

Housing and Discipline Orientation for Residential Students at Kenyon Square Apartments

Housing Covenant

Living in student housing is likely to be one of the most transformational seasons of your life. Many students develop lifelong friendship through shared experiences in the apartments, discipleship groups, and campus events. Unlike many other university experiences where students live in dorms, SEU Ohio students have the opportunity to live in luxury apartments. Those choosing to be a part of SEU Ohio voluntarily commit to embrace our campus' purpose and to live out the standards established by these policies.

In the following, you'll learn the policies and guidelines that will lead to the greatest amount of success for your housing experience. The following is the outline of the topics that will be discussed in this document.

- General Housing Guidelines
- Kenyon Square Policies
- Addendum A: Southeastern University's Community Covenant
- Addendum B: Schedule of Housing Payments
- Addendum C: Apartment Damage Fees
- Addendum D: Kenyon Square Apartment Agreement
- Addendum E: Agreement to Sublease/Sublet for Student Housing

General Housing Guidelines

Housing Hours:

Curfew: The SEU Ohio curfew is 1:00 a.m. for all first-year students. Exceptions are granted to students for work. Notification must be made to the Student Life Director twenty-four hours in advance. Students and visitors must refrain from being in an apartment of which they are not residing past 10:00 pm in compliance with Kenyon Square Quiet hours.

Quiet Hours: Quiet hours are 10:00 p.m.–9:00 a.m. everyday throughout the apartment complex whether inside or out. During Quiet Hours, students must refrain from making noise that carries to other bedrooms or apartments.

Residential Student Visitor Hours: 9:00 a.m.–10:00 p.m. SEU Ohio students living at the Kenyon Square apartments may be in other student apartments any day of the week until 10:00 p.m.

Off-campus Visitation Hours: Visitors that are not students of SEU Ohio can visit from 9:00 a.m.–10:00 p.m. Commuter students are considered visitors in the apartments.

Housing Payments: Housing payments are made to SEU Ohio (not to Kenyon Square Apartments). Payment can be made online through the SEU Ohio website or in-person at the SEU Ohio/Ohio Ministry Network Finance Office. If writing a check, please make payment to “SEU Ohio” and include “Student Housing for <<Your Name>>” on the memo line.

Note: Before move-in, all students must sign a sublease, which is a legally binding financial agreement.

Cleanliness: You are required to keep the apartment and other areas reserved for your use clean. Trash must be disposed of at least weekly in appropriate receptacles. We encourage you to work out weekly cleaning duties with your roommates. No cleaning services or products are provided by SEU Ohio or Kenyon Square. NOTE: There is a vacuum that you may borrow from the Student Life Director or Resident Advisor (RA). Please note that SEU Ohio reserves the right to inspect your room at any time.

Apartment inspections: Two Resident Advisors will walk through student apartments at least twice per month to inspect for compliance with rules and expectations, to test smoke detectors, and to ensure conditions are generally safe for students. While most inspections will be planned, please know that SEU Ohio reserves the right to inspect the apartments at any time.

Renter's Insurance: SEU Ohio and Kenyon Square Apartments do not provide coverage for losses to your personal property or injuries due to theft, fire, water damage, pipe leaks, and the like. We require that every student purchase a private renter's insurance policy.

Damages caused by residents and guests: Each student is responsible for all repairs or replacements arising from misuse or damage to the apartment, its fixtures, appliances, and furniture by you and/or your guests during your occupancy. Your apartment will be inspected, and all defects will be noted prior to move-in; your apartment will be inspected upon move-out. A list of charges for repair of damage to the apartment is included in Addendum C: Apartment Damage Fees.

Pet Policy: No pets may be in SEU Ohio student housing at any time. SEU Ohio does accommodate for service animals or emotional support animals consistent with the guidelines of the university handbook.

Guest Policy:

In general, SEU Ohio apartments should be a space for our students and not guests such as family or friends. If you would like a guest to come, for your safety, there are a few guidelines that must be followed:

1. If a third person is not present, guests of the opposite sex are not permitted to be in any part of the apartment, including the common areas.
2. If a third person is present, guests of the opposite sex may enter the common areas but are not permitted to be in the bedrooms at any time.
3. Guests are not permitted to bring alcohol, tobacco products, e-cigarettes, illegal, and controlled substances into student apartments.

These guidelines exist to protect your reputation and Christian witness, especially among the other residents of Kenyon Square who not associated with SEU Ohio.

Overnight Guests:

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All overnight guests must be approved by the Student Life Director at least one day in advance. Failure to notify may result in a \$50 fine. Residents may host one overnight guest of the same sex for no more than two consecutive nights. A guest may only visit two times during a semester.

All overnight guests must be approved in advanced by all roommates no less than 24 hours before the arrival of the guest.

Guests desiring to stay for a campus visit should make arrangements with the Academic Director.

Move-out/Unit Swapping: In addition to the regular cleaning required throughout the semester, apartments are expected to be thoroughly cleaned before moving out either at the end of the academic year or semester. Areas for cleaning includes doors, windows, furniture, bathrooms, kitchen appliances, patios, balconies, and storage areas. All trash must be removed and placed in designated receptacles. Residents may not move out or swap units without approval by the Student Life Director. Once approved, a moving date will be designated. Residents may not move out until the Student Life Director or their designee has checked them out, and all keys associated with housing and mailboxes have been received. Failure to turn in the noted items may result in a \$100 fine.

Move-in/Move-out Checklists: Please see the Student Life Director/Resident Advisor for a checklist.

Housing Conduct Guidelines

Healthy Conduct: All SEU Ohio students should avoid habits that are destructive or detrimental to their health or the health of others. Students are expected to demonstrate a lifestyle consistent with the biblical witness in attitude, speech, and conduct. There are several areas that are critical to cultivating such a lifestyle. These include developing godly disciplines that nurture character, establishing wise boundaries that safeguard against sinful or unwise behaviors, and caring for the well-being and spiritual life of those around you. A full listing of community conduct policies is outlined in the Southeastern University Student Handbook.

Using Media in Campus Housing: Students are expected to use Spirit-led discretion and thoughtful caution in student living spaces when consuming any media that does not facilitate healthy spiritual development. Students should be cautious to view media that has a mature or "R" rating. Consumption of media that include strong sexual content, nudity, graphic violence or offensive material, including but not limited to pornography, is strictly prohibited.

Creation of media, including, but not limited to, social networking such as the posting of inappropriate material via text, pictures, or video—and even content that could be misperceived as derogatory—is strongly discouraged. Posting such material may result in disciplinary action.

Firearms Policy: We encourage our students to be mindful of safety, especially in areas where they are more vulnerable. Ohio law permits persons with a concealed weapon permit to store their weapon locked in their vehicle while parked at campus and at near-campus housing.

Under no other circumstances are weapons permitted in student apartments or on campus. Weapons including, but not limited to, firearms, BB guns, air guns, pellet rifles, paintball guns, throwing knives, martial arts weapons, or injury-threatening weapons as deemed by law enforcement to be deadly, cannot be on campus at SEU Ohio or in student housing at any time. The manufacturing, possession, or use of explosive devices or fireworks is also prohibited. SEU Ohio reserves the right to immediately suspend any student for the unapproved possession or use of such weapons or devices.

Substance Use: Students are not to possess alcoholic beverages, tobacco, e-cigarettes, or any illegal drugs. Possession or consumption of the noted substances may result in disciplinary action including, but not limited to, fines, suspension, and expulsion from campus. Review the Southeastern University Student Handbook for more information on substance usage violations and the conduct policy.

Safety Guidelines

Unfortunately, no neighborhood or area of Columbus is exempt from the possible occurrence of crime. If you or a guest is affected by a crime, you are required to make a written report to both SEU Ohio and a representative of Kenyon Square Apartments, as well as the appropriate local law enforcement agency. Please furnish the law-enforcement agency's incident report number upon request.

To prevent crime and improve safety, we recommend that you and your guests follow these guidelines and use common sense to practice safe conduct at all times.

1. Lock your doors and windows—even when you're inside.
2. Engage the keyless deadbolts on all doors while you're inside.

3. When answering the door, see who is there by looking through a window or peephole. If you don't know the person, first talk with him or her without opening the door. Don't open the door if you have any doubts.
4. Don't put your name, address, or phone number on your keyring.
5. If you're concerned because you've lost your key or because someone you distrust has a key, request that your locks be rekeyed.
6. Check your smoke detector monthly to be sure it is working properly and that the batteries are okay.
7. Check your door locks, window latches, and other devices regularly to be sure they are working properly.
8. If your doors or windows are unsecure due to break-ins or malfunctioning locks or latches, stay with friends or neighbors until the problem is fixed.
9. Close curtains, blinds, and window shades at night.
10. Mark or engrave your driver's license number or other identification on valuable personal property.
11. Lock your doors while you're gone. Lock any door handle lock, keyed deadbolt lock, sliding door pin lock, sliding door handle latch, and sliding door bar that you have.
12. Close and latch your windows while you're gone, particularly over breaks.
13. Tell your roommate(s) where you're going and when you'll be back.
14. Don't walk alone at night. Don't allow your roommates to do so.
15. Avoid being alone with a member of the opposite sex for extended periods of time. Visit in a well-lighted, common area—not in your apartment if no one else is home—and not in your bedroom.
16. Don't give entry keys, codes or electronic gate cards to anyone.
17. Don't leave valuables in your apartment during breaks. Take them home with you. The last one leaving before a break is responsible for making sure everything is locked.
18. Carry your door key in your hand, whether it is daylight or dark, when walking to your entry door. You are more vulnerable when looking for your keys at the door.
19. Lock your car doors while driving. Lock your car doors and roll up the windows when leaving your car parked.
20. Don't leave exposed items in your car, such as phones, wrapped packages, briefcases, or purses.
21. Don't leave your keys in the car.
22. Carry your key ring in your hand whenever you are walking to your car—whether it is daylight or dark and whether you are at home, school, work, or on vacation.
23. Always park in a well-lighted area. If possible, try to park your car in an off-street parking area rather than on the street.
24. Check the backseat before getting into your car.
25. Be careful when stopping at gas stations or ATM machines at night—or anytime you suspect danger.

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26. If you attend a mixed party, go with a group and leave with the same group. Do not consume alcohol, and do not let your drink out of your sight. If you discover illegal drugs are present, leave immediately.
27. Prescription drugs in many cases are more deadly than illegal street drugs. Do not take unknown prescription drugs that were not prescribed to you or unknown over-the-counter drugs.
28. Be aware that high doses of caffeine (mainly from energy drinks) over short periods of time (a couple of hours) has been known to result in fatalities in teens and young adults. Watch your caffeine intake.

Grievance Policy: We understand that there may be issues that arise in the course of your experience at SEU Ohio. Our goal is to resolve grievances quickly and amicably. The Southeastern University Student Handbook outlines how to submit grievances to the appropriate party. If you are unsure where to surface your concern, please connect with a relevant member of the SEU Ohio staff.

Kenyon Square Guidelines

Apartment Policies and Rules: You and all guests must comply with any written apartment rules and community policies. You and your guests are not permitted to consume alcohol at Kenyon Square Apartments.

Behavior: Be considerate of your neighbors and note that behaving in a loud or obnoxious manner and disturbing others is prohibited even outside of quiet hours.

Prohibited Items. The following are prohibited at Kenyon Square Apartments: pets and animals; candles; kerosene lamps, heaters, and other devices with open flames; glass containers in all common areas; solicitation of a business nature or contributions. Water furniture and second-hand, used furniture are prohibited.

Preventing bed bug infestations. Your apartment has been inspected for any indication of bed bugs. Unfortunately, bed bugs can travel from one apartment to another. It is important that you (a) regularly inspect your personal property for signs of infestation, especially your luggage after traveling, (b) do not remove the vinyl mattress cover from your bed, which helps protect you by sealing your mattress, (c) do not bring *any* used furniture into your dwelling, and (d) immediately report any recurring or unexplained bites or anything that might cause you to suspect an infestation. Do not attempt to treat a bed bug infestation on your own.

Any upholstered furniture that was not purchased brand new from a retail store or a store which provides used furniture which is certified to be free of insects such as bedbugs, cockroaches, etc is not permitted. A receipt of purchase and/or certification that the furniture is free of insects must be provided to the Student Life Director *before* the furniture can be moved into the apartment. Upholstered furniture includes, but is not limited to, couches, chairs, futons, barstools, headboards, etc.

Second-hand non-upholstered furniture such as tables, nightstands, etc. are permitted. All second-hand non-upholstered furniture must be inspected prior to moving in. Please note that any second-hand non-upholstered furniture that can be connected to an insect infestation will result in the disposal of that furniture. Additionally, the student who owns the furniture will be financially responsible for the costs of professional pest remediation. Please note that these costs

can be substantial. We advise that you do not bring in any second-hand furniture into the apartment.

Preventing mold. Excess mold is detrimental to your health. Mold grows where there is moisture for extended periods of time. To prevent mold, keep your dwelling clean and dry—particularly the kitchen, bathroom(s), carpets, and floors. Remove visible moisture accumulations. Use the exhaust fans when showering or boiling liquids in the kitchen. Wipe moisture off shower walls and doors and leave the bathroom door open until all moisture dissipates. Hang up wet towels and clothing to dry. Do not leave wet clothes in the washing machine for extended periods of time. Promptly report any water leaks. Use the air conditioning to control humidity, or open windows on dry days to dry out your apartment. Dispose of moldy food immediately.

Preventing insect and rodent infestations. Keep your dwelling clean. Store food in closed containers. Wipe down countertops and tables. Do not leave dirty dishes and food out overnight.

Miscellaneous items. Do not store items in closets with gas appliances, such as water heaters. No holes or stickers are allowed inside or outside the apartment. A reasonable number of small nail holes for hanging pictures on sheetrock are permitted.

Requests, repairs, and malfunctions. The following protocol should be followed to request maintenance.

1. Submit a maintenance request to the staff at the front desk at Kenyon Square.
2. Notify your Resident Advisor (RA) when you have submitted a maintenance request to the Kenyon Square staff.

Maintenance requests should be made within twenty-four hours of becoming aware that a repair is needed except in cases of emergencies. If your request is an emergency, such as a broken pipe or malfunctioning appliance, report the problem immediately to the Kenyon Square front desk staff and notify your Resident Advisor (RA) or the Student Life Director.

To view Southeastern University's formal policies concerning lifestyle and student conduct guidelines, see the SEU catalog: seu.edu.

Addendum A: Southeastern University's Community Covenant

Addendum B: Schedule of Housing Payments

Addendum C: Apartment Damage Fees

Addendum D: Kenyon Square Apartment Agreement

Addendum E: Agreement to Sublease/Sublet for Student Housing

Addendum A: Southeastern University's Community Covenant

Since members of this faith-based community (SEU Ohio) have voluntarily chosen to be a participant, all students are obligated to a code of scriptural and community standards and behavior.

As a Christ-follower and member of the community of Southeastern University, I will:

- Practice the spiritual disciplines
- Participate regularly in the life of a local church
- Uphold the community standards outlined in the Southeastern University Student Handbook including, but not limited to:
 - Adhering to University dress code
 - Refrain from the possession, use or distribution of beverage alcohol, marijuana, or other intoxicants either on or off university premises
 - Refrain from the possession, use or distribution of illegal substances and the abuse or illegal use of legal substances, including prescription and over-the-counter medications either on or off university premises
 - Refrain from all sexually immoral behavior including premarital sex; adultery; lesbian, gay, bisexual, or transgender behavior; and involvement with pornography in any form. (Biblical marriage consists only of a faithful, heterosexual union between one genetic male and one genetic female, and biblical marriage is the only legitimate and acceptable context for a sexual relationship.)
- Pursue integrity and practice professional ethics
- Respect the dignity of all persons and highly value the diversity of the body of Christ
- Respect the rights and property of others
- Refuse to participate in bigotry, slander, and gossip
- Resolve conflict according to the model in Matthew 18:15–20
- Honor the servant-leaders who watch over this community and cooperate with their leadership
- Demonstrate compassion for others and a passion for the lost as a representative of Christ

Addendum B: Schedule of Housing Payments

If you are paying out-of-pocket to SEU Ohio for housing, we request that you pay the housing fee in full before the beginning of each semester. If you cannot pay the housing fee in full at the beginning of the semester (for example, you will use financial aid for part or all of your housing), you can request an extension for your financial aid check to arrive. If you are approved to make monthly housing payments, below is the recommended schedule of payments. **Note: All student housing balances must be paid in full no later than the end of each semester. Students will not be allowed to carry a housing balance into the next academic semester.**

Payment Type	Fall Due Date*	Spring Due Date*	Amount
Housing Application Fee	July 1	November 1	\$150
Monthly Rent	September 1	January 1	\$612.50
	October 1	February 1	\$612.50
	November 1	March 1	\$612.50
	December 1	April 1	\$612.50
Move-out Date	December 17	May 5	Remaining balances/fines if applicable
Total			\$2,600

* Payment is expected in full at the beginning of the semester unless student has obtained permission to make partial payments by the due dates outlined above. In most cases, approval for extensions and to make monthly housing payments is based on pending financial aid and extenuating circumstances.

Addendum C: Apartment Damage Fees

Move Out Charges. It is SEU Ohio policy that each resident vacating their apartment leave the apartment clean and in good condition, as when they moved in. Maintaining your apartment during your occupancy and leaving it clean upon your departure will ensure that the apartment is ready for incoming students. If you fail to maintain the apartment during your residency, if damage to your apartment occurs that must be repaired, or if you fail to leave the apartment clean when you vacate, charges may be assessed to your SEU Ohio account.

The following is a list of cleaning expected prior to move-out and the cost for failure to comply:

Cleaning	Minimum charge
Sweep and mop kitchen, dining, laundry, and bath floors	\$20
Vacuum all carpet	\$10
Clean microwave inside and out	\$10
Clean stove surface, oven, and vent hood	\$25
Clean refrigerator and freezer inside and out, including drawers; do not leave any food or drinks inside	\$25
Wipe out all kitchen cabinets and drawers; do leave anything	\$25
Clean kitchen countertops and sink.	\$5
Clean baths including shower/tub, sinks, mirrors, toilet, countertops, cabinets and drawers	\$25 each
Dust and clean all window blinds; clean windows	\$15
Clean and sweep outside balcony/patio and glass doors	\$15
Replace burned-out bulbs	\$1 to \$5 each
Clean utility closets, baseboards, doors, and light switches	\$15
Remove all trash, personal furniture and belongings	\$10 to \$25,000

Charges for damage to walls, doors, windows, appliances, light fixtures, carpet, tile, furniture, and blinds might require pricing and may not be available for a quote of cost to repair at time of move-out. If items are missing or damaged to the point that they must be replaced or repaired when you move out, you will be charged for the current cost of the item plus labor and service charges. A representative list of various replacement charges is provided below. Please note this is not a complete list: You can be charged for items not on this list.

Item	Minimum Replacement Cost
Blinds for windows	\$15 to \$50 each
Vertical blinds for balcony door	\$30 to \$70
Carpet repair/replacement	\$25 to \$2,000
Drywall/large holes in wall	\$5 to \$500 each
Door glass	1017
Window glass	\$50 to \$250 each

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Window and door screens	\$10 to \$200 each
Door locks	\$25 each
Light fixtures	\$25 to \$75 each
Refrigerator shelves and bins	\$15 to \$50 each
Disposal	\$45 to \$85
Bath mirrors	\$20 to \$150
Shower doors/glass	\$50 to \$200
Doors	\$35 to \$150
Countertops	\$50 to \$500
Appliances	\$200 to \$2,000