

Application for Commuter Housing

MEMPHIS THEOLOGICAL SEMINARY

The Seminary owns a group of duplexes and homes located one block from campus. Commuting students are able to rent a room for the same night(s) in each week for the whole term. Each apartment (or half of a duplex) has two bedrooms, kitchen, bath, and living/dining room, and is equipped with a stove, refrigerator, microwave, heating, and air conditioning.

MTS Commuter Housing Policies: EFFECTIVE FALL 2007 SEMESTER

- The nightly charge is \$30. Based on the number of nights per semester you will need, a one-time charge will be placed on your account. (ex. 14 nights x \$30 = \$420 charged to your student account) You may choose pay the Bursar on a weekly or monthly basis. Monthly payments are due by the 10th of each month.
- Your key is obtained through the Facilities & Safety Department. Failure to return the key will result in a \$15 replacement cost.
- Housekeeping, utilities, phones, cable t.v., and internet connection are furnished by the seminary.
- You will need to provide your own linens, food, and any other personal item needed during your stay.
- Students using commuter housing can expect to share a bedroom with another student of the same gender.
- There will be no smoking inside of commuter housing. You are able to smoke outside on campus.
- No pets are allowed.
- If, at the time of application, a room is not available, your name will be placed on a waiting list.
Please be aware that the policy is first come - first serve.
- No co-ed housing will occur. Special arrangements might be possible for married couples.
- Check-in time is between 5:00 p.m. and 11:00 p.m. Checkout time is by 1:00 p.m.
- A resident manager will be in residence in the apartment to which you are assigned.
- There is no parking allowed on the grass. Parking on grass will result in a citation and/or fine.
- When students cannot be present for class due to inclement weather or a family emergency, a credit will be applied to their account. For those two reasons we are able to extend the credit. Otherwise, we will be unable to credit your account because your room has been reserved just for you. In order to receive a credit, please contact us at facilitieshelpdesk@memphisseminary.edu or 901.458.8232 x 5836

----- Detach and return the bottom portion. Retain the upper portion
for your records -----

Signing this application indicates agreement with the following:

- In my use of the accommodations, I will respect those sharing the room and apartment, commuters who use the room after me, the resident manager, and the seminary.
- I have read and will follow the policies set forth by the Facilities & Safety Department.

NAME: _____ DATE: _____

ADDRESS: _____

HOME PHONE: (_____) _____ WORK PHONE: (_____) _____

TERM FOR WHICH YOU ARE APPLYING FOR COMMUTER HOUSING _____

Indicate the night(s) you will need commuter housing each week during the semester:

(Fall & Spring terms are 13-15 weeks each)

Monday Tuesday Wednesday Thursday Friday

Due to the demand of commuter housing, reservations **MUST** be cancelled 24 hours prior to date of "New Student Orientation" or student will be charged for two week's rent.

(Signature)

You may return this form to Facilities & Safety Department by either

Email: facilitieshelpdesk@memphisseminary.edu or Fax: 901.452.4051 or
Mailing Address: 168 E. Parkway S. Memphis, TN 38104

Internal Use Only: House Assigned _____ Key Number Assigned _____