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## **Housing at SFTS**

Recognizing that graduate study in preparation for the ministry places enormous demands on the time, energy, and resources of every person who makes the commitment to enroll as a degree candidate, San Francisco Theological Seminary provides both housing and staff to assist students in their individual efforts. Housing on the San Anselmo campus of SFTS is provided exclusively for students and employees of the Seminary and/or students at other GTU schools, but is primarily for students enrolled full-time in an SFTS degree program.

The accommodations are limited and are assigned according to guidelines and priorities designed to help SFTS meet students' needs in the most equitable fashion. It is important to remember that admission to SFTS is not a guarantee of housing. At the same time, you may be assured that every effort will be made to accommodate your housing needs.

While every effort is made to ensure that the information contained in this guide is correct at the time of publication, SFTS reserves the right to make changes in the information contained herein. This guide is published to explain the policies and procedures that govern housing at SFTS. The Housing Coordinator is available to discuss any questions students might have regarding methods of securing adequate housing during a student's time at San Francisco Theological Seminary.

It is the policy of San Francisco Theological Seminary not to discriminate against any person on the basis of sex, age, race, color, physical disability, sexual preference, and/or national and ethnic origin in its educational programs, student activities, employment or admissions policies. Every effort will be made to ensure fairness and consistency in the awarding of the school's housing.

### **Available Housing Options**

#### **Single students**

- Two-bedroom apartments in Oxtoby Hall (shared apartments)
- One bedroom apartments in Landon Hall
- One bedroom apartments in Hunter Hall
- One bedroom apartments in Belle Avenue Apts.

#### **Couples**

- One bedroom apartments in Landon Hall
- One bedroom apartments in Hunter Hall
- One bedroom apartments in Belle Avenue Apts.

#### **Families with up to two children**

- Two bedroom apartments in Belle Avenue Apts.
- Two bedroom apartments in Dobbins Residences
- Two bedroom apartments in Little Residences

#### **Families with two or more children**

- Three bedroom apartments in Dobbins Residences
- Three bedroom apartments in Little Residences

## **Application Procedure and Deposit**

### **New Students**

May 1 is the deadline for incoming students to file a housing application with the Housing Office for the coming year. By July 1 you will be mailed a notice of your housing assignment. The housing deposit is due within two weeks after you receive notice of your housing assignment and before occupancy. If the deposit is not received by August 1, the unit may be reassigned to someone else. If you have paid a deposit and find that you no longer require campus housing, notify the Housing Officer immediately. If notification of cancellation is received after August 15, \$50 of the housing deposit is retained as a processing fee.

### **Returning Students**

Students continuing in an SFTS degree program will receive a Housing Application each year in February. Using this form, students with remaining eligibility confirm their need for housing in the fall. This form is due in the Housing Office no later than March 1<sup>st</sup>.

### **Cohabitation Policy**

Only those family members listed on this agreement may reside in the unit. Customary tenants include the student, the student's spouse or registered domestic partner, and the student's dependent children. Any violation of this clause may cause the Seminary to take disciplinary action against the student. This action may include eviction from Seminary housing.

### **Change of Housing**

As students' needs and the availability of Seminary housing change, students may be asked to accommodate roommates or to move to larger or smaller premises according to size of household. Advance notice will be given. If the Seminary asks a student to move to other Seminary housing, that student will be given one month's free rent. If a student request for an intra-campus move is approved by the Housing Office, the student pays a \$150 fee for the housing change.

### **Housing Priority Guidelines**

Priority for student housing goes to students enrolled full time in an SFTS degree program. Your rank in priority for housing is based on your degree program and the number of people in your household. Eligibility for housing is also limited in time for each category of student, as indicated below.

## Category I

First priority in assigning housing goes to M. Div. students, including students in the joint M. Div./M.A. program. Within the category, applicants are assigned according to household size:

- Married/Partnered and single students with minor children, taking into consideration the number of children, their ages (birth to 18 years), and gender
- Married/Partnered students
- Single students

Given equal situations, priority is determined by present occupancy and seniority in the program. Among incoming M. Div. students, priority is determined by the date of receipt of the housing application and the \$200 tuition advance. No housing is reserved for newly entering M. Div. students who have not requested housing by July 1.

## Category II

After July 1, any housing available after all full-time M. Div. students have been placed is assigned to SFTS-affiliated GTU M.A., MATS, GTU Ph.D. and Th.D. and D. Min. students, in that order.

## Category III

Any remaining housing is then opened to part-time and unclassified students, and students from other GTU schools.

## **Time Limits**

Students who meet the conditions for living in Seminary housing are eligible for subsidized housing for the number of years of course work required in residence for the degree. Normally, the time limits apply to a family unit; that is, if both spouses in a couple are or become students at SFTS, the time limit for the couple is based on the progress of the first spouse/partner to enroll in a degree program.

1. M.Div. students are eligible for 3 years of subsidized housing. Joint M.Div./M.A. students are eligible for 4 years of subsidized housing. Up to one full additional year may be added to the term of eligibility for full-time interns working in the Bay area. Transfer students may have subsidized housing for the number of full time semesters required for them to complete the program (normally up to 4 semesters).
2. MATS and SFTS-affiliated GTU/M.A. students are eligible for two years of subsidized housing.
3. APS D.Min. students in residence are eligible for two years of subsidized housing if they have not exhausted their eligibility in a previous SFTS degree

program. DMin. students in housing are expected to be taking courses and/or working on the D/P at least three quarters time. There is no extension beyond two years.

4. SFTS-affiliated PhD/ThD students and students affiliated with other GTU schools are not eligible for the subsidized rental rates. They may be given year-to-year leases in Seminary housing, depending on availability, for a total of four years. They are charged the non-subsidized rate for rent.
5. Unclassified students may have year-to-year leases at the non-subsidized rate, depending on housing availability.

## Further Studies

Normally students are expected to move out of seminary housing at the end of the semester in which they complete their first degree program at SFTS or reach their time limit of eligibility for the subsidized rental rate. If they are permitted to remain in housing after that time ( to pursue another SFTS degree), rent will be charged at the non-subsidized rate.

## **Rents and Deposits**

Rents for students eligible for subsidized housing for 2008-2009 are:

### 1 bedroom

Hunter	\$798.00 per month
Landon	\$720.00 per month
Belle Ave	\$698.00 per month (+ electricity)

### 2 bedrooms

Oxtoby (shared)	\$395.00 per person/per month
Belle Ave	\$782.00 per month (+ electricity)

Trinity House \$592.00 per room

### Townhouses

Two Bedroom	\$926.00 per month (+ garbage fee)
Three Bedroom	\$1000.00 per month (+ garbage)

Rent payment is due to the Business Office on the first of the month, for that month. Should rent be received later than the fifth day of the month, a late fee of \$25 will be charged. If rent is not received by the end of the month for which it is due, the student may be subject to eviction procedures.

A student must post and maintain a security/damage deposit and, if applicable, a pet deposit.

- The **security/damage deposit** is equal to one month's rent.
- In addition to the refundable deposit which all tenants pay, pet-owners also pay (1) a one-time

non-refundable **pet surcharge** of \$100 to cover cleaning expenses and (2) a refundable **pet damage deposit** of \$100.

These deposits do not apply to rent, but are held as a guarantee that the student will occupy the unit for the period of the contract and to cover possible loss, damage, or cleaning charges. The deposit is retained as long as the student is enrolled.

The deposit will be refunded, less any charges, after the student vacates, upon graduation, or at the end of the lease period. All of the student's accounts with the Seminary and all other GTU entities must be clear (i.e., a student's accounts with the Business Office, emergency loans, library fines, etc.) before a student's deposit is refunded.

Refund checks will be mailed within 30 days to the forwarding address given to the Business Office, unless delayed to secure the costs of damage or cleaning.

Charges against the deposit may include, but are not limited to:

1. Forfeiture of the deposit if the student vacates before the end of the lease and does not give thirty (30) days written notice.
2. The cost of any repair or replacement made necessary by abuse or negligence.
3. The cost of any cleaning necessary after vacating housing, including the cleaning of appliances.
4. Recovery of rent if the student is in arrears upon graduation or withdrawal from Seminary.

### Pet Policy

Many students move into the Seminary community from settled situations where they have had pets. We recognize that pets can provide companionship and a sense of continuity and stability in times of stress and transition. In a small community, however, other persons' pets may cause distress to neighbors in the unavoidably tight living spaces, due to noise, waste, allergies and concern for the safety of playing children. Pets themselves deserve appropriate space and care. Competing values and lifestyles necessitate compromises from all parties.

In the interest of maintaining a Seminary-wide policy on pets in housing that is clear, consistent, evenly enforced, and does not unduly burden the Housing Officer or apartment managers, the following allowances and restrictions apply to pets in student housing units:

**19 and 21 Belle Avenue:** Dogs, cats, birds, and small caged animals are allowed. Tenants are responsible for

noise containment and waste disposal and for confining pets to the apartment.

**J. R. Little and Dobbins:** Dogs and cats are **not** allowed; birds and small caged animals are allowed, if confined to containers appropriate for that animal.

**Oxtoby:** Dogs and cats are **not** allowed; birds and small caged animals are allowed with the agreement of any roommates, and if confined to containers appropriate for that animal.

**Hunter, Landon and Trinity House:** Cats, birds, and small caged animals are allowed, subject to the following conditions:

- one cat per unit (or tenant for Trinity House);
- at the time housing is applied for, the prospective tenant provides a veterinarian's certificate indicating that the cat has been spayed/neutered and has current shots;
- cats must be kept indoors at all times.

Birds and small caged animals are allowed in all units, if confined to containers appropriate for that animal. Dogs of any size are **not** allowed in Hunter, Landon, or Trinity House.

Procedures:

Students who wish to bring a pet to campus must apply and qualify for, and receive a housing assignment that accommodates their pet; supply necessary veterinary certificates; and pay all refundable and non-refundable pet surcharges before bringing the pet into campus housing. When available units are filled, no exceptions can be made for bringing pets into other kinds of units. Early application is advised.

Pet owners are responsible for appropriate care and supervision of their pets. Out of consideration for neighbors, they assume responsibility for noise containment and waste disposal. Two complaints per year about noise, space, waste, odors, free-running pets, or anything else pertaining to the animal will result in asking the owner either to remove the pet within two weeks or move to non-Seminary housing.

Complaints must be written, signed, and addressed to the Housing Coordinator.

Persons who maintain pets in units where that kind of animal is not allowed will be asked to remove the pet within two weeks or move to non-Seminary housing.

### Aggressive Dogs

SFTS takes reports of aggressive dogs very seriously. A dog which has bitten someone must be muzzled when out of the apartment. If the Housing Office receives a second report of a biting incident, the owner will be

asked either to remove the pet within two weeks or  
move to non-Seminary housing

## Getting Settled

### Moving In and Out of SFTS Housing

Housing is open to newly-entering students in late August, on or after the move-in date which is announced in early June with housing assignments. Because the Maintenance Department must refurbish the apartments over the summer, SFTS is unable to accommodate early arrivals. No student may move in before the announced move-in date.

Students must contact the Housing Coordinator to make an appointment to move in to their apartments. At that appointment, keys will be given out and the lease signed. Incoming students must have a deposit on file before making the appointment to move in.

At graduation, students must plan to vacate their apartments by either May 31, or, for parents with minor children in the public school system, no later than June 30. Students may request an extension in writing to the Housing Coordinator. If it is possible to accommodate the request, rent will be charged for any additional time at the unsubsidized rate.

Before moving out, students must contact the maintenance department to arrange an inspection of the premises. If no inspection is arranged before move-out, the student may forfeit their deposit.

### Emergencies

The only emergency number for the campus is **911**. If you are in a life-threatening situation (fire, medical, gas leak, etc.) or if you see a criminal act in progress, call 911 immediately. Afterwards, please report the incident to the Campus Safety Director, Gary Miller.

In a city or state emergency, you can tune your radio to 1610AM for information.

### Appliances and Furnishings

All apartments are provided with refrigerators and stoves. Some have garbage disposals. There are no dishwashers or washers and dryers in the apartments. Laundry rooms are provided in each complex. Little and Dobbins Townhouses have hook-ups for washers and dryers. Students are welcome to bring their own, but must remove them upon vacating the apartment.

SFTS does not provide furniture except in Oxtoby Hall. Oxtoby apartments have a bed, built-in shelves, and a desk. Students in other buildings must supply all of their own furnishings. Everything must be removed when the student vacates the apartment, including items obtained at the Furniture Faire.

### Keys

At move-in students will be given one apartment key for each adult household member and a mail box key.

Where appropriate, students will also receive a key to their assigned storage area. Report any lost keys to the Housing Office and obtain a replacement. There is a \$5.00 charge for replacement keys.

### U.S. Postal Service and Campus Mail

You will receive a key to your apartment mailbox when you check into student housing. Mail delivered by the U.S. Postal Service must be delivered to your residence rather than the general SFTS address. Students going on a short-term vacation (Christmas, Spring Break, etc.) may have mail held by the local Post Office by completing the appropriate form. The San Anselmo Post Office is located within walking distance of the campus between Belle Ave. and Mariposa at 121 San Anselmo Ave.

### Utilities

**Telephone Service:** SFTS does not provide telephone service in the apartments. To order service, call SBC at 800/310.2355 or visit <http://www.att.com>. Allow 7 to 10 business days for phone hook-up. There are several different types of service available, including a Universal Lifeline Option, which offers unlimited flat rate calling or measured service at a discount to most households with limited incomes.

If the telephone company reports technical difficulty establishing the service, they may need to make an appointment to come to the premises. The phone company charges for this visit if the problem turns out to be in the Seminary's wiring. If there is a charge for the visit, the Seminary will pay for the visit. Most often, the problem lies with AT&T and there is no charge. If you want to move or add a jack, you will have to show the technician that you have the Seminary's permission to do so. The Housing Coordinator can provide you with a copy of the standard permission form.

**Cable TV:** Cable or satellite is necessary for TV viewing in the Ross Valley (San Anselmo) area. Seminary housing is wired for cable, but you must call the company to connect cable service. Our local cable provider is Comcast. They can be reached at 800/436.1999. As with telephone service, if you want to move or add a jack, you will have to show the technician that you have the Seminary's permission to do so.

**Internet Access:** SFTS does not provide internet access or email accounts. Accounts can be set up with ISP providers for Internet access from any apartment on campus.

## Garbage and Recycling

**Garbage Collection:** Dumpsters are provided for residents living in Seminary apartments (Oxtoby, Landon, Hunter, Belle Avenue). Occupants of the Dobbins and Little Townhouses pay the Seminary, which in turn pays Marin Sanitary Service, for garbage pickup. Those living in free-standing houses must arrange for their own garbage pick-up. Contact Marin Sanitary Services at 415/456.0201 to begin service, and to end it when moving out.

We encourage recycling as part of our endeavor to be good stewards of our environment. San Anselmo makes it easy by offering curbside pickup for many kinds of recyclables. SFTS will supply recycling buckets at your request (ask maintenance). All recyclables must be sorted into two separate containers for curbside pickup. The blue one is for paper; the brown one is for cans and bottles.

### Blue recycling cans: Paper & cardboard

What is accepted:

- Newspaper and inserts
- Magazines
- Junk mail
- Office paper
- NCR paper
- Telephone books/catalogs
- Cardboard (flattened)
- Cartonboard such as cereal boxes and 6-pack cartons
- Brown paper bags
- Egg cartons, paperboard only
- Shredded paper
- Frozen food packaging (without plastic microfilm layer)
- Soft cover books

Flatten cardboard boxes and put them IN the cans.

### Brown recycling cans: Glass and cans

What is accepted:

- Glass food and beverage containers including wine bottles
- Aluminum cans
- Aluminum foil
- Tin, steel and bi-metal cans
- Aerosol cans empty and without pressure
- Metal food trays
- Metal lids from jars, cans and bottles

Do not include:

- Window glass or mirrors
- Incandescent or fluorescent bulbs

- Dishware or ceramics
- Scrap metal
- Coat hangers
- Propane tanks
- Electronics (TV's, computers, monitors, radios, etc.)
- Furniture
- Wood products

How to prepare brown can recyclables

- Flatten to conserve space.
- Squash metal food trays and make foil into a ball.
- Labels do not need to be removed.

*This is an automated pickup, and the recycling company will not pick up items left on the ground.*

## **Energy Conservation**

The State of California has mandated energy saving measures be implemented by all residences and businesses. We thank you for your cooperation in conserving energy as conservation measures help increase available power and allow SFTS to keep rental costs low.

The following are some ways you can help conserve energy:

- Turn off electrical appliances and equipment when not in use (this includes computers and televisions!).
- Turn off lights when not in use. Also open blinds and curtains during the day to take advantage of natural sunlight.
- Use watt-saving light bulbs. They give off the same amount of light as regular bulbs but use 10% less energy. Dust your light bulbs regularly.
- Every time you open your oven door to check food that is cooking, you lose 25 degrees of heat. Consider using the microwave oven to cook items requiring short cooking times.
- Make sure your refrigerator is clean and in good working order.
- Keep doors and windows closed on chilly nights and consider wearing layers of clothes to keep in your body heat.
- Keep doors and windows closed when the heating system is in use.

## **Maintenance**

The Maintenance Department, although short-staffed, tries to be very responsive to the needs of students. You may contact them to report problems in your apartment such as broken appliances, sticking doors, or plumbing problems. Although Maintenance will try to

respond immediately to emergencies (gushing water, etc.) most repairs will be scheduled within 72 hours.

The Maintenance Department will also change light bulbs in inaccessible places (if you must stand on a chair or table to change the bulb, it's inaccessible); however, you must provide the bulbs.

Do not attempt any maintenance or repair of your apartment without permission from the Maintenance Department. All non-urgent requests should be emailed to [maintenance@sfts.edu](mailto:maintenance@sfts.edu). Unless it is an emergency please do not phone in requests. Likewise, do not personally ask Maintenance personnel to perform work for you. In order to be fair to all and to track the work orders, the Department needs to assign requests through the Director's office.

### Apartment Managers

Apartment managers are responsible for helping the Seminary and the residents maintain safe and comfortable living conditions. Managers should be called for weekend and after hours maintenance concerns, and for lock-outs.

### Building Security

Student and faculty housing units have individual locks, with keys issued to the residents. Each resident of an SFTS housing unit is responsible for normal security precautions in his/her unit. Damaged and improperly functioning locks should be reported to the Maintenance Department.

### Smoke Detectors

Maintenance staff will make sure that there are working smoke detectors in your residence before you move into SFTS housing. They will also check the detectors and replace the batteries once a year. Do not remove the batteries from your smoke detectors for any reason. You should test the detector yourself once a month by pressing the test button on the unit. Notify the Maintenance Department if the detector is not working properly.

### Furnaces

Furnace filters will be changed or cleaned once a year by the Maintenance Department. If they need to be changed or cleaned more often, please ask the Maintenance Department to show you how to clean the filter.

### Painting and other alterations

**NO** alterations, additions, painting, or improvements may be made to the unit. Nails for all wall hangings will be provided by the Maintenance Department and can be picked up from their office, Montgomery G4.

No outside labor may be contracted or hired to work on Seminary property (outside or inside) without the express permission of the Maintenance Department.

### Plumbing

Drain cleaners such as Liquid Plumber are not to be used for any reason. If you have a slow or blocked drain, call the Maintenance Department to take care of it. If outside services have to be called in to repair tenant-induced damage, the cost will be charged to the tenant.

### Insurance

SFTS maintains property and casualty insurance on all of its buildings. However, the Seminary's policy does not cover student's personal possessions: furniture, clothing, books, etc. It is your responsibility to obtain renter's insurance for these items. Please contact your own insurance company for further information about coverage.

### Smoking

Smoking is only allowed in top floor apartments in Hunter, Landon, Belle and Oxtoby. There is no smoking in Little or Dobbins. Smoking is not allowed within 20 feet in any direction of resident doors and windows.

*The following rules for living were developed by current and former residents of the housing units.*

## **Living in Community at Belle Avenue Apts.**

### Noise and quiet hours

Noise travels—especially at Belle. Sound bounces off of the cement in the center courtyard, and the walls are alarmingly thin. If you live with your windows open, or carry on conversations in rooms with adjoining walls, you can pretty much expect that your every word (and action) will be heard and shared with your neighbors. We're not kidding.

Common agreement is that quiet hours are from 10 p.m. to 7 a.m.: no loud music, parking area conversations, or slamming doors. Cars or motorbikes that are left idling in the parking area can be heard quite clearly by everyone whose apartment overlooks the courtyard. This can disrupt the concentration necessary for study or meditation. It is also good to be mindful of noise we make out front on Belle: loud stereos, car alarms, etc.

Remember that seven apartments overlook the parking lot. Please be respectful of their need for quiet.

Those of us on the 2<sup>nd</sup> floors need to be considerate of those who live below. Walk softly, put something on chair legs so they don't make noise when you move them. Be careful and mindful of noise on your floor as it transmits below very easily. Music, especially the kind with a good solid bass rhythm, also transmits upward and outward to your neighbors. Music played in one apartment can easily be heard in four others, even with the windows shut.

### Common Areas

#### Mailboxes

It is your responsibility to deal with mail delivered to your box. Just because it has someone else's name on it doesn't mean that you can leave it on top of the mailbox. Either forward it to the right person or recycle it!

#### Parking

Parking is very tight at Belle. Each apartment is assigned one space. As much as possible please pull completely into your parking space. Please advise your visitors to park on the street. Overnight parking is available up the hill near the community garden. If you decide to park on Belle in front of the buildings, you should obtain a parking sticker from the city of San Anselmo. Overnight parking without a sticker will result in tickets.

#### Laundry Rooms:

- Mark your laundry supplies with your name.

- Clean the drier lint traps when you remove your dry clothes.
- Wipe down the machines and counter tops after you use them.
- Keep in mind that others are often waiting to use the machines, especially on a weekend. It is considered fair game to unload an unattended load of laundry (wet or dry) and place it on top of the dryers after a reasonable period of time.
- Take a turn emptying the laundry room trash into the dumpster at least once a semester.
- Sweep/straighten up the laundry room once a semester.

#### Front & Back Yards

Dogs and cats are welcome at Belle, but their waste isn't! Please pick up after your animal. There is a pooper scooper in the back yard for this use. It can usually be found next to the back gate.

Please be aware that folks are using the back yard for storing furniture, canoes, drying laundry, and tending plants. The fence is not secure at the ends of the buildings. It is not a good idea to leave your dog unattended in this area.

### Garbage, Trash and Recycling

Garbage and recycling are picked up on Thursday. The recycling bins need to be on the curb by Wednesday night. If you happen to see that the bins aren't yet out, go ahead and volunteer to move them (or at least one) for your neighbors.

If the recycling bins are full, please don't keep trying to pile up more next to the bin. Either you, or one of your neighbors will still have to move not only the bins, but now the loose pile of stuff to the curb on the next recycling day. If the bins are full, please find a place to store your material in your home until the bins empty.

Garbage and trash include food scraps, and non-recyclable materials. Place all garbage in a closed plastic bag. There are three apartments which are directly impacted by the "smell" as we get closer to garbage pick up day. Garbage does not go in the recycling bins.

If you are not sure what can be recycled, ask someone! California is a leader in the world for recycling; let's take care of God's creation!

Do not leave things out hoping someone else will "adopt" them. Call Goodwill.

#### Moving in and Moving Out

We want to meet you and help when you move in, if at all possible. Knock on any door when you need stuff – phone books, silverware, milk, or directions to the best coffee shop.

Do not leave unwanted food anywhere around Belle. There is a food cupboard in the Student Lounge (3<sup>rd</sup> floor, Scott Hall) for unopened food, and a refrigerator – be sure to mark it “free to share.” Likewise, if you need food, try the lounge.

When moving out, PLEASE do not leave things behind hoping for adoption. Call Goodwill.

#### Social events

We try to host an informal BBQ every month or two depending on our ability to get organized. All it takes is someone picking a date and then posting notices on apartment doors.

#### Living in Community at Hunter/Landon Apartments

##### Noise and quiet hours

We all have different schedules, and there is no way we can know everyone’s schedule unless you tell us – put a note on your door if you are a day sleeper.

Common agreement is that quiet hours are from 10 p.m. to 7 a.m.—no loud music, hallway conversations, or slamming doors. It is also good to be mindful of noise we make on the street out front on Richmond Road: loud stereos, car alarms, etc.

Those of us on the 2<sup>nd</sup> and 3<sup>rd</sup> floors need to be considerate of those who live below. Walk softly, put something on chair legs so they don’t make noise when you move them. Be careful and mindful of noise on your floor as it transmits below very easily.

Remember that every corridor is just outside someone else’s window; be respectful of their need for quiet.

##### Common Areas

It is your responsibility to deal with mail delivered to your box. Just because it has someone else’s name on it doesn’t mean that you can leave it on top of the mailbox. Either forward it to the right person or recycle it!

No storage in nooks and crannies of the building! “Fire Lane” means NO storage; these areas need to be kept clear for our own safety.

##### Parking

Hunter and Landon share a very small parking lot on the far side of Landon. You will quickly discover that there are not enough parking places for the number of cars. Additional parking may be found on the hill above Hunter and Landon. If you decide to park on Richmond in front of the buildings, you should obtain a parking sticker from the city of San Anselmo. Overnight parking without a sticker will result in tickets.

#### Laundry Rooms:

- Every apartment has a “cubby” with a number. Your cleaning supplies go in the cubby *below* the number. Anything on top is fair game, unless you mark it with your name and apartment number.
- Clean the drier lint traps when you remove your dry clothes.
- Wipe down the machines and counter tops after you use them.
- Take the laundry room trash to the garbage at least once a semester.
- Sweep the laundry room once a semester.
- Storage Room
- **Very important**—Keep 3 feet clear in front of electrical panels!

Keep your stored items neat and well marked with your name and apartment number. Try not to store packing materials, broken furniture, or other unusable items. If you can’t use it, toss it! Unidentified materials will be thrown away at least once a year.

##### Moving in and Moving Out

We want to meet you and help when you move in, if at all possible. Knock on any door when you need stuff—phone books, silverware, milk, or directions to the best coffee shop.

Do not leave unwanted food anywhere around Hunter or Landon. There is a food cupboard in the Student Lounge (3<sup>rd</sup> floor, Scott Hall) for unopened food, and a refrigerator—be sure to mark it “free to share.” Likewise, if you need food, try the lounge.

When moving out, PLEASE do not leave things behind in the back area. It looks like a slum, not to put too fine a point on it, and some of us will be living here after you leave, so make arrangements and haul the stuff away.

#### Living in Community in Dobbins/Little Townhouses

Trash is picked up on Friday mornings. The time of pick-up varies, but it is usually early in the morning, occasionally quite early. There is also **recycling**. We have a small number of bins for this so we need to share. After pick-up, please promptly take your can back to your residence, out of respect for our non-SFTS neighbors .

##### Parking

The parking garage at J. R. Little contains one parking spot for each residence, as well as four free spaces (there are also two spots for Dr. Ocker’s family that are

clearly marked). Because some families bring no cars and some bring multiple it is necessary that we communicate with one another as to who parks where. The standard operating procedure for the free spots is first come, first served. If you notice that an assigned spot is consistently open, please talk to the family that spot is assigned to to see if they are not using it and wouldn't mind letting you use it. The street is open for parking during the day, but is off-limits during the night. If you decide to park on the street in front of the buildings, you should obtain a parking sticker from the city of San Anselmo. Overnight parking without a sticker will result in tickets. Alternate parking spaces are available up the hill on Seminary property.

At Dobbins, each family has one assigned parking space near their building. Street parking rules as noted above apply for Dobbins.

### Common Areas

We are lucky to have such nice common/community/play areas. These spaces are great for our children to play in, as well as occasionally to host community meals or other events. As it is community living space we ask that each family treat it with dignity and respect. The many toys living in this area have been handed down for many years; most of them do not belong to any one family but are community property. If you have toys you would like to keep exclusive please take them back into your residence. We ask that parents help their children understand that they do not own the toys and need to share.

There are a number of plant-able pots. These are up-for-grabs, but we ask that residents respect plants that they know are not theirs and do not adopt (help with) any active, living plants. Between monitoring toy use and regulating planter respect (making sure kids do not damage other people's plants by innocently grabbing and pulling), and in the spirit of good parenting, we ask that all children be *directly* supervised by their parent or guardian.

At least once every semester there will be a community clean-up of the grounds. This event is not required, but it is a good opportunity for us to be together and work together for the good of our living space and the Seminary.

### Noise and quiet hours

In order to be respectful to the many little ones living in our community we ask that activity (not including coming and going) stop in the common area at 8 p.m. on the weekdays and 9 p.m. on the weekends. If older kids need to run around and get rid of energy, please take them to one of the nearby parks that are open to the

public in the evening (and please be respectful and quiet while coming and going).

If you are having friends over in the evening please be respectful of the fact that this is a school and there are those who study in the evening. We ask that all residents keep in mind the fact that our walls are thin; please respect quiet hours beginning at 10 p.m. during the week and 12 a.m. on weekends within the complex. On a side note, please be careful about slamming doors, as one slammed door effects nearly every apartment it is attached to. Children may need extra reminders about this.

### Social Events

Finally, if you want to use the common area for a community event, please keep in mind a few considerations: the event needs to be open to all residents; you should do all that you can to ask around and make sure it is okay with the community. Please try to give residents at least a one-week heads-up before the event is going to take place.

### **Living in Community at Trinity House**

Trinity House is a "Christian Covenant Community" on the campus of San Francisco Theological Seminary. We are a community of students who try to live as the body of Christ, both together and within the larger seminary community. We live in an amazingly beautiful 8-bedroom, 4-bath house at 26 Kensington Court (near Alexander Hall).

### What is a "Christian Covenant Community?"

A "Christian Covenant Community" is a group of people who live together similarly to the way a family lives together, but with the intention of imaging the body of Christ. In addition to the family-style way of living—which includes purchasing food for the entire house instead of individually, sharing in the house chores and interacting as a family rather than a loose-knit group of roommates—we also attempt to live as the body of Christ.

### How do we live as a "Christian Covenant Community?"

Much of our example on how to live as the body of Christ is taken from the letters of Paul to the early churches, as well as modern examples of Christian Community living. We learn from Paul that as a community we must recognize that each member has different but equal gifts and that all are important to the community. In recognizing our diversity and in attempting to learn from each other, we must not forget that there is no separation between "Jew or Greek". We are all a valuable and equal part of the community and we each must recognize and accept our

own responsibility and role in the community, and the role of others in the community.

We have learned from those who have gone before that there are certain practices that the community must adhere to in order to facilitate the building up of the community. The first concept is that of a community covenant. One of our first responsibilities at the beginning of the year is to examine the expectations of each member of the community and to build a covenant that will serve as the expectation of the entire community for each member. In addition to being willing to commit to the covenant, members must also be willing to meet together in prayer, to meet regularly to discuss the issues of the community, and to engage in their own emotional growth and healing (either with a pastoral counselor or a spiritual director).

### Why would I want to live in Trinity House?

Trinity House is one of the most effective environments for learning how to be in the body of Christ and for growing into your own ministry. Being in the body of Christ—or in a family, or in a Christian Covenant Community—is not a piece of cake. However, it is a rewarding learning and growing experience... and there is no other living situation on the SFTS campus where you have the inherent possibility of creating the deep and lasting relationships that can come from living in community.