
Pest Control	Windows
Furnishings	Lockouts
Fixtures & Structure	Internet Connection
Jenkins Hall Facilities.....	8
Mail	Parking
Grounds and Public Areas	Bicycles
Laundry	Entertainment & Media
Refuse	Social Gatherings
Storage	Consideration of Neighbors
Guests & Visitors.....	10
Visitors	Overnight Guests
Visitors of the Opposite Gender	No Guest Periods
Personal Conduct.....	11
Alcoholic Beverages and Drugs	Firearms and Weapons
Smoking	Mental, Emotional, and Health Issues
APPENDIX A.....	12

IMPORTANT DATES 2018-2019

FALL SEMESTER

August 15	Jenkins New Student Move In Day
August 18	Jenkins Returning Student Move In Day
August 20	Jenkins Single UNDG Applications for Spring 2019 Available
September 21	Jenkins Single UNDG Applications DUE
October 2-5	Jenkins Housing Intentions for Spring 2019
October 15-16	Fall Break
October 19	Jenkins Single UNDG decisions sent via email
December 7	Study/Reading Day
December 10-13	Finals

SPRING SEMESTER

January 10	Jenkins Move In Day
January 14	Jenkins Single UNDG Applications for Fall 2019 Available
January 22-February 1	Jenkins Hall Housing Retention
February 11	Jenkins Single UNDG Applications for Fall 2019 DUE
February 20	Jenkins Single UNDG decisions sent via email
March 9-23	SPRING BREAK
April 8	Jenkins Hall Summer Housing Extensions Due
April 15	Offers sent to new Jenkins Married Housing Applicants
May 1	Jenkins Hall Fall 2019 Licensing Agreement & Security Deposit DUE (new residents only)
May 13	Study/Reading Day
May 14-17	Finals
May 18	Commencement

SUMMER

May 19	All Jenkins residents not continuing for Summer must move out
July 1	Jenkins Hall Housing cancellations result in forfeit of security deposit
August 1	Jenkins Hall Housing Cancellations result in forfeit of security deposit and one month's rent

RESIDENCE LIFE & BUILDING MANAGEMENT

RESIDENCE LIFE STAFF AND SUPPORT

The following individuals are listed to assist you with your living experience in Jenkins Hall.

Bruce Norquist, Associate Dean of Residence Life, x4192, bruce.norquist@moody.edu

Sam Roller, Assistant Dean of Housing, x4189, housing@moody.edu (for housing charges, credits, housing assignments, accommodations, licensing agreements, deposits, etc.).

Sarah Koch Assistant Dean of Residential Services, x4205, sarah.koch@moody.edu (for any on-going issues related to your living experience, crises, questions about services/living policies/residence life issues, etc.)

Kenny McBride, Graduate Residence Advisor, Oversees Jenkins Graduate Students and Men's Ministry throughout campus, kenneth.mcbride@moody.edu

Gana Bukhbat, Graduate Residence Advisor, Oversees Jenkins Undergraduate Students and Women's Ministry throughout campus, gantumur.bukhbat@moody.edu

Jared Loomis, Graduate Residence Advisor, Oversees Jenkins Married & Family Ministry, jared.loomis@moody.edu

Orion Residential (Diana Hurdon), Oversees the Senior Citizen Apartment Residence, 312-266-4906

Facilities Management & Planning, Oversees all building maintenance on campus, x. 4314.

COMMUNICATION

The primary mode of communication the Residence Life office will use regarding important information and deadlines will be through your moody.edu email account. Please make a regular habit of checking this email address so that you do not miss this information.

Information may also be communicated through posted signs, newsletters, and/or mailings sent to CPO. Students are responsible for the information in these various forms of communication coming from the offices of Residence Life and the Facilities Department.

ON-CAMPUS RESIDENCE ELIGIBILITY

To be eligible to live in Jenkins Hall, students must be full-time, Chicago Campus, degree seeking students at Moody Bible Institute. For undergraduate students – apart from those in their final semester of their degree program – a minimum of 12 credit hours is required to be considered full time. For seminary/graduate students – apart from those who are in their final semester of their degree program or have ISO visa requirements – a minimum of 6 credit hours for is required to be considered full-time. MABTS students are allowed to continue to live in Undergraduate apartments.

MOVE IN / MOVE OUT INSPECTIONS

Upon move in, please complete the room condition report (YELLOW SHEET) and return to your GRA within 48 hours. This is to assess and agree to the condition in which the student(s) received the apartment. If you have concerns about any maintenance in the apartment, contact your GRA.

Details about checking out will be communicated at the end of each semester. Residence Life will provide a detailed checklist to assist students with their move-out procedures and requirements. Students who stay beyond the scheduled move out date without a licensing extension agreement are subject to a penalty of \$100/night.

Students must reserve the freight elevator with Public Safety, 312.329.4357, **at least 1 week before** the move-in or move-out date, if needed.

COMMITMENT REQUIREMENTS

By the second month of each semester, Residence Life will contact student-residents to determine their housing intentions for the following semester. **Students who fail to communicate their residency intent to Residence Life by the requested date may jeopardize their housing for the following semester.**

- Fall residents who choose not continue to the Spring semester must move out of Jenkins Hall by the end of Finals Week. There is no additional fee for Winter Break for those residents who continue their residency from Fall to Spring semester.
- Spring residents who will not return to Jenkins Hall for the upcoming school year will be required to depart by May 19.

ON-CAMPUS RESIDENCE CANCELLATION

Students who have committed a Fall semester lease and cancel any time after July 1 will forfeit their security deposit. Residents who have committed to a Fall semester lease and cancel any time after August 1 will forfeit their security deposit and be responsible for the equivalent of 1 month's rent from the date of move out.

Students who have committed to a Spring semester lease and cancel after December 1 will forfeit their security deposit. Residents who have committed to a Spring semester lease and cancel after January 1 will forfeit their security deposit and be responsible for the equivalent of 1 month's rent from the date of move out.

All cancellations are subject to the approval of Residence life and may carry a financial penalty. Please refer to the *Licensing Agreement* for more information in regards to cancelling the license agreement.

ROOM SIGN-UPS (for single students)

All apartment housing assignments are assigned for the academic school year. However, single students may choose to either remain in the same apartment or relocate to an available apartment for the coming fall semester. Contact the Residence Life office during the week Room Intentions are collected if you are interested in changing rooms. Requests to change apartments received after this time may not be possible. No moves between apartments will be permitted over the Winter Break.

SUMMER EXTENSIONS

Spring residents who have reserved housing for the upcoming school year may be eligible to extend their lease through the summer months (June & July) at an additional monthly cost. This cost is comparable to the monthly cost during the semester. The student is responsible to submit the necessary request form by the deadline in order to secure campus housing for the additional time period. Requests received after this time may not be approved.

RELOCATION

It may be necessary for MBI to request students to move to a different apartment within Jenkins Hall. This will only take place when it is warranted in the judgment of the Administration. Potential reasons this may occur include building maintenance, room consolidation between semesters, etc. We will make every attempt to communicate clearly and in a timely fashion in these circumstances.

THE APARTMENT

RIGHT OF ENTRY

Authorized MBI staff reserve the right to enter student apartments at any time for the purposes of emergency care, maintenance or repair, or apartment inspections for health, safety, or violation of regulations. Exercise of this right will be used with restraint. For all general Facilities maintenance or repair (non-emergency), entry procedures are as follows: between 9am-5pm knock on the door and announcement of presence at time of entry.

MAINTENANCE AND WORK ORDERS

Students are to report any damages, maintenance, or necessary repairs in regards to their apartment to their GRA. All work orders are submitted by the GRAs to the Facilities Department. Please submit a work order rather than calling the Facilities Office about the maintenance that may be needed. Only the Facilities Department is authorized to handle and provide maintenance care to the apartments. If it is an emergency, please contact the Facilities Office directly during business (M-F- 7am-3:30pm) hours or Public Safety. Use these tips in Appendix A to avoid unnecessary work orders and keep your apartment in great condition.

PETS

Fish are the only pets that are allowed in the residence halls. Aquarium tank sizes must not exceed 10 gallons. If a student is discovered to have an unauthorized pet, the pet must be removed from campus within 24 hours and a \$250 fine will be assessed to the student's account. If a second infraction occurs, a \$500 fine will be assessed. In addition, Facilities will conduct an assessment of the living space to determine if any damages have occurred. The cost of any necessary repairs will be assessed in addition to any fines.

PEST CONTROL

In order to maintain an effective pest control program, all apartments must be sprayed at least quarterly and will be sprayed more often if needed. When an infestation is observed, the resident is required to cooperate with Facilities protocol to make unit ready for treatment.

FURNISHINGS

Any furniture provided by Moody must remain in the apartment and cannot be switched with furniture from another apartment or placed in another apartment. Students may bring additional furniture only if it fits in the apartment along with the furniture provided. Any exceptions for removal/addition of furniture would need to be approved by the Residence Life Office.

At checkout a **Married/family furnished apartment** should contain the following furniture provided:

- Full size bed
- Night stands: 2-2 drawer
- Six-drawer dresser w/mirror
- Two cushioned couch: (1)
- Cushioned chair: (1)
- Coffee table: (1)
- Bookcase: (1)
- Gate-leg table: (1)
- Desks w/ hutches: (2)
- Desk chairs: (2)
- Floor lamps: (2)

At checkout a **Double/Triple occupancy furnished apartment** should contain the following furniture provided:

- Beds / Standard: (2-3)
- Dressers: (2-3)
- Round table: (1)
- Coffee table: (1)
- Bookcases: (2)
- Desks w/ hutches: (3)
- Desk chairs: (3)
- Floor lamps: (2)

Students are to report any damages, maintenance, or necessary repair of MBI issued furniture to their GRA. Only MBI's Facilities Department is authorized to handle and repair furnishings provided by MBI.

Any furniture provided by Moody may not be altered, dismantled, or enhanced in any way. Other than the normal wear and tear, students who mistreat or abuse any of these provided furnishings will be charged for the cost to repair or replace the damaged furniture to original move-in conditions.

FIXTURES & STRUCTURE

Alteration, removal, or abuse of apartment or its fixtures is not permitted. Any damages to doors, walls, windows, floor coverings, fixtures, plumbing, countertops, cabinet spaces, tiles, mirrors, window coverings, installed lighting and wiring is will be the responsibility of the resident and will be charged to the student's account and/or housing deposit refund. Other than the normal wear and tear, students will be charged for the cost to repair or replace the damaged item(s) to original move-in condition. Trading of MBI furniture with other apartments is prohibited.

DECORATING

Small nails, 3M hooks and poster putty are permitted. If you choose to use another system of hanging items, you are responsible for any paint that comes off during removal or holes left behind (ie- Wall tacks, screws, etc).

Window coverings cannot be removed or altered in any manner. New hardware may not be installed for these draperies.

Candles may not be lit in the apartments except for birthday candles. Candle warmers, incense and sealing wax may not be used anywhere in the apartments.

LOCKS AND KEYS

Residents are asked to lock their doors at all times. Additional locks or chains are not permitted and cannot be installed or affixed to any door without prior written approval of MBI's Facilities Office.

An ACA1 Campus key is provided to give access to certain doors and elevators on the main campus. The cost to replace either the apartment key or ACA1 key is \$15. The cost to replace both your apartment key and the ACA1 key is \$25. Key replacement requests should be made through the Culbertson Desk (x4209) The cost to replace the campus FOB is \$10 and should be made through the Facilities Office.

WINDOWS

For safety reasons, items of any kind are not to be hung, dropped, or thrown from windows.

LOCKOUTS

Residents who find themselves locked out of their apartments should contact Culby Desk (x4209) to page the Residence Supervisor or Desk Attendant on duty. A lockout fee of \$25 will be assessed for this service. Entry will

be granted only to students listed on the Jenkins Hall Apartment Directory. The building security desk worker does not have access to any of the Jenkins apartments.

INTERNET CONNECTION

High speed Internet is available in computer labs on campus. Wireless access is available throughout Jenkins Hall.

JENKINS HALL FACILITIES

MAIL

All students' mailings and packages should be received through the MBI mail system at the Campus Post Office (CPO). Please pick up your mailbox assignment from CPO. Your mailing address should follow the format below:

Moody Student

820 N LaSalle Blvd, CPO #####

Chicago, IL 60610

CPO hours are:

Monday- Friday 8:30 AM – 4 PM

Saturday 10 AM – 1PM

PUBLIC AREAS

Grounds and public areas are for the expressed use of the residents and their guests only. Abuse, alterations or damage of grounds or public areas is prohibited. Residents will be responsible for any damage caused by themselves and/or their guests. Observations of all posted signs are mandatory. No soliciting or loitering is allowed. Personal Items are not allowed in the hallways due to fire code.

LAUNDRY

Laundry facilities in Jenkins Hall are located on the 14th floor. They are for the use of Jenkins residents only. The laundry machines are coin/credit-card operated. The laundry room is used by many people please be prompt in removing your clothes from the machines. Be considerate in how you use the machines by not putting items in the machine that will affect the next person's clothes, do not over fill the machines and please remove the lint from the lint trap on the dryers when you are finished.

REFUSE

Refuse may not be accumulated in or around any apartment or elevator lobby. Garbage must be disposed of by using the trash chute available on each floor. All garbage must be carefully bagged before depositing in trash chute. See posted signage in the chute room for recycling options. Boxes should be flattened and left in the chute room or taken to the first floor cardboard recycle bin.

STORAGE

Personal items should be stored in the apartment or in the storage units located in the storage room on the ground floor of Jenkins Hall. Combination locks for the storage room are provided by Residence Life. The storing of any item(s) in hallways, entryways, stairwells, balconies, patios, and common areas are prohibited. Storage of any and all flammables is prohibited. The Facilities Department will remove and dispose of improperly stored items and those left outside of the storage locker.

PARKING

The Public Safety Office administrates all student parking permits and assignments. Visitors of MBI Students are not permitted to park overnight in the Jenkins parking lot. Students may temporarily park at Jenkins to load or unload their vehicle; however, they must immediately move their vehicle to their assigned parking space. **Any student vehicle parked in the Jenkins parking lot not following these guidelines is subject to towing at the owner's expense.**

Residents who have been assigned a parking space in the Jenkins parking lot must park in their assigned space.

Visitors of Moody apartment residents with vehicles may not park their vehicles in the Jenkins parking lot. Day visitors and guests staying overnight must obtain a parking permit from the Facilities Office located in Crowell basement. Parking directions and locations will be given by the office.

BICYCLES

The parking and storage of bicycles of any type are not allowed in Jenkins Hall or in the Moody apartments at anytime. Bike permits are required and are accessible through the Facilities Office, x4314 – FREE of charge. You may also lock you bike on the bike rack outside the building for no charge, at your own risk.

ENTERTAINMENT & MEDIA

TVs, VCRs, DVD players, etc. are permissible only in the private residence of the apartments of Jenkins Hall or designated TV viewing areas.

SOCIAL GATHERINGS

If you are interested in making a room reservation for a particular event, these can be made at the Jenkins Hall security desk. Residents will be responsible for clean-up and any and all damages caused by themselves and/or their guests. The Management Office and/or Residence Life reserves the right to restrict the size of gatherings held in common areas.

CONSIDERATION OF NEIGHBORS

Students are encouraged to show consideration to their neighbors. Residents are not to congregate in hallways and children should not play in the hallways or elevator lobbies. Practice rooms are provided in Doane Music Building for all vocal and instrumental practice. Amplified instruments are not permitted in the apartments. Non-amplified instruments are permitted in the apartment as long as the noise/sound is not heard outside the apartment.

GUESTS & VISITORS

VISITORS

All visitors are required to show some form of ID to the security guard and sign in before proceeding to the apartment.

Always respect and protect each others' privacy and space when inviting a visitor. Be considerate of your roommate(s). Allow your roommate(s) the opportunity to voice their opinion of whether to host a visitor in your apartment.

VISITORS OF THE OPPOSITE GENDER

Visitors of the opposite gender are welcome as long as there is a third person present in the room. Residents may not simply prop open their front door to bypass this policy.

In order to better serve the undergraduate female community in Jenkins Hall, we have provided a policy which more clearly articulates our boundaries for these visits:

Men are allowed to visit single undergraduate women apartments between the hours of 8 a.m. - 11 p.m. Monday through Thursday and 8 a.m. – 1 a.m. on Friday through Sunday. This policy does not apply to married or graduate students. If you have questions or concerns regarding this policy, please contact the Assistant Dean of Residential Services or a Jenkins GRA.

OVERNIGHT GUESTS

Residents are permitted to have guests stay overnight in their apartments. Single students are permitted only guests of the same gender overnight. This also applies to family members. Residents are responsible for the conduct of their guests.

Permanent occupancy of the apartment is restricted to those persons listed on the Jenkins Hall Licensing Agreement. Guest(s) may not occupy the apartment for more than 14 days without prior written approval of Residence Life. At the end of 14 days, unauthorized guests will be considered unauthorized occupants.

Overnight Guests with vehicles are asked to see Moody's Facilities Office for an overnight parking permit.

Public Safety has a limited number of **guest fobs** to check out to students who are having guests staying with them overnight. These fobs only allow access into Jenkins Hall. Students can go to the Jenkins Security Desk (with their guest) and check one out. Fobs can be checked out for up-to two weeks. If the fob is lost or not returned, the student will be responsible for the \$20 replacement fee. Contact the facilities office (x. 4314) if you have any questions.

NO GUEST PERIODS

Jenkins Hall student-residents are not subject to the No Guest Period policy as stated in the *Student Life Guide* during the normal school year (Please refer to the above visitor/guest policies). However, Moody Undergraduate students are not permitted to stay in a Jenkins apartment as overnight guests during the recess break periods (Winter, Spring, and Summer). This includes students/guests taking Undergraduate Summer School or Seminary School Modular Sessions. Off-campus students who wish to stay on-campus for the Seminary School Modular session must consult with Distance Learning to have on-campus housing accommodations arranged. In addition, students may not allow members of the opposite sex stay in their apartment during a break period, even when no resident is present (i.e., a female UNDG apartment cannot have a male guest stay there, even if all female residents are gone).

PERSONAL CONDUCT

Alcoholic Beverages and Drugs

Moody Bible Institute complies with the Drug Free Schools and Community Act of 1989 and as a result maintains the following policies regarding drug-free campuses:

Use, possession, or distribution of alcoholic beverages and drugs is forbidden on and off of the Moody Theological Seminary campuses. Persons appearing to be under the influence of alcoholic beverages, narcotics, and other dangerous drugs, except as expressly permitted by law, will be subject to disciplinary and/or legal action. Possession, consumption, sale, or purchase of any controlled substance which is illegal under state or federal law is prohibited on and off of the campuses of Moody Theological Seminary. The Seminary will cooperate to the fullest extent with the enforcement of local, state, and federal laws regarding those who unlawfully possess, use, or distribute illicit drugs and alcohol.

Smoking

Jenkins Hall and Moody Theological Seminary are a non-smoking facilities. Any violation of this policy could result in disciplinary action.

Firearms and Weapons

Students are prohibited from using or possessing firearms, dangerous weapons or facsimiles of dangerous weapons on Seminary property. Dangerous weapons include but are not limited to firearms, ammunition, explosives, fireworks, incendiary devices, pellet guns, and knives or sharp objects. Students with concealed carry permits may not bring their firearms on campus.

Mental, Emotional, and Health Issues

Occasionally students are faced with life circumstances and issues which cause significant mental, physical, or emotional distress, making it necessary for the students to cooperate with counseling and administrative staff to obtain appropriate care. Students experiencing such difficulties are encouraged to contact their families and are expected to notify the Dean of Students' office or to schedule a counseling appointment with Counseling Services.

APPENDIX A: Jenkins Building Info 101

Plumbing

1. Please do not pour grease down the drains this will clog the drains down the line causing water to back up. Instead of pouring grease down the drains try using an old container.
2. Please do not put coffee grounds down the drain as this mixes with the grease that your neighbor denied putting down the drain and produces a clog.
3. Please do not pour bleach down drains because this will eat away at the pipes and cause leaks over time.
4. Clogged toilets can be plunged either by a clean plunger that you purchased or by using one of Moody's old dirty ones that are stored down in the Trash room on the first floor.
5. Water shut offs in case of an emergency in your apartment are located in the following areas:
 - a. The toilet shut off will be located either at the bottom left or bottom right of the toilet if you think the toilet is going to over floor just shut it off and let the water drain.
 - b. The bathroom sink shut offs are located under the sink turn the valves and the water will stop.
 - c. The kitchen sink shut offs are located under the kitchen sink turn the valves and the water will stop.

Electrical

1. The kitchen and the bathroom have GFCI outlets/receptacles in them if they stop working push the reset button on the outlet this should fix the problem. These are installed to help.
2. If outlets are not working in your apartment there is a circuit panel in your closet. Look for the breaker with an orange rectangle showing and the switch in the center position. Turn the switch off and then back to the on position this will reset the breaker. If you are not comfortable doing this a maintenance ticket can be submitted through your GRA.

Appliances

1. Please do not put hot food in the freezer or refrigerator as this will cause the refrigerator to work overly hard and cause icing and or water dripping onto the floor. It is also bad for the refrigerator in general.