



2023

# RESIDENTIAL HANDBOOK

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Guided by Louisville Seminary's non-discrimination policy and informed by the commitment to offer "an inclusive community that welcomes and supports persons of diverse backgrounds and orientations," Louisville Seminary has adopted this handbook to guide the development and implementation of its Housing Policy.

In addition, the Housing Policy recognizes that priority status should be given to students and their families who are more likely to be exposed to societal danger due to their ethnic and national background, sex, sexual orientation, gender identity, religion, age, veteran status, or disability.



# EMERGENCY CONTACT INFO

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## **In case of:**

**Fire – Pull the Fire Alarm & Call 9-1-1**

**Medical Emergency – Call 9-1-1**

**Suspicious Person, Criminal Act, or Assault – Call 9-1-1**

**Weather Emergency – Call 9-1-1**

**I am located at:** \_\_\_\_\_

(Street Address Example: Nelson Hall is at 3807 Chapel Valley Road)

**Caldwell Chapel –**

3801 Chapel Valley Road

**Ernest Miller White Library –**

1216 Schlegel Circle

**Gardencourt – 1110 Greig Circle**

**Laws Lodge Student Housing –**

1116 Greig Circle

**Nelson Hall – 3807 Chapel Valley**

Road

**Winn Center – 1222 Schlegel Circle**

## **Maintenance Emergencies:**

**Monday-Friday 8:00 am to 4:30 pm: (502) 992-9387.**

**After hours: (502) 376-1572 to leave a message for the on-call person.**





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# WELCOME



Welcome!

The Louisville Presbyterian Theological Seminary and the Residential Life Committee are delighted to claim you as part of our community.

In most places, the owner of a property sets forth specific rules and regulations for the tenants of their property. Louisville Seminary is no exception. The Dean of Community Life is in charge of residential housing and works closely with the Director of Facilities and the Residential Life Committee on a regular basis to provide a safe and comfortable living environment.

The policies set forth in this guide are an attempt by the Residential Life Committee, the Dean of Community Life, and the Facilities Department to facilitate living together in community. It is the sincere hope of all the individuals involved in setting forth housing policies that all seminary students can live comfortably together in love, harmony and truth. This community offers a special opportunity to prepare for ministry while living together with diverse individuals.

Specifically, the goal of the Residential Life Committee is to have residents solving residents' issues of living together. To make this system function properly, input from all residents is essential. The Residential Life Committee, the Dean of Community Life and the Facilities Department seek all input from residents and will expeditiously act upon any input from residents.

Any issues not addressed in this guide for living in a community that you feel need to be addressed should be forwarded to the Dean of Community Life and/or the Director of Facilities.

# RESIDENTIAL LIFE COMMITTEE (RLC)

## Background

Many people choose Louisville Seminary in part or whole because of the presence and support of the community available at this seminary. This community has nurtured and sustained many people through major transitions and everyday life events. It is with this legacy in mind that a proposal for the Louisville Seminary Residential Life Committee was created and established in 2006.

## Responsibilities of Committee

To facilitate conversation among residents and mediate/advocate with administration concerning housing issues.

The Committee will:

- Meet monthly
- Meet at other times as needed
- Share information with residents to help mediate housing issues among residents
- Hold forums for housing policy issues and education
- Form ad-hoc committees for specific housing events/issues
- Advocate for residents in housing issues

## Election to Committee

To qualify for election to the Committee, the person must be:

- An on-campus resident
- Over the age of 18

## Make-Up of Committee

Persons interested in serving on the Residential Life Committee may be nominated by fellow residents or may be self-nominated. Five members will be elected at large. Residential Life Committee representatives will be conspicuously posted in appropriate spaces on campus.

## Term of Committee Members

Committee members may serve for as many years as they live on campus. If a member graduates, that spot will be filled at the discretion of the Residential Life Committee.

## Legal Matters

This advisory committee is not responsible for adjudicating any issues that violate local, state, or federal laws. All such violations will immediately be turned over to the appropriate legal authorities. The Dean of Community Life will coordinate any residential issue, which is complicated by legal matters, with the Vice President of Finance and Administration to administer in cooperation with the appropriate legal authorities. In addition, this Committee has no policy-setting authority.

# HOUSING POLICY

## Preface

Louisville Seminary is committed to providing an on-campus housing experience to as many students as possible. The seminary believes that theological education is at its best when the whole student is engaged in the seminary community. Community means more than opportunities for social interaction. To experience community is to experience the classroom, governance, worship, social activities, and other aspects of Louisville Seminary.

Guided by Louisville Seminary's non-discrimination policy (Louisville Seminary Catalog) and informed by the commitment to offer "an inclusive community that welcomes and supports persons of diverse backgrounds and orientations," Louisville Seminary has adopted the following values to guide the development and implementation of its housing policy:

In faithfulness to our spiritual heritage and the biblical witness, the Housing Policy of Louisville Seminary:

1. Affirms that all people have equal worth as human beings created in God's image
2. Welcomes both the stranger and the neighbor
3. Works for justice and fairness

Consistent with these values, those who administer the Louisville Seminary Housing Policy will:

1. Seek to administer the housing policy with honesty, wisdom, and transparency in light of limited resources
2. Recognize that "family" has many manifestations
3. Understand that the Holy Spirit is at work and that these policies should be periodically reviewed and/or reformed while faithfully struggling with the witness of scripture

In addition, the Housing Policy recognizes that priority status should be given to students and their families who are more likely to be exposed to societal danger due to their ethnic and national background, sex, sexual orientation, gender identity, religion, age, veteran status, or disability.

## Process

All persons, including those already in Seminary Housing, who desire Seminary housing must make new applications for each academic year or portion thereof.

Applications for housing are not considered complete until all forms and appropriate deposits (tuition deposits for new students, housing deposit and pet deposit, if appropriate) are on file with the Dean of Community Life.

The Office of Community Life administers the Housing Policy. However, housing decisions concerning persons at the same priority level and other housing related issues not specifically stated in this policy are made by the Housing Sub-committee of the Community Affairs

Committee:

- Housing Sub-committee of the Community Affairs Committee shall be convened by the Dean of Community Life. The committee should include two members of the Residential Life Committee, Dean of Community Life, Director of Facilities, Vice President for Finance, Facilities Director, and a member of Faculty (who is also a member of the Community Affairs Committee).
- In extraordinary circumstances, appeals may be made to the Community Affairs Committee. Ordinarily, appeals are limited to perceived violations of the Housing Policy.

Deadline for applications

- **Deadline: April 15.** At this time, the priority of all persons who have a completed housing application on file will be determined, and housing assigned on that basis.
- **Application for Extension Deadline: April 15.** Those whose priority has changed during the spring semester or upon graduation are required to vacate their housing by May 31. Extensions for a limited time should be submitted in writing to the Dean of Community Life, with no guarantee of approval and will require an addendum to the lease. Extensions may be granted by the Dean of Community Life. Requests to remain in housing beyond 60 days must be made in the form of a housing application by the April 15 deadline and will require a new lease.
- After April 15, if housing is still available, assignments will be made on a space available basis so long as the applicant's situation appears on the priority list for the housing desired.
- After July 1, if housing is still available, assignments will be made on a space available basis to applicant's whose situation does not appear on the priority list.
- **Mid-Year Deadline: December 1.** Provided that housing is available for students entering in January or February, assignments will be made to students who have applied.

## Definitions

(all definitions, except as noted, are for use within the housing policy only)

1. **Academically Inactive Students** – matriculated degree students who, for whatever reason, are not currently taking any courses at Louisville Seminary.
2. **Full-time Students** – see the Catalog.
3. **Half-time Students** – see the Catalog.
4. **Part-time Students** – see the Catalog.
5. **International Student** – a student from outside of the US studying at Louisville Seminary on a student visa.
6. **Non-degree Seeking Persons** – students or non-students who are not currently admitted to a degree program.
7. **Married** – couples who are legally married.
8. **Married Student without Partner Living on Campus** – A student who, for whatever reason, has decided to live on campus while their partner lives off campus.

9. Person with Disabilities – student or non-student, defined by the Americans with Disabilities Act, who experience a disability in some way.
10. Person with Physical Disabilities – student or non-student, defined by the Americans with Disabilities Act, who experience physical disabilities.
11. Students Sharing an Apartment – Single students, without a spouse/partner or other family members, sharing an apartment. There must be at least an equal number of bedrooms to the number of students sharing the apartment.
12. Semester – the summer semester includes the months of June through August. The fall semester includes the months of September through December. The spring semester includes the months from January through May. The academic year begins on June 1 and ends May 31 of each year.
13. Year – year of enrollment at Louisville Seminary in the MDIV or MA programs. All years spent in on-campus housing should be counted to determine priority, including time spent in on-campus housing in another category (e.g., if you lived two years on campus, enrolled in a degree program for one year and being academically inactive the second year, you would count two years to determine your priority). Students who have lived off-campus and choose to live on campus, the number of years of schooling count as their priority.
14. Internship - If a student is away at an approved internship, the year doesn't count against them for priority purposes. Students living on-campus for their internship are counted in their priority level.

## **Guidelines**

1. The number of children to be counted in determining housing priority should include only those who will actually be living with parents (or legal guardians) in Seminary housing.
2. Housing for a particular family configuration will be assigned appropriate to space available. Priority for family configuration is second to a student's status in the academic program.
3. In determining priorities, the family status at the date for which occupancy is requested (not the date when the application is made) will be the status to be considered. In cases of anticipated marriage, adoption or foster parenting, or in the case of pregnancy, the family status by the end of the first academic semester for which occupancy is requested will be the status to be considered.
4. Housing priority status improvement during a semester affects one's housing priority immediately as long as the requested housing is available.
5. Housing priority status deterioration during the academic year does not affect one's housing priority until the end of the spring semester.
6. If a person is no longer a student (or is no longer married to a student), seminary housing must be vacated no later than the end of the current term (fall or spring).
7. Those whose priority has changed during the spring semester or upon graduation are required to vacate their housing by May 31. Extensions may be requested from the Dean of Community Life, with no guarantee of approval. The deadline for requesting extensions is April 15.



8. No assignments of non-degree seeking persons are made to campus housing until July 1.
9. Housing assignments for returning students living in the apartments are made on the assumption that a twelve-month lease, which runs from June 1 to May 31, is signed on June 1.
10. “Singles Sharing an Apartment” are only eligible for two and three bedroom apartments.
11. Families with two or more children are given more priority than families with one child in two bedroom apartments. The reasoning for this is that it is more difficult to find off-campus housing for large families.

## Check In

Entering and returning students need to call the Business Office to arrange for key pick up. All new and returning students will need to be checked in by someone from the Facilities Department. During this check-in the student and a member of Facilities will complete the Louisville Seminary Housing Inspection Report. It is very important that your apartment inspection sheet is filled out correctly and completely. This ensures that everything is clean and in working condition for the new resident and if not, proper repairs or notations are made on the report. This same report is referenced in the resident’s check-out. If there are any issues you disagree with, they should be brought to the attention of the Facilities Department. Please contact the Facilities Department by email [facilitiesworkorder@lpts.edu](mailto:facilitiesworkorder@lpts.edu) or by phone at 992.9387 to schedule your check-in prior to moving in.

## Check out

You are obligated to pay rent for the term of your lease. Additional rent will be charged beyond the term of your lease until you complete the Apartment Inspection Sheet and turn in your key(s) to the Business Office. Your deposit will be held until an inspection is completed and repairs, if any, are determined. Before you leave campus, Facilities personnel must complete an inspection to determine if any repairs are needed. Please make an appointment with Facilities for an inspection at least five (5) working days before you plan to leave. The Facilities Department can be reached by e-mail [facilitiesworkorder@lpts.edu](mailto:facilitiesworkorder@lpts.edu) or by phone at 992.9387. You will be billed for repair costs prior to receiving any deposit due to you. If you believe the Seminary is liable for damage to your personal property, contact the Vice President for Finance before you vacate.



# LOUISVILLE SEMINARY HOUSING INSPECTION SHEET

Student ID \_\_\_\_\_  
 Name of Resident \_\_\_\_\_ Date \_\_\_\_\_  
 Building Name \_\_\_\_\_ Apt. # \_\_\_\_\_ Phone # \_\_\_\_\_  
 Pets?  Yes  No How many \_\_\_\_\_ List what kind \_\_\_\_\_

Pet deposit paid  Yes  No Amount of deposit \_\_\_\_\_

Vehicle(s) Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_ Color \_\_\_\_\_  
 Vehicle(s) Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_ Color \_\_\_\_\_

Please note: Only 1 parking space is reserved per apartment. Additional vehicles must park in main lot.

Please check the following items to be satisfactory or describe problem(s), if any

Item	Move in Condition		Move out		Item	Move in Condition		Move out	
	Sat	Unsat.	Sat	Unsat.		Sat	Unsat.	Sat	Unsat.
1. Oven hood & filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Locks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Kitchen cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Tub/Sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Counter Tops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Toilet/Seat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Range	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Medicine Cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Exhaust Fan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Bi-Fold Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Towel Bars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Light bulbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Tissue Holder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Light Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Soap Dish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Light Switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Grout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Wall Plugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Tile Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Passage Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Smoke Detector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Entry Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Spackle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Blinds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By signing this document below I certify this inspection sheet and the information contained to be correct

### Move In

Resident \_\_\_\_\_ Date \_\_\_\_\_  
 Facilities \_\_\_\_\_ Date \_\_\_\_\_

### Move Out

Resident \_\_\_\_\_ Date \_\_\_\_\_  
 Facilities \_\_\_\_\_ Date \_\_\_\_\_

Office Use: Key Hook # \_\_\_\_\_ # of Nelson Keys \_\_\_\_\_ # of Keys Issued on \_\_\_\_\_

Key(s) returned on \_\_\_\_\_ Damages  Yes  No Charge for Damages \_\_\_\_\_

Student Returning  Yes  No  
 Apt. Deposit Returned \_\_\_\_\_ Pet Deposit Returned \_\_\_\_\_

### Comments

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## Children Playing on Campus

We encourage children to play and enjoy our beautiful campus, with proper adult supervision. The playground and all housing common areas are for children to use; however, these areas are not to be damaged or vandalized in any way.

However, to maintain the safety of our children and the health and beauty of our campus, we have the following guidelines:

1. No **unsupervised** children are allowed to play in the academic buildings, in the academic quadrangle, in the formal garden area, in the meditation gardens, in the front of Gardencourt, Laws Lodge or the main parking lot area.
2. The use of skateboards, in-line skates, bicycles and similar items are strictly prohibited in the Gardencourt gardens,, the academic quadrangle and inside any building on campus at all times. These activities are allowed in the areas around the general housing area only.
3. Parents should sufficiently advise their children of the safety issues regarding playing where cars are located.

We hope that all of our children enjoy the environment, but learn to respect and take care of our beautiful campus. Refer to the campus map on page nine for the approved children's play areas.

If at any time you have an issue with another resident or their children, please take the time to approach that person and ask for their assistance in mediating the matter. If that does not resolve your issue, you should approach your building representative to the Residential Life Committee for assistance.

Those residents who fail to comply with this policy will be reminded of the policy set forth and asked to comply on the first offense. A subsequent violation will require an appearance of all parties involved before the Residential Life Committee at its next scheduled meeting. At this time, the Committee will offer a suggestion as to how to resolve the issue. Any further offenses will be handled by the Dean of Community Life.

## Facilities Department Services

The Facilities Department is responsible for the maintenance and operation of the campus buildings, grounds, and utilities. It is our job to fix the leaky roofs, mow the grass, paint the walls, maintain the heating/cooling/plumbing/electrical systems, and supply utilities. The Facilities Department oversees the locking and unlocking of all academic buildings on campus.

The following is a summary of service functions provided by the Facilities Department:

Environmental Control	Preventive Maintenance	Plumbing
Trash Removal	Seminary Car Maintenance	Security
Electrical	Grounds Care	Construction
Custodial Services	Campus Signage	Elevator Service
Appliance Repair	Painting	Carpentry

For **MAINTENANCE EMERGENCIES ONLY** we have a 24-hour emergency telephone number where you can leave a message for the person on call. That number is (502) 376.1572. This number is to be used outside of normal business hours. Monday-Friday 8:00 a.m. to 4:30 p.m., please call (502) 992.9387.

## Furnishings

All apartments include a refrigerator, but cooking and eating utensils are not provided, nor are linens. Furniture is included.

## Insurance

You may want to purchase insurance to cover personal property since the Seminary's insurance does not include coverage for your possessions.

## Internet

WiFi is provided at no cost.

## Keys

Two keys are allowed per apartment. If you lose your key or are temporarily locked out, contact the Facilities Department at 992.9387, Monday–Friday, from 8:00 a.m. until 4:30 p.m. and Facilities will unlock your door at no charge. If you lose your key or are temporarily locked out after business hours, call the Facilities Emergency phone at 376.1572 and a Facilities staff member will come and unlock your door. There is a \$25 charge for this service. Replacement keys or extra keys may be obtained at the Business Office for a charge of \$10.00 per key payable at the time the key is requested.

No key can be obtained or entry gained to an apartment unless the person requesting the key or entering is the person on the lease as a resident and has identification available.

## Laundry

Coin operated laundry facilities are located in the basement of Laws Lodge. It is the responsibility of each resident to leave the laundry facilities in a condition in which all residents can safely do their laundry. The Facilities Department does not service the washers and dryers in the laundry rooms.

If you are having trouble with a washer or dryer, please contact Jetz Laundry Systems at (502) 968.1305. In an effort to clarify procedures regarding the laundry facilities, please follow these policies.

1. No children under the age of 10 are permitted to operate laundry machines without the direct supervision from a parent or guardian.
2. Please place a label with your name and cell phone number on the machine(s) you are using. These labels are located in the laundry room and are provided by the Laws Lodge Community Assistant. This allows other residents to contact you should they need to use the machine.
3. Please remove all laundry promptly from the machines.
  - a. The laundry room is not a storage facility. Do not store laundry, whether clean or dirty in the laundry rooms. The only items permitted to be stored in the laundry facility are: laundry supplies such as detergent, fabric softener, bleach, stain treatments, and laundry baskets.
4. All laundry supplies are to be labeled with either the last name of the resident or the apartment number. Laundry supplies that are not labeled will be considered community supplies for anyone to use and will be moved to the community supplies table.
5. It is the responsibility of each resident to clean up his/her own individual messes. Please throw all dryer sheets, trash, empty detergent containers, etc. into the trash. Wipe out washers and dryers and remove lint from dryer lint screens after each use so that they are clean for the next person to use. Facilities is responsible for emptying trash as well as occasionally sweeping and mopping the floors.
6. The washers and dryers are designed to handle “normal” laundry processes. Items that have foreign material stuck to it (large amounts of grass, dried mud, pet hair, etc.) should not be washed in the common facilities.



If at any time you have an issue with another resident using the common laundry facility, please take the time to approach that person and ask for their assistance in mediating the matter. If that does not resolve your issue, you should approach the Laws Lodge Community Assistant for assistance.

## **Lease Agreement**

You must sign a lease. The housing rental rates are set each year and become effective June 1st. Rent is charged to your account in the Business Office and is payable at the beginning of each term unless special arrangements are made with the Dean of Community Life. (Sample Lease Agreement follows).

Note: For information on payment (whom and how), see Section 1(a) of the lease agreement.

**LOUISVILLE PRESBYTERIAN THEOLOGICAL SEMINARY**  
**FLEXIBLE-TERM LEASE AGREEMENT**

Resident Name: \_\_\_\_\_ Apartment: \_\_\_\_\_

Flexible-term leases are available for students living in Seminary housing. Students may choose terms as short as nine months or as long as twelve months or any number of days between nine and twelve months. All leases end May 31 regardless of the date the lease is signed. Monthly rent will be constant, regardless of term chosen. Rent will be prorated for partial months.

Housing assignments for the coming year are made by the Housing Office in accordance with the housing guideline and priority system established by the Housing Sub-committee. Students assigned housing through this process must sign leases within 30 days of their assignment date for the terms they have chosen for the coming year in order to guarantee the housing they have been assigned. The Seminary will attempt to hold the same unit for the coming year as was assigned in the previous year, but cannot guarantee the assignment of the same unit. Any costs associated with a reassignment of units (e.g., telephone) will be the responsibility of the student/lessee.

I wish to lease an apartment from Louisville Presbyterian Theological Seminary (LPTS) for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_. Rent can be charged on a semester basis and is due as stated on your Statement of Account. Summer rent covers June-August; Fall rent covers September-December; Spring rent covers January-May. Other options for payment of rent are available upon request.

Insert the name, date of birth and Social Security Number (SSN) for each Resident including the student.

Student Name \_\_\_\_\_ Resident 2 \_\_\_\_\_  
Birth Date \_\_\_\_\_ SSN \_\_\_\_\_ Birth Date \_\_\_\_\_ SSN \_\_\_\_\_

Resident 3 \_\_\_\_\_ Resident 4 \_\_\_\_\_  
Birth Date \_\_\_\_\_ SSN \_\_\_\_\_ Birth Date \_\_\_\_\_ SSN \_\_\_\_\_

Resident 5 \_\_\_\_\_ Resident 6 \_\_\_\_\_  
Birth Date \_\_\_\_\_ SSN \_\_\_\_\_ Birth Date \_\_\_\_\_ SSN \_\_\_\_\_

**(See paragraph 11 for information regarding non-tenant guests)**

In leasing this apartment, I agree to the following:

1. To pay LPTS the total rent due on the first day of each month. Any rent past due in the fall semester beginning October 1 will be assessed a penalty of 10% each month on the amounts past due. Any rent past due in the spring semester beginning March 1 will be assessed a penalty of 10% each month on the amounts past due.
2. I understand that I am legally obligated to pay the total rent payable during the term of this lease. If I wish to cancel this lease, I will pay a penalty equal to 25% of the unpaid rent payable during the remaining term of this lease. The penalty will not apply if I formally withdraw from LPTS, if I take an officially approved leave of absence or, or if I choose not to move into Laws Lodge when this transition would take place.

3. To report the Housing Office and pay for all damage to the unit and its contents beyond ordinary wear and tear. Once reported, the Facilities Department can make an estimate of these damages. The Resident agrees to take proper care of and to protect the unit and its contents from damage and shall be accountable for failure to do so. The Resident shall also keep property in sanitary condition. If any damage beyond normal wear and tear is caused by the Resident, the Resident's guests or the Resident's pet(s), the Resident agrees to pay LPTS the cost of the repairs upon demand. Damage caused by the Resident's neglect to timely report repairs will become the responsibility of the Resident.
4. Not to move LPTS owned furniture, fixtures, or appliances out of the apartment or lounge areas without the prior written approval of the Housing Office.
5. Not to install major appliances of any kind without the prior written approval of the Housing Office.
6. Not to sublet the apartment.
7. To permit no illegal or immoral use of my apartment or permit any use of same that would increase LPTS's risk. The unit shall be used for residential purposes only and shall be occupied only by the persons identified in the preamble of this Agreement. Resident shall use the unit in such a manner as to comply with all local, county, and state laws and shall not use the premises or permit it to be used for any disorderly or unlawful activity or purpose or in any manner offensive to any other occupant of an LPTS apartment, or any other member of the LPTS community. Any prohibited or illegal use of the premises shall be grounds for immediate termination and cancellation of this Lease.
8. To personally refrain from and also prohibit guests from making any loud, boisterous or disturbing noises; neither to commit or permit any act which will reasonably interfere with the rights, comfort, inconvenience of any other occupant of LPTS apartment or to jeopardize the LPTS community's overall peacefulness and efficiency. I agree to keep the volume of any noise of any type in my unit low enough as to not disturb other Residents in the building at any time. This includes noise caused by pets, radios, stereos, television sets and musical instruments.
9. To keep no dog, cat or other non-caged pet without having first made a pet deposit to the Housing Office. I agree to submit proof of proper licensing and vaccinations as required by law to the Housing Office with the pet deposit and I will renew them annually. I agreed to abide by the LPTS's Pet Policy as outlined in the Residential Handbook. The Residential Handbook is an addendum to the lease.
10. To cooperate in keeping the buildings and the grounds clean and to keep my personal belongings within my assigned space.
11. Only those tenants listed in the preamble of this Agreement shall reside in the living unit. Written permission in advance must be obtained from the Seminary's Housing Office and the Vice President for Finance before any non-tenant may stay in the living unit for more than five (5) days.
12. To permit LPTS to make a physical inspection of the unit on demand. Absent an emergency, this inspection will normally be done only upon prior written notice to the Resident.

13. If I desire cable television beyond the basic service provided, I agree to contact the cable provider and to pay directly to them any additional charges. I also agree to provide, upon reasonable notice and at reasonable times, access my apartment for the installation, maintenance or repair of the cable television equipment.
  
14. I understand that the check-out process is not complete and that my rental charges will continue until my keys have been turned in, and I have received from the Facilities Department a copy of the Apartment Inspection Sheet. Call the Facilities Department five (5) working days prior to checking out to arrange an inspection. The billing of rent for summer vacancies will be terminated only after the units are vacated and inspected, any phones disconnected and keys returned to the Business Office. At the time of your initial application with LPTS, you have made a housing and, if applicable, pet deposit. When you leave LPTS, the amount of either of those deposits that is returned will depend upon the condition of the housing unit you have occupied. Should you need storage during the summer months, you will be charged a monthly storage fee, and required to sign a waiver releasing LPTS from all liability in the case that your property is damaged or stolen.
  
15. I have been strongly advised to obtain renter's insurance through a provider of my choice at my own expense. I understand that LPTS is not responsible for any lost, stolen, or damaged items inside of it's buildings or on it's property.
  
16. If I wish to vacate prior to the termination date of this lease, I agree to send a 30-day notice in writing to the Housing Office. This notice does not release me from provisions stated above in Items 2 and 14 of this lease.
  
17. I have read the housing regulations as outlines in the Residential Handbook and agree to abide by them. I understand that if I have been found in violation of these lease terms or of the regulations outlines in the Residential Handbook, I will be required to vacate my housing.
  
18. This agreement replaces and supersedes any prior lease agreement between me and LPTS, which prior agreement(s) shall be of no further force or effect.
  
19. The agreement constitutes the entire agreement between these parties. No oral statements or modifications to the agreement made by LPTS employees or agents shall be binding upon LPTS.
  
20. The agreement may not be altered or amended except in writing and shall be construed in accordance with the laws of the Commonwealth of Kentucky.

\_\_\_\_\_  
 Student (Resident) Signature

\_\_\_\_\_  
 Date of Signature

\_\_\_\_\_  
 Spouse Signature

\_\_\_\_\_  
 Date of Signature

Permanent Address:  
 \_\_\_\_\_



## **Moving from one Apartment to Another**

If a student moves from one housing unit to another during the academic year, a cleaning fee is charged to the student's seminary account. The amount of the cleaning fee is dependent upon the housing unit from which the student is moving.

## **Parking**

The parking policy recommended for seminary residents to follow is:

- Each campus apartment will have one assigned parking space
- The Office of Community Life will assign a spot for each unit as a part of the overall process of renting apartments to students.
- Parking spots designated for guests are clearly marked.
- All vehicles are to be in working order. Inoperable vehicles are not to be parked on seminary property.

If at any time you have an issue with another resident in regard to parking of vehicles, please take the time to approach that person and ask for their assistance in mediating the matter. If that does not resolve your issue, you should approach your building representative to the Residential Life Committee for assistance.

Those residents who fail to comply with this policy will be reminded of the policy set forth and asked to comply on the first offense. A subsequent violation will require an appearance of all parties involved before the Residential Life Committee at its next scheduled meeting. At this time, the Committee will offer a suggestion as to how to resolve the issue. Any further offenses will be handled by the Dean of Community Life.

## **Smoke-Free Environment**

Smoking or vaping is not allowed in Laws Lodge units nor in public areas (laundry, hallways, stairwells, kitchen area and entry/exit ways).

## **Storage**

Laws Lodge has limited storage that will be assigned on an as-requested basis. If residents check out over the summer and would like to leave items in their storage unit, they will be charged a monthly storage fee during those months.

## **Prohibition against Storage on Residential Balconies/Patios**

The Louisville Fire Department is very strict on the use of our balconies/patios. Interior stairwells and exterior sidewalks, patios and balconies in front of housing units cannot be used for the storage of any materials. This includes the use of **grills, lawn chairs, planters**, etc. We



want residents to enjoy their balconies and you are permitted to sit in a lawn chair outside your apartment. Just remember to remove the lawn chair or take it inside your living unit when finished. Do not leave materials on grassy areas. Failure to comply with this will result in a citation from the Louisville Fire Department to the student living at the residence. This policy is strictly enforced by the Louisville Fire Department as they do their routine inspections.

## **Policy for Student Payment Plans**

### **Penalty Assessed on Past Due Balance**

On March 1<sup>st</sup> and again on October 1<sup>st</sup>, any student with a past due balance with the Seminary will be assessed a 10% penalty on the entire past due balance.

### **Payment Plan for Past Due Balance**

Payment plans must be established for any student with a past due balance prior to registration for any upcoming terms. Any student who has not established a payment plan for their past due balance will not be allowed to register.

Payment plans will not be established to extend beyond the end of the current semester. If a student is in arrears on their payment plan on the last day of the term in which it was implemented, following the dates on the governance calendar, the student will be de-registered from all upcoming periods of registration. The student will then need to follow the procedures to obtain an official leave of absence from the seminary to return when the student can satisfy the outstanding financial obligation.

### **Subletting**

Subletting of your housing unit is not permitted.

# PETS

## Deposit

Every resident on campus who owns a dog, cat, or other non-caged pet shall provide the Seminary with a \$150 deposit per non-caged pet to be used against any property damage and cleaning (including fumigation) cost that the Seminary incurs as a result of the pet's behavior. You will be billed for any cost of damage and cleaning in excess of the deposit. Failure to pay the deposit will automatically result in a fine of \$25. Students are responsible for making additional deposits if they acquire additional pets. There is a limit of two non-caged pets allowed in each apartment unit. This policy applies to owned pets only; pet sitting is not permitted.

## Pet Policies

When students sign their leases, they agree to abide by the following pet policies.

1. Louisville Seminary policies follow the Louisville Metro Government policies.\*
2. Annually all dogs, cats, or other non-caged pets brought on campus shall have up-to-date rabies and distemper shots and must be licensed. A copy of the shot record and license must be presented to the Office of Community Life. Any violation of this shall automatically result in a fine of \$25.
3. All pets on campus, including cats, must be leashed at all times except in the walk-run areas, where they must be under direct voice control of their owner. If a pet does not obey at first call, then it is not under direct voice control and must remain leashed.
4. The area between the White Hall parking lot and Alta Vista Road (but not by the gate to the President's home).
5. The area in the valley south of Viser Path, the walkway between Nelson Hall and Burnam Hall extending to the park.
6. The area south of Love/Sherrill from the road/parking area to the park.
7. Pet owners are responsible for any messes that their pet makes anywhere on campus, including the walk/run areas.
8. No pets shall be tied to trees, doors, or in any way block the passage of individuals through hallways or entryways.
9. **Absolutely no pets**, except a service animal, are allowed in Gardencourt, Nelson Hall, Winn Center, the Library, Chapel, Schlegel Hall or Laws Lodge. This pet policy applies to all pets of members of the Seminary community (students, faculty, and staff).
10. No nuisance of barking, howling or excessive noise by pets will be allowed in the apartments.
11. Neighborhood residents or guests of seminary residents must also comply with all Louisville Seminary pet policies. If you encounter a neighborhood resident or seminary resident's guest not complying with Louisville Seminary pet policies, please take the time to politely inform them of pet policies on campus.
12. Residents are required to attend to, maintain, and take care of their pet(s) pursuant to all Louisville Metro city ordinances. Please see ordinances § 91.090, § 91.092, § 91.094 and §91.098 specifically. Any violation of any city ordinances will be reported to Louisville Animal Services and to the chair of the Residential Life Committee. Residents in violation of these aforementioned ordinances is considered in violation of the Louisville Seminary lease agreement and are subject to penalties including loss of pet

privileges and/or eviction.

Note: Regarding neighborhood animals and strays:

If a stray is seen continually roaming the campus, it is up to the student, not the Seminary, the Committee, or the Housing Sub-Committee, to contact the Animal Shelter to make a complaint. The Kentucky Humane Society can be reached at (502) 366.3355.

## **Pet Infractions/Complaints**

Any complaint about pets shall be handled according to the following procedures:

If Faculty or Staff has a complaint, the written complaint should be filed with either the Vice President for Finance or the Dean of Community Life.

For all others complaints, the following RLC procedures apply:

If you have an issue with another resident in regard to pets, approach that person and ask for their assistance in the matter. If the problem continues, bring the matter to your building representative for the Residential Life Committee for assistance.

On a first offense, if the matter involves non-compliance with campus regulations, the pet owner will be reminded of the policy and asked to comply. A subsequent violation will require an appearance by all parties involved before the Residential Life Committee at its next scheduled meeting. Should the pet owner be unwilling to attend the next regularly scheduled or special called Residential Life Committee meeting or unwilling to comply with pet policies, a \$10 fine will be assessed by the Residential Life Committee.

Should a pet owner be fined for the same offense more than once during the academic year, the incident will be referred by the Residential Life Committee to the Dean of Community Life and a meeting will be called with the Housing Sub-Committee and the pet owner to discuss the issue. Referral to the Dean of Community Life could result in the pet owner being given 30 days to remove the pet from campus.

### **In cases involving a pet which has caused physical injury to another pet or person:**

1. The Housing Sub-Committee will hold a meeting to determine the merits of the case.
2. If the case is sustained, the pet involved will be permanently removed from the campus within one week of the decision of the Sub-Committee.
3. Upon receipt of the complaint and prior to the determination of the case, the Dean of Community Life will direct the owner of the pet involved that the pet must be kept under direct control (i.e. muzzle or leash) in all areas on campus pending outcome

\*A copy of the Jefferson County Animal Ordinance can be obtained from the Jefferson County website [www.loukymetro.org/Department/Animal/ordinance.html](http://www.loukymetro.org/Department/Animal/ordinance.html). The Louisville Seminary's Pet Policy is in accordance with this ordinance.



# CAMPUS MAP



## BUILDING ADDRESSES

- |   |   |
|---|---|
| 1 CARRIAGE HOUSE<br>1030 Keeney Way     | 6 POWER PLANT<br>3701 Power Plant Drive               |
| 2 LAWS LODGE<br>1116 Greig Circle       | 7 ERNEST MILLER WHITE LIBRARY<br>1216 Schlegel Circle |
| 3 GARDENCOURT<br>1110 Greig Circle      | 8 CALDWELL CHAPEL<br>3801 Chapel Valley Way           |
| 4 SCHLEGEL HALL<br>1230 Schlegel Circle | 9 NELSON HALL<br>3807 Chapel Valley Way               |
| 5 WINN CENTER<br>1222 Schlegel Circle   | 10 PRESIDENT'S HOME<br>1050 Alta Vista Road           |

PARKING AREAS ACCESSIBLE PARKING



**Louisville Presbyterian Theological Seminary**  
 1044 Alta Vista Road, Louisville, KY 40205  
 (Send all mail and packages to this main address.)  
 (800) 264-1839 (502) 895-3411

## SEMINARY HOUSING CONFLICT MANAGEMENT PROCESS

## **Procedures for Dealing with Behavior that is in Violation of Rental Lease Agreement**

When the behavior of a resident of campus housing creates a problem and you believe the behavior is a violation of rental lease terms, speak with this resident as a first step. If the resident is a minor, speak with a parent of the resident. (Hereafter in this statement of process, the term “resident” means responsible adult). This is always appropriate, whether the problem is caused by a student or by a non-student resident. Remember that a part of our community’s culture is to resolve disagreements through constructive dialogue. A guide for these conversations is as follows:

### **Seeking to be Faithful Together: Guidelines for Louisville Seminary during Times of Disagreement\***

In a spirit of trust and love, we promise we will...

1. Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ;
  - we will keep our conversations and communications open for candid and forthright exchange;
  - we will not ask questions or make statements in a way that will intimidate or judge others.
2. Learn about various positions on the topic about which there is disagreement
3. State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.
4. Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus’ teaching.
5. Focus on ideas and suggestions instead of questioning people’s intelligence or integrity;
  - we will not engage in name-calling or labeling of others prior to, during, or following the discussion.
6. Share our experiences about the subject of disagreement so that others may more fully understand our concerns.
7. Indicate where we agree with those of other viewpoints as well as where we disagree.
8. Seek to stay in community with each other though the discussion may be vigorous and full of tension;
  - we will be ready to forgive and be forgiven.
9. Follow these additional guidelines when we meet in decision-making bodies:
  - urge persons of various points of view to speak and promise to listen to these positions seriously;
  - seek conclusions informed by our points of agreement;
  - be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience;
  - agree to call the question only after the issue has been adequately discussed;
  - abide by the decision of the majority, and if we disagree with it and wish to



- change it, work for that change in ways that are consistent with these Guidelines.
10. Include our disagreements in our prayers, not praying for the triumph of our view points, but seeking God’s grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.

\*Louisville Seminary, in an effort to heal from the effects of and prevent hurtful conflicts, adopted this peacemaking document in the spring of 1994 for use in our governance and community living.

Any violation of the Residential Handbook or the housing lease is a violation of the Code of Student Conduct (see section 3.2.1 of the Code of Student Conduct in the Louisville Seminary “Governance Manual”.) In the event informal attempts to resolve the disagreement are unsuccessful, formal procedures may be instituted.

If at any time you have an issue with another resident using a common area, please take the time to approach that person and ask for their assistance in mediating the matter. If that does not resolve your issue, you should approach your building representative to the Residential Life Committee for assistance.

Those residents who fail to comply with this policy will be reminded of the policy set forth and asked to comply on the first offense. A subsequent violation will require an appearance of all parties involved before the Residential Life Committee at its next scheduled meeting. At this time, the Committee will offer a suggestion as to how to resolve the issue. Any further offenses will be handled by the Dean of Community Life.

# SEMINARY POLICIES

## **Alcoholic Beverages**

Under limited conditions, the Board of Trustees of Louisville Seminary permits the service, but not the sale, of alcoholic beverages on the Seminary campus. Approved caterers of Seminary events, wedding receptions, and other community events may serve non-distilled spirits (i.e. wine and beer), so long as they employ a bartender who is covered by adequate liquor liability insurance. Non-Seminary events must be approved by the Director of Marketing and Special Events.

With the approval of the President, or, in the absence of the President, a Vice-President of the Seminary, non-distilled spirits may be served at official Seminary events. Persons in charge of such events must report them in advance to the Director of Marketing and Special Events and also must provide non-alcoholic beverages. Ordinarily, such events must be catered by an approved caterer.

With the permission of the President of the Seminary, students and their guests may consume their own non-distilled spirits (a) inside the "Tri-C' space in Love-Sherrill Hall, (b) outside the student apartments in the common courtyard area, and (c) around the fire ring in the valley; provided, however, such beverages are contained in opaque cups that bear no advertisements for alcoholic beverages. While in their own housing units, students living in Seminary housing and their guests may consume personal quantities of alcoholic beverages (distilled and non-distilled). All of the foregoing activity is deemed to be the sole responsibility of participating students and is neither condoned nor prohibited by the Seminary. Under no circumstances shall alcoholic beverages be served to underage persons or consumed by persons who are intoxicated.

## **Substance Abuse**

As required by the Federal Drug-Free School and Communities Act Amendments of 1989, all parents, students, employees, and residents are hereby notified by Louisville Presbyterian Theological Seminary that the following is considered prohibited conduct:

1. Unauthorized distribution, possession, or use of any illicit drug or controlled substance, as defined by the Kentucky Revised Statutes Chapter 218A; or
2. Providing alcoholic beverages to individuals under 21 years of age, or possession or use of alcoholic beverages by individuals under 21 years of age; or
3. Unauthorized possession of an open container of an alcoholic beverage, public intoxication, unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of illegal distribution on Seminary premises or at Seminary sponsored activities.

In addition to imposition of disciplinary sanctions under Seminary procedures including suspension or separation from the Seminary for such acts, students or employees may face prosecution and imprisonment under Kentucky law that makes such acts felony and

misdemeanor crimes.

The health risks associated with the misuse and abuse of mind-altering drugs, including controlled substances and alcohol, include but are not limited to: physical and psychological dependence; damage to the brain, pancreas, kidneys and lungs; high blood pressure, heart attacks, and strokes; ulcers; birth defects; a diminished immune system; and death.

Louisville Seminary will provide partial financial support for diagnosis and/or treatment of any student or employee with a substance abuse problem. The Dean of Community Life and the Vice President for Finance can provide information to students and employees, respectively, about available drug and alcohol counseling, rehabilitation and re-entry programs and can authorize the use of Seminary funds for such a purpose.

## **Weapons**

Any concealed firearm or other object considered a deadly weapon is prohibited from any property owned or controlled by the Seminary, including, but not limited to classrooms, offices, campus apartments, other facilities, parking lots, and all outdoor areas. This policy applies to all persons even if they have the proper license to carry a weapon; the only exceptions to this policy are for official peace officers.

Any student in violation of this regulation can face disciplinary action that could include expulsion. Any employee in violation of this regulation can face disciplinary action that could include termination. Any other person will be asked to comply with the regulation or face appropriate legal action that could include arrest.

# COMMUNITY LIFE

## Cars and Bicycles

Park your cars and bicycles in the designated areas. Do not drive or park vehicles, including trailers, on the sidewalks or grass, even to unload or load furniture. Each apartment is entitled to one parking space.

Kentucky law requires all drivers to carry a minimum of liability insurance. All cars shall also have an up-to-date license and registration. All cars on campus shall be in working order and drivable. No parking lots are to be used for storage of cars for mechanical or other reasons. Parking lots may not be used to store boats, campers or trailers. Guest cars or extra cars may be left on campus for short periods of time (under 30 days) with the permission of the Dean of Community Life and the Director of Campus Facilities.

## Campus Kids

The mission of the Campus Kids program is to offer a place of fun, fellowship and learning for children in the Louisville Seminary community. Started 14 years ago with the help of a small grant, Campus Kids has grown to receive administrative oversight and financial support from the Office of Community Life, include leadership from the Field Education Program as well as the community at large, has acquired space for weekly activities and even includes some family activities. Campus Kids offers a variety of activities suitable to the differing ages of the children in the community. The Campus Kids program usually includes children from 2 to 12 years of age.

## Common Areas

The common areas surrounding the residential units include but are not limited to: walkways and sidewalks. As a resident living in the community you are welcome and encouraged to use these areas, but you are also responsible for helping to maintain the appearance of the areas. Your behavior and the behavior of your children and pets in these areas will help make these areas enjoyable for all residents.

When using common areas make sure that:

- All items in the area are picked up.
- Trash has been removed (there is a dumpster near the building).
- The noise level is such that your neighbors are not disturbed.
- Items left out are a fire hazard and you could be in violation of local fire department regulations and fined accordingly by allowing objects to be left out. This includes leaving objects in stairwells and entrance ways such as toys, sticks, etc.

Enjoy the use of common areas but keep in mind that these are areas shared by many and not just for individual use.

Common areas can be used for drying clothes, if drying racks are used. The drying racks are to be placed immediately outside of the residence hall. Clothes are not to be dried by hanging them randomly on railings, picnic tables, etc. or left out overnight. Large items can be worked on such as painting furniture, repairing items, or art projects as long as all areas exposed are protected, walkways are not blocked, and the items are not left out in the open for an extended period of time.

If at any time you have an issue with another resident using a common area, please take the time to approach that person and ask for their assistance in mediating the matter. If that does not resolve your issue, you should approach your building representative to the Residential Life Committee for assistance.

Those residents who fail to comply with this policy will be reminded of the policy set forth and asked to comply on the first offense. A subsequent violation will require an appearance of all parties involved before the Residential Life Committee at its next scheduled meeting. At this time, the Committee will offer a suggestion as to how to resolve the issue. Any further offenses will be handled by the Dean of Community Life.

## **Food Pantry**

To meet the needs of residents who may need food assistance from time to time, the Louisville Seminary employees began a food pantry program in May 2006.

The Food Pantry is located in the basement of Schlegel Hall. It is expected to be used on an as-needed basis and available to students at all times. Students can access the Food Pantry with their Nelson Hall access key or request a key from the Business Office. The items in the Food Pantry are available to students at no charge.

## **Mail**

The Mail Room is on the first floor of Nelson Hall. Each resident receives his or her own mailbox assignment. The mailing address is: 1044 Alta Vista Road, Louisville, Kentucky 40205-1798. To request a mailbox, please call the Facilities Department at (502) 992.9387 or email [mailcenter@lpts.edu](mailto:mailcenter@lpts.edu)

## **Noise in the Housing Area**

Everyone deserves the opportunity to enjoy their time here at Louisville Seminary. At the same time, we are within the “walls” of an academic institution. As such, academic work requires a great deal of time and effort to complete. The appropriate level of noise and consideration of others is of extreme importance for the successful completion of academic work, enjoyment and proper rest.

We ask all residents to respect their neighbors including those with children. To accomplish this, we ask that all residents honor quiet hours as follows:

- During the academic year, quiet hours will be from 10:00 p.m. to 7:00 a.m.
- During the weekends of the academic year and during the summer, quiet hours will be from 11:00 p.m. to 7:00 a.m.

This schedule is for all housing and common areas. This includes pets.

If at any time you have an issue with another resident in regard to inappropriate noise levels, please take the time to approach that person and ask for their assistance in mediating the matter. If that does not resolve your issue, you should approach your building representative to the Residential Life Committee for assistance.

Those residents who fail to comply with this policy will be reminded of the policy set forth and asked to comply on the first offense. A subsequent violation will require an appearance of all parties involved before the Residential Life Committee at its next scheduled meeting. At this time, they will offer a suggestion as to how to resolve the issue. Any further offenses will be handled by the Dean of Community Life.

## Recycling Guidelines

Please use the following recycling guidelines. If you have your children bring items, please be sure they have been adequately instructed on these guidelines.

### Materials Recycled at Louisville Seminary:

- **Paper** – office paper, junk mail, broken-down cardboard boxes and boxboard (12-pack boxes, cereal boxes, etc.) and newspapers. Pizza boxes are not recyclable. Paper milk cartons are not accepted – because of the heavy wax. Cardboard boxes that can be recycled should be broken down to save room.
- **Plastics** – anything made of any type of plastic can be placed in the recycling bins. Please make sure to drain and/or rinse out your containers.
- **Aluminum cans** – soda, etc.
- **Steel cans** – canned food items.

General guidelines: rinse all containers, remove lids from containers – they’re not recyclable, and break down all boxes.

Personal household recycling can be taken to the large white bin behind Nelson Hall. Please do not use other recycle bins for household recycling as those bins are needed for office and student use.

You’re encouraged to use the city recycling program for household items not accepted on campus. Several are close by campus and they accept all items like glass and higher numbered plastics. For more information:

<http://www.louisvilleky.gov/solidwaste/recycling/drop-off-locations.htm>.

E-cycling. Properly recycling electronics is extremely important for our health and our environment. They are not recycled on campus – please do not throw them in the dumpster as this creates hazards with ground water. For e-cycling locations and instructions visit: <http://www.louisvilleky.gov/solidwaste/recycling/e-scrap+recycling.htm>.

## Repairs

Forward any requests for repairs to the Facilities Department. Alterations of any kind to either the housing unit or its furnishings (including painting) may be made only with the prior written approval of the Director of Campus Facilities. Work orders may be e-mailed to [facilitiesworkorder@lpts.edu](mailto:facilitiesworkorder@lpts.edu) or call 992.9387.

## Security

The Louisville Seminary out-sources security monitoring services. The security agency makes various campus inspections, randomly, every night, seven nights a week. These include drive through inspections, walking inspections, and canine inspections. Routinely, all doors are checked, suspicious activity is noted and investigated and all entrances are checked for security.

## Trash

Trash around the residence halls and in common areas should be policed and actively removed by all residents.

There will be two community clean up days each year to address the specific issue of cleaning up living areas across campus as follows:

- Early fall semester
- Spring semester (as weather allows)

These clean-up days will be announced by email to all residents well enough in advance to allow for maximum participation. The clean-up days will be organized by the Residential Life Committee in conjunction with the Director of Facilities.

Garbage dumpsters are located near each residence unit. Upon the occasion that the closest dumpster is full, please go to the next closest dumpster. Leaving trash outside a dumpster or in the hallway or laundry area creates a health hazard and attracts insects and animals.

If at any time you have an issue with another resident in regard to trash, please take the time to approach that person and ask for their assistance in mediating the matter. If that does not resolve your issue, you should approach your building representative to the Residential Life Committee for assistance.

Those residents who fail to comply with this policy will be reminded of the policy set forth and asked to comply on the first offense. A subsequent violation will require an appearance of all

parties involved before the Residential Life Committee at its next scheduled meeting. At this time, the Committee will offer a suggestion as to how to resolve the issue. Any further offenses will be handled by the Dean of Community Life.

## **Weather**

In the case of snow or other inclement weather conditions, Louisville Presbyterian Theological Seminary will notify employees and students of the status of the Seminary, Open or Closed or On Delay, through announcements placed on local television stations, social media, email, and an announcement on the Seminary's website. Any announcement by JCPS will be taken into consideration but will not determine the status of the Seminary.



## SAFETY

### **In case of AN EMERGENCY (Medical, Violent or Criminal Behavior) Always call 911!**

Do not try to look up or call the security agency telephone number. They are just a monitoring agency and are not armed guards. Always call 911 if you observe criminal or a suspicious activity or person, or if you are a victim or witness to any on-campus offense.

When you call 911, be prepared to give them your exact location, including your building location, building name, and building address. Emergency services are located close to the Seminary and have very fast response times.

### **Fire Safety Procedures**

Often heat and smoke do the most damage to people who are involved in fires. Both of these problems can be fatal. Each of us should learn to look around and be aware of our surroundings so that we have thought through ahead of time what we should do in case of a fire. Certain areas have some alarms. If they go off, please move immediately to areas outside the building.

On certain multi-level buildings we have fire doors on stairwells. It is essential that these be kept closed at all times. They should never be blocked open for any reason. They are put there for safety of occupants. Everyone should know where exits are located, know which way the doors swing, and where the stairs lead in order to leave in case of power failure. Know which corridors are dead ends and avoid them in case of a fire.

Our fire alarm system is tied in to a monitoring station and the fire should be reported automatically. However, if you have time, or once you have reached a safe place, it is wise to call in a back-up alarm through 911.

It is very important to familiarize yourself and your loved ones, of safe passage out of your apartment. There is an egress plan color coded in place by the exit door of your apartment. Occasionally, it would be very beneficial to have a family escape drill, should you ever need to escape your apartment.

If you become aware of a fire, report it immediately to the Fire Department (call 911). If you call the Fire Department, notify the Facilities Director as well so they can notify other people on campus. Be specific about the location, giving the name of the building, the apartment number and building address. Do this before you try to fight the fire, even though you feel that the fire is of the size that can be fought by local procedures. Too many fires spread because people try to fight the blaze themselves and then call the Fire Department too late.

If you are trapped by smoke and heat and unable to reach a regular exit, close the door, seal off cracks, open a window for air, signal firemen, and wait for rescue.

We would urge all residents to be sure that all stairways are kept clear of all items, including toys or bikes and debris, so that these areas permit rapid movement out of the building.

If the fire begins in your own area, shut off the control switch for the heating and air conditioning unit. This is usually right on the wall switch by the light for your room. This prevents that unit from circulating and fanning any fire. If in an apartment with a central air distribution system such as the Love/Sherrill building or in Furlough Home, turn the thermostat off if you have time. This also keeps the smoke from circulating which can originate from such a fire.

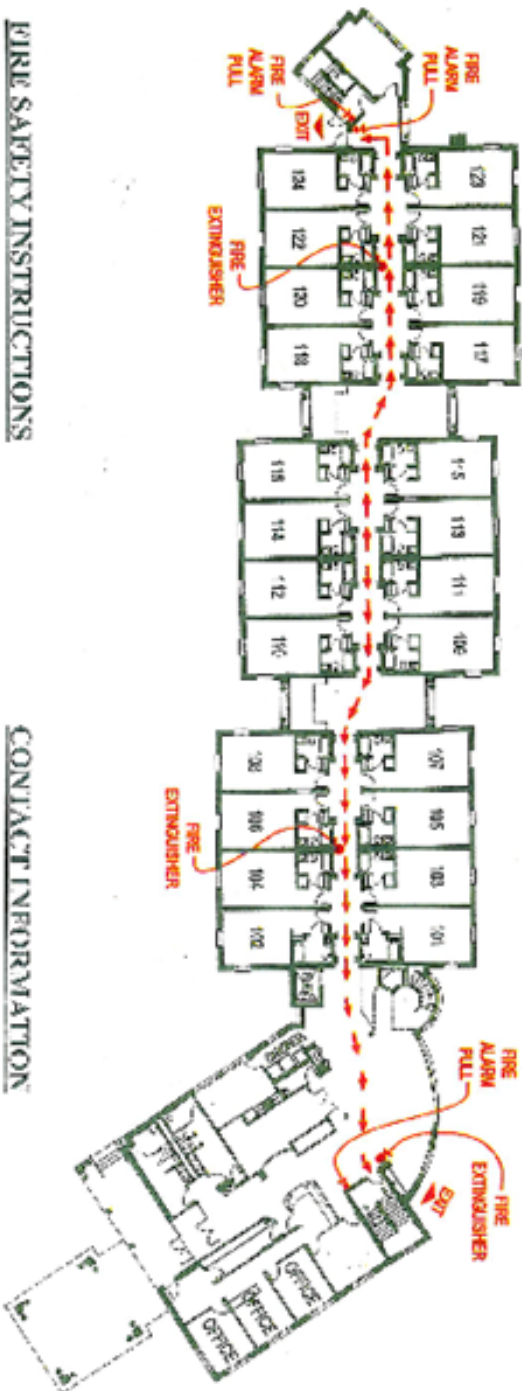
If an alarm does sound, please leave your apartment immediately, closing the door behind you, and proceed out of the building at once. Do not reenter the building until the Facilities Department and/or the Fire Department arrives.

Please remember that once you have gotten to safety, it is important to call 911 and report the fire to the fire department as a back-up measure to our fire alarm monitoring system.

For fire safety maps, see the following pages.

# FIRE EVACUATION PROCEDURES

**IN CASE OF FIRE  
USE STAIRWAY FOR EXIT  
DO NOT USE ELEVATOR**



## FIRE SAFETY INSTRUCTIONS

- 1) If you detect fire or smoke call 911.
- 2) Feel the door and handle to see if they are hot. If not, open cautiously and proceed calmly to the nearest fire exit (see floor plan above). Take your room key but **DO NOT USE THE ELEVATOR**.
- 3) If you cannot leave, remain in your room and seal the door with wet towels until assistance arrives. Remember: heat rises! Stay close to the floor.

## CONTACT INFORMATION

**POLICE / FIRE / EMS** 911  
*-Building / Address (for 911 use):* 1116 Burr Ln.  
Facilities Department After-Hours (502) 376-1572  
*-for other urgent requests*  
(e.g. lockouts, active water leaks, etc.)

Facilities Department Office Phone (502) 992-9387  
Repair Requests [facilitiesworkorder@lpts.edu](mailto:facilitiesworkorder@lpts.edu)

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## Tornado Safety Procedures

Many people who have not been brought up in areas with tornado activity are not certain what precautions should be taken in time of tornados. Basically, there are two levels of preparedness according to the National Weather Service. The first is the **tornado watch** that usually is a time when hot, humid weather conditions are prevalent, increasing the chance for the development of a tornado. The second is a **tornado warning** where tornadoes have actually been sighted in the area.

Louisville is in an area subject to tornados. The tornado period is normally from March through September. A tornado is usually a funnel shaped cloud, spinning rapidly and extending toward earth from the base of a thundercloud. When close by, they sound like the roar of hundreds of airplanes or like a freight train going through your living room. Rain and hail frequently may precede the tornado and usually there will be a heavy downpour after it has passed.

Tornadoes most frequently occur between 2:00 p.m. and 7:00 p.m., but can occur at any time. They normally travel in an easterly direction from the southwest. The clouds often have a greenish- black color. The width of a tornado is only 250 yards normally, but they have cut swaths of destruction over a mile wide. They travel anywhere from 25 to 40 miles per hour land speed, but the wind speed within the tornado is estimated at more than 300 miles per hour. Normally, it is recommended that you try to have windows or doors open so that the pressure between the inside and the outside can equalize. This helps to prevent damage to the structure where the inside pressure tends to blow the roof off and bow the walls out, then permitting the roof to come down on top.

Normally, the safest place in a large building is away from all windows on a lower floor. If you are in a room where you cannot get away from the windows, you should cover yourself with something large such as a mattress or get under a table so you can avoid flying glass and debris.

“Safe Place” severe weather signs are located in all academic buildings to designate those areas as safe places to be in the event of severe weather. The signs are diamond shaped and are bright yellow and red in color. It is very important for all members of our community to know where these “Safe Places” are located. The signs are located in the following areas:

Nelson Hall:	Central hallway, lower floor
Library:	Lower level of the stacks
Caldwell Chapel:	Hallway of the lower level
Winn Center	Cafeteria storage area and restrooms
Schlegel Hall	Basement
Gardencourt	Basement
Laws Lodge	Basement

If you are caught outside when there is a tornado warning issued, the safest place is normally in a low ditch, lying flat. Automobiles, trailers and mobile homes are definitely high-risk areas. Try to stay away from areas with trees. In a private home, the basement or lower floor (the side from which the storm is coming) in central hallways is normally the safest place.

There is no way that a warning system can adequately protect a person if they are not alert to the developing situation. In times of bad weather, it is every person's responsibility to keep informed of developing weather conditions. If you should be in an area where you happen to see a funnel cloud developing and moving, it is helpful if you notify the police, giving your location and the approximate direction that it is moving. If you are outside, it is sometimes safer to move at right angles to the direction that the storm seems to be traveling. Large open building areas should be avoided in case of a storm. Also, the main thing is not to move out into the open unless it is absolutely necessary, unless you happen to be in an automobile or mobile home.