

Welcome to LTSP Housing!

2015-2016 Campus Housing Information

GENERAL HOUSING INFORMATION & POLICIES

Seminary accommodations include 20 one, two, and three bedroom apartments and 36 studio apartments. All of the studios and fifteen of the apartments are located in the Wiedemann Center, an air-conditioned and handicapped accessible building opened in 1998. Five additional apartments that were created by conversion of a former single-family dwelling are located in an older building on the perimeter of the campus.



Housing for Full-time and Part-time Students: Although preference for campus housing is given to full-time students (registered for a minimum of 8 courses per academic year), part-time student housing requests will be considered after December 15th of any given year, and will be granted based on availability. Students must be registered for at least 2 course units to qualify for part-time status. The only non-students who may reside in campus housing with the student are the student's spouse and/or any dependent children (under 18 or full-time college students).

Changing Rooms: Students who wish to change to a different housing unit at any point of the lease term after occupancy of their assigned unit may do so depending on availability and by paying a \$250 fee. The fee can be paid in advanced or can be charged to the student's account prior to the moving date.

Forms, Leases and Bills:

- **Housing Request forms** may be found online at [Student Housing Request Form](#). Questions should be sent to StudentHousing@ltsp.edu. Specific housing assignments are made by the Student Housing Committee (SHC). Leases are issued by [Diana Downey](#), on behalf of the Business Office.
- **Rental charges** are posted to the student's Henry account and are handled through the Business Office.
- **Maintenance and repair issues** are handled by the Facilities Department. All maintenance/work order requests should be made by emailing WorkOrder@ltsp.edu. If a maintenance emergency occurs outside of normal business hours or on a weekend, please contact Campus Security at 215-248-4665 and the Security Officer on duty will contact the Facilities staff on call.

No smoking is permitted in seminary buildings, including inside individual student apartments and studios.

Lit candles and incense are not permitted in seminary housing.

HOUSING OPTIONS

Studio Apartments: Each studio is designed for single-person occupancy and includes its own bathroom and built-in closet. They also include a kitchenette consisting of a two-burner electric range, microwave oven, mini-refrigerator, counter with sink, and wall and base cabinets. On occasion those registering late for a studio will be assigned a studio without a kitchenette.

Studios are furnished with a single bed, armchair, desk and chair, dresser, bookshelf, and floor lamp. Residents will probably wish to provide their own desk lamps to supplement the lighting for study. (**NOTE: halogen lamps are not permitted**). The bed includes two storage drawers in its frame and a bookshelf built into the headboard. Please note that the mattress is of the “extra deep” style (approximately 9” in height) and requires appropriately sized fitted sheets. The building is wired for cable TV and Internet and is equipped with locally controlled units for heating and cooling in season.

Wiedemann Center Apartments: There are one, two, and three bedroom apartments available. Apartments are unfurnished, except that a kitchen range and a refrigerator are provided. It is important to note that it may be difficult to accommodate beds larger than double (full) size in the bedrooms, if other bedroom furniture is to be included

Common Areas: Each floor of the building includes a full-service kitchen next to the lounge. Floor residents are responsible for keeping the kitchen clean. The basement includes a large common lounge (Community Room) for use by adults and supervised children in the Seminary community, as well as an exercise room and coin-operated laundry.

Storage for studio residents is available upon request in the Wiedemann basement, consisting of a locker measuring 3’x3’x4’. All other tenant storage must be accommodated within the studio or a commercial facility at the tenant’s expense. All storage of tenant’s belongings is to be limited to the tenant’s own housing unit. This includes such equipment as bicycles and strollers. ***Nothing is to be left in hallways or stairways;*** this is a violation of the Philadelphia fire code, a code which will be enforced. All items need to be removed from housing unit and storage spaces upon termination of lease. The Seminary reserves the right to withhold deposit refund to cover the cost of removal of items left in housing unit or storage spaces.

Heating and cooling are individually controlled. However, a building wide change is required to convert from heating to air-conditioning and vice-versa. It is imperative to note that this change-over will be made at the discretion of the Facilities Department. Please note that we cannot change the system over for an unseasonable one or two day(s) spike or drop in temperature. Please note that the heating will be available no later than October 15th and the air-conditioning will be available no later than May 15th.

Cable and Internet Access

The building is wired for cable TV and the Internet. Wi-fi is not available in the Wiedemann Center. Wi-fi and cable service must be arranged by the tenants directly with the service provider.

Pets

All pets are prohibited in the Wiedemann Center. Tenants who have a pet in Wiedemann are in violation of their lease.

A Security Deposit of \$250 is required for all apartments

Perimeter Apartments

These apartments have been created out of former houses so floor plans vary considerably. A coin-operated washer and dryer are located in the basement of the building. Tenants may install window air-conditioning units with prior approval by the Facilities Department. Apartments are unfurnished, except that a kitchen range and a refrigerator are provided. Other home appliances such as freezers and portable dishwashers are not allowed due to the layout of the kitchen or the electrical capacity of the building. Please bear this in mind as you plan your move to the campus. ***No storage is allowed in the basement of each perimeter housing unit.*** The closest public storage facility is about two miles from the campus on 1431 Ivy Hill Road, Wyndmoor, PA 19150. For information please call 800-906-7237.

Telephone and cable TV service are acquired by direct contract between the student and off-campus vendor. Pets are prohibited, with the exception of cats (see the Pet Policy). Please be advised that hallways and stairways are narrow and may not accommodate larger furniture.

A Security Deposit is required for all apartments.

HOUSING POLICY REGARDING COHABITATION

The *Vision and Expectations* of the Evangelical Lutheran Church in America govern housing policy matters at The Lutheran Theological Seminary at Philadelphia related to “single people, married people, and people in ‘publicly accountable, lifelong, monogamous, same-gender relationships’” (*Vision and Expectations: Ordained Ministers in the Evangelical Lutheran Church in America, 10*).

The terms in the latter descriptive phrase are intended to have their common meanings. “Lifelong” means that the two parties intend the relationship to last as long as they both shall live. “Monogamous” means that the relationship is between two people only and excludes the possibility of other partners. “Same-gender” means that the relationship is between two men or two women of legal age. “Public accountability” means that the two parties to the relationship openly acknowledge the relationship, have a demonstrable commitment to the relationship as monogamous, life-long, and have a willingness to seek and accept the aid of individuals and community in sustaining the relationship and the well-being of both parties and any dependents. (*Vision and Expectations: Ordained Ministers in the Evangelical Lutheran Church in America, 10*).

Consequently, persons who are not married or committed to one another (i.e. in a lifelong, monogamous, publicly accountable relationship) to the extent civilly and ecclesiastically possible as defined in *Vision and Expectations* as described above, may cohabit provided that the relationship is not romantic in nature and each person has a private bedroom.

COMMUNITY LIFE

The primary purpose of campus housing is to foster an environment that promotes and supports a community of learning. All residents of campus housing are therefore expected to demonstrate sensitivity to the needs of others for a peaceful and orderly setting in which to live and learn.

The Seminary reserves the right to dismiss any student from campus housing whose conduct or whose family member’s conduct, in the Seminary’s judgment, jeopardizes the safety of the LTSP community or exhibits a disregard for the rights or welfare of others in the community.

In accordance with the Seminary’s Insurance Policy Terms, live Christmas trees are not permitted in Seminary buildings.

SUMMER OCCUPANCY

Students who conclude their programs at the end of the academic year need to vacate campus housing by the end date of their Lease or Contract (mid to late May - end of June).

All returning students who wish to request housing during the summer due to their CPE programs should submit the *Summer Housing Request Form*, due **March 30, 2016**. Returning students are defined as first year students who will continue their second year MDiv, MAR, MAPL or PhD programs, and all MDiv seniors returning from Internship.

RENTER'S INSURANCE

The Seminary encourages all campus residents to obtain Renter's Insurance for their own protection. Often times such insurance can be obtained from the same company that issues car insurance, for a very reasonable cost and a good amount of coverage. While instances where damage to a student's property caused by structural or equipment failure have been very rare, and while we do not recommend a particular company, we wish to encourage our student tenants to obtain such insurance for their protection while renting on or off-campus.

PETS

PETS IN STUDENTS CAMPUS HOUSING POLICY

(March 2005; Revised January 2012)

WIEDEMANN CENTER: *No pets, only working dogs*, are allowed in the Wiedemann Center.

PERIMETER CAMPUS APARTMENTS: One or two cats are permissible in 7300 Boyer apartments with the following provisions:

1. Cats must have been pets of the student's household *prior* to the student's initial enrollment at the Seminary.
2. Cats must be declawed, spayed/neutered, and vaccinated (with proof of vaccination). They must be "housecats", *without access to Seminary grounds*.
3. Cats must be registered with the Busomess Pffoce at the time the initial Lease is executed. The tenant-owner will pay a one-time, refundable *pet registration deposit of \$250, plus a non-refundable pet rent of \$25/mo*. This monthly rent is in addition to the student's apartment rent; will be charged to the student's account; and is meant to address the cost of extra cleaning and servicing the apartment unit after termination of the Lease. The pet registration deposit will be refunded after inspection and damage assessment of the apartment unit. If servicing and repair costs due to property damages exceed the amount covered by the pet rent, such excess will be deducted from the pet registration deposit and, if necessary, from the standard security deposit. Repair costs in excess of pet rent, pet registration deposit and the standard security deposit will be the liability of the tenant as provided in the standard lease.
4. The pet registration deposit and the pet rent are due each time the student executes a new Lease; e.g., because of a change in apartments or upon return to campus from internship or study away. In the case of renewal of an existing Lease for the same unit, only the pet rent will be added to the student's account, unless the student notifies the Business Office that he/she no longer has a cat(s).
5. No other pets except working dogs are permitted in perimeter housing.

GOVERNANCE/ADMINISTRATION:

The Student Body and the Seminary Administration share responsibility for enforcement of this policy. All problems related to student pets in Seminary housing will be referred initially to the Executive Committee of the Student Body. The initial complaint must be submitted in writing; the first response will be a conversation by the Executive Committee with the parties involved. If that does not lead to a satisfactory resolution and/or there is a second complaint, the Executive Committee of the Student Body will schedule a hearing with the complainant and the pet owner and will issue a decision in writing. If there is still no satisfactory response from the tenant, the matter will be referred to the Seminary Administration for enforced removal of the pet(s) from Seminary property. The administrative remedies may progress as necessary from (a) to (d):

- a) Warning in writing.
- b) A fine of \$50 and second warning for non-compliance if there is no satisfactory response within one week of the first warning.
- c) A fine of \$100 and a third warning for non-compliance if there is still no satisfactory response. Fines will be charged to the student's fees account; if unpaid, they will result in the same penalties as apply to any unpaid fee; once levied, fines are payable even if correction follows.
- d) Termination of the Lease.

LTSP Enrollment Services 12/21/2007



**REGISTRATION OF CAT(S)
IN CAMPUS APARTMENT**

Seminary Housing Policy allows a specific exception for cats to the general exclusion of pets in Campus Perimeter Apartments as follows:

One or two cats with the following provisions:

- 1) Cats must be declawed, spayed/neutered, and vaccinated (with proof of vaccination). They must be “housecats”, without access to Seminary grounds.
- 2) Cats must be registered with the Housing Coordinator at the time the initial Lease is executed. The tenant-owner will pay a one-time, refundable *pet registration deposit of \$250, plus a non-refundable pet rent of \$25/mo.* This monthly rent is in addition to the student’s apartment rent; will be charged to the student’s account; and is meant to address the cost of extra cleaning and servicing the apartment unit after termination of the Lease. The pet registration deposit will be refunded after inspection and damage assessment of the apartment unit. If servicing and repair costs due to property damages exceed the amount covered by the pet rent, such excess will be deducted from the pet registration deposit and, if necessary, from the standard security deposit. Repair costs in excess of pet rent, pet registration deposit and the standard security deposit will be the liability of the tenant as provided in the standard lease.
- 3) Cats must have been pets of the student’s household *prior* to the student’s initial enrollment at the Seminary.

REGISTRATION

Tenant(s): -

Apartment: -

Beginning Date: -

I/we understand this registration must be completed (with items 1 and 2 above) before cats are admitted to the apartment. I/we have read and understand the Seminary’s Pet Policy, as provided, and agree to abide by its terms. I/we further understand that a new registration and fee must be filed upon any assumption of occupancy in a new apartment, or upon resumption of occupancy in the original unit after a period of absence (e.g., internship).

Signature

Date

Signature

Date

