



# Student Housing Request

**HOUSING IS ON A FIRST COME FIRST SERVE BASIS  
A NEW HOUSING REQUEST MUST BE COMPLETED FOR EACH TERM**

Submit completed forms:

[facilitieshelpdesk@memphisseminary.edu](mailto:facilitieshelpdesk@memphisseminary.edu) or [vpowell@memphisseminary.edu](mailto:vpowell@memphisseminary.edu)

Facilities and Safety Office – East side MTS Parking Lot

Fax: 901-452-4051

Gender: (M) \_\_\_\_\_ (F) \_\_\_\_\_

Student Name: \_\_\_\_\_ Term: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

MTS E-Mail: \_\_\_\_\_ Other E-Mail: \_\_\_\_\_

Beginning of Stay Date: \_\_\_\_\_ End of Stay Date: \_\_\_\_\_ Total of Nights: \_\_\_\_\_

Sun \_\_\_\_\_ Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_

Please indicate the night(s) of the week you will stay in the house:

Special Needs: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read (page 2.) and agree to adhere to the MTS Student Housing Guidelines and Policies.

**To be completed by Facilities Staff:**

Bursar's Office Payment Confirmation #: \_\_\_\_\_ Financial Aid Confirmation: \_\_\_\_\_

**Student housing rental charges must be paid in full or Financial Aid is in process before receiving Key**

Student Housing Address: \_\_\_\_\_

Housing Key#: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Returned: \_\_\_\_\_ Issued By: \_\_\_\_\_

**Student housing key must be returned at the end of each term and personal property removed from housing. A \$ 25.00 charge will be added to your student account for keys not returned**

Parking Permit#: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expr Date: \_\_\_\_\_ Issued By: \_\_\_\_\_

Department of Facilities and Safety \* Phone: 901-334-5870

## STUDENT HOUSING GUIDELINES & POLICIES

Students living in MTS Student Housing are expected to fulfill the obligations of a respectful and responsible citizen in the community. MTS Student Housing Guidelines and Policies are designed to foster safe, productive and respectful environments that allow students maximal opportunities for growth and development. While living in MTS-sponsored facilities, you are expected to follow these guidelines and policies.

- Students should contact MTS Facilities and Safety Office to make a request for Student Housing.
- Students will receive a Student Housing Unit Assignment sheet from MTS Facilities and Safety to authorize their reserved stay with the Bursar's Office
- **Student housing rental charges must be paid in full or Financial Aid is in process before receiving Key**
- Student Housing is charged at \$30.00 per night for the term of registration. If the term is 14 weeks, one night per week will cost \$420.00, two nights per week will cost \$840.00, etc.
- If a private room is requested, and available, the charge will be \$45.00 per night for the term. If the term is 14 weeks, one night per week will cost \$630.00, two nights per week will cost \$1,260.00, etc.
- Student housing keys must be turned-in at the end of each week during term of stay and picked up upon arrival at the start each week during the term.
- **Failure to turn-in the key weekly will result in an automatic charge of \$30.00 to student's account.**

### Alcohol/Illegal Drugs-

It is the policy of this institution that the unlawful manufacture, distribution, acquisition, possession, or use of alcohol and illegal drugs on the Memphis Theological Seminary campus, on property owned or controlled by Memphis Theological Seminary, or as part of any activity of Memphis Theological Seminary is prohibited.

### Appliances-

The following appliances have been provided by MTS within the Student Housing Units:

- Refrigerator\*Microwave oven\*Coffee maker\*Washer\*Dryer\*Iron/Ironing Board. Personal use appliances, such as hair dryers, must be UL approved appliances.

The following items are not permitted in Student Housing Units:

- **Hot plates\*Toaster ovens\*Indoor and Outdoor Grills\*Deep Fat Fryers\*Wax Candles\*Halogen and Lava lamps\*Space heaters\*Incense\*Concealed extension cords or multiple outlet adapters.**

### Check-In & Check-Out

Check-In – 3:00 PM Check-Out – 1:00 PM when checking in to housing, you will be issued a key that will grant you access to your unit assignment. You will need to bring proof of payment from the Bursar to receive your key.

During your stay in student housing you must turn your key in to the Facilities and Safety at the end of each week and pick your key up upon your arrival each week. A Student Housing calendar will be posted in each housing unit by the Facilities and Safety Office. Frequent inspections will be conducted to assure compliance. Failure to comply with the posted student housing schedule will result in a non-refundable cost for your unlisted stay.

You are required to officially check out with Facilities and Safety Office which includes turning in your key at the end of each term. Failure to properly check out will result in a non-refundable \$25.00 service fee and charges for necessary repairs and damages will be assessed to your account.

### Cleaning & Repairs-

You are expected to keep your residence clean and orderly, including kitchens, bathrooms, hallways and common areas. If you discover your unit is in need of repair, you should contact Facilities & Safety Office promptly at (901) 334-5870.

At intervals during and at the end of the term, Facilities & Safety Department personnel will inspect all houses; if the condition of these spaces requires excessive cleaning or repair, the resident(s) determined to be responsible will be charged \$15.00 each for cleaning services. Repairs could incur additional fees depending on the extent of the repairs needed. Normal maintenance repairs will not be assessed a fee. For emergency repairs, contact the Director of Facilities & Safety (Greg Spencer) at (901) 262-1111.

The right to inspect and repair rooms at times convenient to MTS or its authorized agents is unconditionally reserved by MTS. If you have concerns or questions about the service provided in the residence, contact the Facilities & Safety Office at (901) 334-5870.

Charges for cleaning and repairs to Student Housing may be divided among the residents of that unit when it is not directly possible to determine the responsible person(s). Charges may include, but are not limited to vandalism, stolen furniture, or housekeeping charges in a common area.

Charges will be divided equally among the residents of the unit at the time the damage occurs. The cleaning services will be charged at \$15.00 to each resident. Charges for damages will be adequate to cover the cost of repairs and/or replacement and will be divided equally among the residents of the unit at the time the damage occurs.

To avoid incurring charges, please report violations to the Department of Facilities & Safety at (901) 334-5870.

### Cooking-

Cooking within a residential facility is permitted within the pre-identified kitchen area. The following items are not permitted in Student Housing Units: Hot plates Toaster ovens Indoor and Outdoor Grills Deep Fat Fryers

### Decorating

You may not make any permanent or semi-permanent alterations to the unit. You may not affix anything to any internal or external structure of the housing unit (e.g., satellite television dish, antenna, etc.) or have anything hanging or protruding from the unit.

Lights - You may not have halogen or decorative lights, including string lights. Wall Decorations - You may not use screws, nails, staples, adhesives such as Scotch or duct tape on walls. Glue may not be used on walls, furniture or floors. Nothing may be hung on ceilings, block fire safety devices or block any egress or exit, including any tapestries or other fabric items.

Holiday Decorations - No cut or live trees or wreaths are permitted in MTS-operated residential units.

### Entry & Inspection of Student Housing Units

MTS reserves the right to enter any housing unit at any time without advance notice for the purposes of inspection, repair, maintenance, protecting the health, safety, and security of residents and in cases of emergency, as determined by MTS. Entry may be made by members of the Department of Facilities & Safety. MTS further reserves the right to inspect a room at any time and its contents for a violation of MTS policies, including but not limited to possessing illegal substances or substances believed by MTS to be illegal or conducting activities that could endanger the life, safety, order or welfare of another person.

### Fire Safety Equipment & Procedures

All residential units are equipped with smoke detection and fire extinguishing equipment. Tampering with fire safety equipment is strictly prohibited. Tampering with fire safety, including discharging fire extinguishers or disabling smoke detectors, may result in suspension from the Student Housing Unit, plus cost of restoring equipment to its original condition. It is vital that all fire alarms are taken seriously and you are expected to leave the building during a fire alarm. You must remain outside the building until such time as MTS or other authorized emergency personnel indicate that it is safe to re-enter the building.

### Flammable Materials

Spark or flame-producing items such as fireworks, firecrackers, explosive materials, candles, incense burners, oil burning lamps and lanterns are prohibited in all residential units. Grills may not be used or stored on MTS Student Housing properties. You may not keep any combustibles of any type, such as gasoline or propane, in residential units. You may not any item with an internal combustion engine within residential units.

### Furniture

All furniture must remain in the assigned room. No MTS-provided furnishings may be removed from the unit. All personal articles must be removed prior to your departure from your room at the end of the term. Outlined below are additional guidelines to adhere to: Do not place mattresses directly on the floor. No MTS-owned furniture may be used for outdoor purposes. Common area furniture may not be removed from the public area and/or placed in individual rooms.

### Guest/Visitor Policy

A guest is considered anyone not currently assigned to the residential unit in question, including other MTS students. Students are reminded that residential units are shared spaces and you should respect your housemate(s).

Guests/Visitors are limited to members of the same sex. No overnight guests are permitted without prior authorization from the Director of Facilities & Safety. No fraternization between students is allowed in residential units. Please see the *MTS Catalog and Student Handbook* for regulations on Sexual Misconduct/Harassment.

You are responsible for the behavior of your guests and for informing your guests of the appropriate policies. Guests to MTS should remember that they are subject to the laws, rules and regulations governing behavior in the State of Tennessee, Memphis and Shelby County, and Memphis Theological Seminary.

### Keys

You will be assigned a key that will allow you access to your assigned Student House. Houses should be locked and you should carry your keys and Seminary ID with you at all times. You are prohibited from duplicating housing keys for any reason. You may not loan, sell or transfer any housing key or Seminary ID to any person for the purpose of allowing that person to enter MTS housing unescorted or use MTS Student Housing facilities. In the event that keys are lost, stolen or misplaced, you are responsible for immediately reporting that the key is missing to the Department of Facilities & Safety. Failure to return the key upon departure from the house will result in a charge of \$25.00 to your student account.

### Pets

**Pets are not allowed in MTS Student Housing.**

### Smoking

Smoking is prohibited in all areas of the residential spaces, including rooms, bathrooms, common areas, and hallways. Additionally, smoking is prohibited within 25 feet of residential buildings.