

# Jenkins Hall Living Guide | 2014 – 2015

Welcome to the on campus community in Jenkins Hall! The following information serves to provide married, graduate and undergraduate 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 senior citizen 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.

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## IMPORTANT DATES 2014-2015

### **FALL SEMESTER**

|                |  |
|----------------|--|
| September 22   | Jenkins Single UNDG Applications for Spring 2015 Available |
| October 6-10   | Jenkins Housing Intentions for Spring 2015                 |
| October 10     | Jenkins Single UNDG Applications DUE                       |
| October 17     | Jenkins Single UNDG decisions sent via email               |
| October 27-31  | Pre-REGISTRATION   |
| December 12    | Study/Reading Day  |
| December 15-18 | Finals   |

### **SPRING SEMESTER**

|             |   |
|-------------|---|
| February 16 | Jenkins Single UNDG Applications for Fall 2015 Available  |
| March 2-6   | Jenkins Hall Housing Retention  |
| March 6     | Jenkins Single UNDG Applications for Fall 2015 DUE  |
| March 7-22  | SPRING BREAK  |
| March 23    | Jenkins Single UNDG decisions sent via email  |
| March 30    | Jenkins Hall Information sent re: Summer Housing Extensions & Sublets, Fall Licensing Agreements & Move Out Dates   |
| April 17    | Offers sent to new Jenkins Married Housing Applicants   |
| May 1       | Jenkins Hall Summer Move Out Dates and/or Extensions DUE<br>Jenkins Hall Fall 2015 Licensing Agreement & Security Deposit DUE <small>(new residents only)</small> |
| May 11      | Study/Reading Day   |
| May 12-15   | Finals  |
| May 16      | Commencement  |

### **SUMMER**

|          |   |
|----------|---|
| May 31   | All Jenkins residents not continuing in Fall term 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](mailto:bruce.norquist@moody.edu)
- **Rachel Monfette**, Assistant Dean of Housing, x4189 [rachel.monfette@moody.edu](mailto:rachel.monfette@moody.edu) (for housing charges, credits, housing assignments, accommodations, licensing agreements, deposits, etc.).
- **Neal Anderson**, Assistant Dean of Residential Services, x4205 [neal.anderson@moody.edu](mailto:neal.anderson@moody.edu) (for any on-going issues related to your living experience, crises, questions about services/living policies/residence life issues, etc.)
- **Tony Robledo**, Graduate Residence Advisor, Oversees Jenkins Graduate Students and Men's Ministry throughout campus, x4706
- **Julie DeBoer**, Graduate Residence Advisor, Oversees Jenkins Undergraduate Students and Women's Ministry throughout campus x. 4706
- **Nathan Little**, Graduate Residence Advisor, Oversees Jenkins Married Student Ministry, x. 4706
- **Orion Residential (Mary Maurey)**, Oversees the Senior Citizen Apartment Residence, 312-266-4906

### 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.

### ON-CAMPUS RESIDENCY

To be eligible to live in Jenkins Hall, students must be full-time, Chicago Campus, degree seeking students at Moody Bible Institute. Except for students who are in their last semester of their degree program, a minimum of 12 credit hours for Undergraduate Students and 9 credit hours for Seminary/Graduate Students is required to be considered full-time.

Students are responsible to maintain the room they are occupying in its present condition. Fish are the only pets allowed in Jenkins Hall to students.

### MOVE IN / MOVE OUT INSPECTIONS

Upon move in, please complete the room condition report (green 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 the GRA.

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.**

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.

### **ON-CAMPUS RESIDENCE CANCELLATION**

Students who have committed to a 10 month lease and cancel any time after July 1 will forfeit their security deposit. Residents who have committed to a 10 month lease and cancel any time after August 15 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 if you are interested in changing rooms.

### **FAMILY HOUSING**

Housing is available for a student with a child or dependent on campus. Jenkins Hall families may continue residing on campus until the child becomes 5 years of age or a second child is born or brought into the family. When approaching these limits the couple is to contact the office of Residence Life to discuss the future of their on-campus residency.

### **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.

### **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.

### **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 memos, 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 Building Management.

## THE APARTMENT

### **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 the Facilities Office about the maintenance needed. Only the Facilities Department is authorized to handle and provide maintenance care to the apartments. Use these tips in [Appendix A](#) to avoid unnecessary work orders and keep your apartment in great condition.

### **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 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 **Seminary furnished apartment** should contain the following furniture provided:

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

At checkout an **Undergraduate furnished apartment** should contain the following furniture provided:

- Beds / Standard: (3)
- Dressers: (3)
- Desks w/ hutches: (3)
- Desk chairs: (3)

Students are to report any damages, maintenance, or necessary repair of MBI issued furniture to their RA. 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 (x.4209) 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 may contact a GRA for Jenkins Hall during normal business hours. After business hours students are to contact Culbertson Desk (x4209) to page the Residence Supervisor 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.

### **CABLE TELEVISION AND INTERNET CONNECTION**

High speed Internet is available in computer labs on campus. Wireless access is available on the first floor of Jenkins Hall. Internet is also provided in the apartments through the Moody Campus Network. Local cable television can be provided in the apartments at the expense of the student.

## 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:     8:30 AM – 4 PM, Monday – Friday  
                          10 AM – 1PM, Saturday

### 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 14<sup>th</sup> floor. They are for the use of Jenkins residents only. The laundry machines are coin operated using quarters only.

### 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 Building Management Office will remove and dispose of improperly stored items.

### 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.

### **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. 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)

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.

## PERSONAL CONDUCT

### **Alcoholic Beverages and Drugs**

Moody Theological Seminary 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**

Moody Theological Seminary is a non-smoking facility. 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

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.
6. 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.
7. 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.
8. 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 RA.
9. The laundry room on the 14th floor 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.
10. The trash chute will get clogged if large pieces of cardboard or Styrofoam are put into the chute please place large boxes and Styrofoam in the first floor recycle bin.
11. Please do not put unwanted items in the elevator lobbies.
12. Please do not put items along the walls in the storage room as they will be disposed of.