



Housing Handbook

Welcome to the AMBS community and student housing! We hope this handbook will provide helpful information concerning AMBS housing policies and procedures. Please read it and keep it handy.

Student housing on the AMBS campus has been made available to you through the gifts of many AMBS supporters. We want you to feel at home, and we hope the use of our housing facilities will enhance your seminary experience.

—Linsey Vandrick, Director of Housing



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AMBS housing staff

Linsey Vandrick

Director of Housing, Receptionist, Executive Assistant for Business Services
Office: 574.295.3726; Email: lkvandrick@ambs.edu

- Assigns apartments, approves moves, issues housing commitments.
- Supervises housing assistant.
- Oversees and implements housing policies.
- Coordinates short-term housing for Intensive Term, guests and events.
- Issues keys.
- Receives rent payment.

Housing Assistant

- Cleans and furnishes apartments before new residents arrive.
- Monitors housing conditions, recommends improvements.
- Advises Director of Housing and Maintenance Department concerning needs and unit problems; makes recommendations for housing.
- Assesses unit at resident exit.

Jeff Marshall

Director of Maintenance and Campus Safety
Office: 574.296.6249; Cell: 574.298.2575 (for emergency after-hour maintenance needs)

- Provides maintenance for all apartments.
- Purchases furniture and supplies for apartments.
- Provides emergency lockout assistance.

Norm Cender

Assistant Director of Maintenance
Office: 574.296.6259; Cell: 574.238.5233

- Provides maintenance for all apartments.

For Information Technology needs:

Brent Graber

Director of Information Technology
Office: 574.296.6221; helpdesk@ambs.edu

AMBS Housing Committee

Linsey Vandrick (chair), Director of Housing; Executive Assistant for Business Services
Jeff Marshall, Director of Maintenance and Campus Safety
Norm Cender, Assistant Director of Maintenance
Deanna Risser, Vice President for Administration and Chief Financial Officer
Mary Ann Weber, Admissions Counselor and Student Services Coordinator
Student representative

2021-09

Maintenance and service needs

Residents are responsible for the care and regular cleaning of their apartments. The AMBS Maintenance Department is responsible for major maintenance such as plumbing, heating, air conditioning, electrical service and damage repair. The Maintenance Department of AMBS reserves the right to provide preventive maintenance to apartments.

Service requests (non-emergency)

Report all need for maintenance service or repair through the online request system at <http://maintenance.ambs.edu>. Please use the request system instead of email. Do not attempt repairs on your own without authorization. The Maintenance Department will respond as quickly as possible.

Emergency calls (water leaks, heating/cooling problems and broken windows)

During office hours, 8 a.m. to 4:30 p.m.:

To report a maintenance emergency, call the Maintenance Department.

If there is no answer, call the Receptionist, and she/he will locate a Maintenance staff member.

After 4:30 p.m. and on weekends:

Only if it is a **maintenance emergency**, call the Director of Maintenance and Campus Safety on his cell phone. If not available, call the Assistant Director of Maintenance. (See p. 2 for telephone numbers.)

In case of a medical emergency, fire or theft, call 911.

After-hours lockout assistance

- Maintenance lock-up staff. Names and contact information are provided to residents each semester.
- Jeff Marshall, Director of Maintenance and Campus Safety: 574.298.2575

Campus safety and security

The campus safety and security policies and procedures are found via the Policies and Procedures section of AMBS Central on Moodle. Residents should routinely lock all windows and doors when away from apartments. Laundry rooms with exterior doors should remain locked. **For the security of residents in the 50s and 60s apartments, residents should make sure that the outside doors are locked at all times.**

Smoke detectors, fire extinguishers, escape ladders

A smoke detector and fire extinguisher are located in each apartment. **Renters are responsible to periodically test the smoke detectors and check the fire extinguishers.** The fire extinguisher gauge should be in the green area; if it is not in the green range, it should be reported to the Maintenance Department.

Fire escape ladders for second-floor apartments: Fire escape ladders are provided for all second-floor apartments in the 50s and 60s buildings. In case of emergency, the ladders can be used to exit through the living room or bedroom windows if the exit to the stairwell is not accessible. These ladders are in a box; please become familiar with the instructions provided. Because the first-floor windows are located directly below the second floor windows, first-floor windows may break when the ladders swing back and forth in use. If more than one person is exiting the apartment using the ladder, the first person should stand at the bottom to assist others. If two adults are present with children, one adult should exit first and help to protect the children from broken glass and other hazards.

Elkhart City Fire Marshall regulations

By order of the Elkhart City Fire Marshall:

- Open flames, including incense and candles, are prohibited in the apartments and guesthouses.
- Extension cords are allowed for temporary or short-term use only, not long-term connection.
- No multi-plug adapters may be used that do not meet ICC electrical code standards.
- All doorways must be kept clear and accessible.
- All electrical panels must be kept accessible.
- The entry and landing areas of the 50s and 60s apartment buildings must remain free and clear at all times of debris and personal items.

Please remember these are the **Elkhart City Fire Marshall regulations**. AMBS does not have control over them but **must be in compliance for the safety of all residents and to avoid penalties**.

Missing Student Policy

Students residing or staying in AMBS housing bear responsibility for communicating their planned absences from the AMBS campus to neighbors, friends or AMBS personnel. Each student, whether living as a resident in AMBS campus housing or commuting and staying overnight occasionally throughout a semester or for Hybrid or Intensive Term courses, is requested to complete a [Missing Student Contact Form](#), which lists an on-campus person (e.g., a roommate, spouse, family member or friend) who is able to contact security should they be unaccountably missing for 24 hours or more. The on-campus contact should be someone who would know of your whereabouts while you are on the AMBS campus. *For more information, see the **Missing Student Policy and Procedures** at the end of this handbook.*

Procedures in the event of a tornado

Tornadoes may occur during the months of March through September. April and May are the months in which tornadoes are most likely to occur.

If a storm situation exists, listen to weather reports on the following stations:

On the radio:	On television:
WFRN 104.7 FM	WNDU Channel 16
WCMR 1270 AM	WSBT Channel 22
WTRC 1340 AM	WSJV FOX Channel 28

Tornado watch

A **tornado watch** means that weather conditions are such that a tornado could occur. There is no need to change activities or go for shelter. However, you should know where to go for shelter if needed and be prepared to go there in a moment's notice. If a tornado watch is given, note:

1. **The specific geographical area**

We are located in Elkhart County. Tornadoes generally move from the southwest to the northeast, so note that St. Joseph County is located to the west and Marshall County to the southwest of the campus.

2. **The time duration announced**

Be sure to remain in touch with weather reports.

Tornado warning

If a **tornado warning** is given for your area, it means that a tornado has been sighted. **Take cover immediately.** It may be only a few minutes until it arrives.

Tornado warnings are announced on radio and TV, and people are alerted by city sirens (day or night). You will be safest in the southwest corner of a basement. Stay under cover until you hear an all-clear siren.

Shelter locations on campus

The following are recommended shelter locations on campus. See the campus map at the end of this document for help in locating these places.

- **Apartments:** Those in the apartments should proceed to the basements in either the 50s or 60s buildings. A 325 key is needed to enter.
- **Guesthouses:** People in a guesthouse should go to the basement of that house.
- **Lambright Center, Waltner Hall, Library and Chapel:** People in these buildings should go to the nearest location of the following: Library basement, tunnel between Waltner Hall and the Chapel, or the Chapel basement.

Storm siren testing

Every spring, the City of Elkhart conducts a test of its emergency storm sirens. This test is typically done on a clear day when there is no cause for alarm.

Policies and procedures

Housing options

AMBS provides furnished one-, two- and three-bedroom apartments for student rental. Rental fees include rent, utilities in some apartments, laundry and modest furniture. Utilities for the two-bedroom apartments (50s and 60s) are separately metered and are not included in the rent. All seminary housing is air conditioned. Contact the Director of Housing if you have special needs or requests; some apartments may meet special needs.

Campus housing is intended for AMBS students working toward degrees. First priority is given to full-time degree-seeking students; second priority goes to part-time degree-seeking students. Occasionally AMBS may allow others with seminary connections to rent on a temporary basis. These exceptions are considered on a case-by-case basis, and only if they fall within the mission and vision of the seminary.

As a general practice, AMBS housing is rented as furnished. First-floor apartments may be unfurnished upon request. Unfurnished apartments have a stove and refrigerator.

Basic furnishings include: stove, refrigerator, table and chairs, curtains/blinds, shower curtain, bed(s), dresser(s), sofa, lamps and one desk and bookcase per seminary student.

In addition, AMBS provides international students with bed linens, towels, kitchen utensils, pots and pans, dishes and silverware to reduce the burden of what they need to bring or purchase.

Pets

The housing policy prohibits pets in most apartments. A limited number of apartments have been designated as pet-approved; inquire with the Director of Housing regarding availability and guidelines.

Housing application and assignment

The housing application is available on the AMBS website: ambs.edu/admissions/housing-application. The application becomes official when a student has been accepted for admission and a deposit of \$100 (single) or \$200 (couple/family) has been received by the Business Office (U.S. currency). The deposit serves as a key, damage and cleaning deposit.

Assignments are made after June 1 for the following semester (Semester One). If, after applying for student housing, a student decides not to live on campus, he or she will receive a refund of one-half of the housing deposit if a written cancellation is received by the Director of Housing one month before the date of requested occupancy.

Because of special needs, international students, guests, and limited options for some individuals or families, assignments will not necessarily be on a first-come, first-served basis. The Director of Housing will seek to accommodate students' housing requests according to the vacancies available. AMBS reserves the right to assign student housing and make changes as necessary.

Returning students must inform the Director of Housing about their summer plans and their housing needs for the next school year. This information is requested by April 15, before placements for May through July are finalized.

Upon leaving AMBS student housing, students may receive a refund of the housing deposit if their apartment is left clean and in order, the keys are returned and an apartment checkout is completed.

Damages occurring in the apartments are to be reported immediately to the Maintenance Department. If these are due to negligence, the residents will be responsible for the cost of repairs.

Shared housing

Depending on available space, there are several options to form households of single adults. The Director of Housing will accept suggestions for the formation of shared household apartments and will make assignments according to space available. All attempts will be made to fill the available space (e.g., three students in a three-bedroom apartment, two students in a two-bedroom apartment).

Rental rates for shared or group households are contingent upon the number of residents. Vacancies in shared household apartments in seminary housing are available to the seminary for placement of students. If residents of a housing unit choose not to have full occupancy of the unit, they will pay the full rental fee.

Access to student housing: AMBS does not offer shared housing space to unmarried couples in romantically intimate relationships.

When two or three students share living space, certain understandings help facilitate communication and healthy relationships. Household members will:

1. meet bimonthly to discuss household and/or relationship issues.
2. decide together how to cover shared expenses (such as cleaning supplies, kitchen supplies, toilet paper, etc.).
3. decide together how to cover cleaning and upkeep of the apartment, and each will be responsible for his or her portion of the tasks.
4. make an effort to communicate directly when there are disagreements or concerns.

The Campus Pastor is available for consultation if direct communication is not working.

Most people desiring group housing are hoping for a greater level of community than they would experience living alone. Those who are interested in shared living space primarily for the financial savings, but are not interested in relating intentionally to others, should choose an option other than group housing.

AMBS reserves the right to make housing changes if unresolved, unhealthy dynamics between housemates deem it necessary.

Housing commitment

Campus housing is designed to function within the mission and purpose of the seminary by providing a place for students to live while completing a degree program. Therefore, the housing commitment functions as a contract designed to protect the interests of both the seminary and student residents. Upon arrival at AMBS, residents assigned to campus housing must report to the Receptionist's desk to sign a housing commitment and receive keys to their apartments. **Apartments are rented by semester** (September – December, January – April) and by the month for May, June, July and August.

Only three circumstances justify modification of the signed commitment: unexpected termination of studies, health reasons, or vocational appointments. Should any of these situations occur, requests for modification of the signed commitment must be made 30 days in advance in writing to the Director of Housing. The Housing Committee will review such requests and make the final decision concerning conditions of release from the commitment.

If a student desires to change apartments after an initial commitment of one semester, he or she must submit a written request to the Director of Housing for approval. If the request is approved, a transfer fee of \$50 will be charged to the student. Students who choose to vacate their apartments at the end of Semester Two may request housing for Semester One in the fall but are not guaranteed the same apartment.

Rent

Rent is charged to student accounts and is due by the 10th day of each month. The first monthly payment is due within three days of the move-in date. Late payments will be assessed a \$25 fee.

AMBS currently offers two rental rates: a student rate and a nonstudent rate. The student rate is available to any admitted and enrolled student and reflects an approximate discount of 15 percent. Any student who has graduated or terminated studies and remains in campus housing must pay the nonstudent rate. If a student is on an approved leave of absence, the student discount will still apply.

If a student vacates during the months of May, June, July or August and provides a two-week notice to the Director of Housing, rent will be prorated for seven-day periods, beginning with the first day of the month (1–7, 8–14, 15–21, 22–31). Rent may also be prorated for incoming students and for Intensive Term housing.

Returning students

Continuing students who anticipate being off campus for more than one calendar month during May, June or July can receive a reduction in rent if they allow AMBS to use their apartments as guest or Intensive Term housing during their absence. See the Director of Housing for details.

Terminating student housing

Students who graduate or who will not be returning for further study must inform the Director of Housing in writing of their date of final occupancy, which is subject to approval. Nonreturning students must vacate their apartments no later than Aug. 1, except by prior arrangement with the Director of Housing. All belongings must be removed from campus by the end of the housing commitment period. AMBS does not allow storage of belongings for non-residents.

Smoking, drug and alcohol abuse prevention

Smoking is prohibited in **all campus facilities**, including classrooms and student apartments, in addition to common areas outdoors.

AMBS's Drug and Alcohol Abuse Prevention Policy and Procedures can be found at ambs.edu/about/campus-security

Firearms

Possession of firearms or look-alikes on campus is prohibited. Exceptions must be cleared with the Vice President for Administration and Chief Financial Officer.

Quiet hours

Out of courtesy and with respect for others, residents are asked to control noise levels in the evenings. **Quiet hours should be observed between 9 p.m. and 6 a.m. inside and outside of the apartments.** Please refrain from doing laundry after 9 p.m.

Additional policies

Additional policies related to community life on the AMBS campus are posted in the Policies and Procedures section of AMBS Central on Moodle.

If you have a question or concern not addressed here, please see the Director of Housing. We trust that these instructions will facilitate wholesome relationships in the campus community.

Utilities

Electric and gas service

Several of the seminary's apartments include utilities in the rental fee. **However, for the two-bedroom apartments (50s and 60s), gas and electricity are metered individually for each apartment. Residents assigned to these apartments are responsible to call the gas and electric utilities within 24 hours of moving in to transfer service to their names. Bills will be sent directly to the renters.**

International students (those coming from outside of the U.S.) may have utilities billed to their student accounts. Please contact the Business Office for more information.

Northern Indiana Public Service Company (NIPSCO) provides natural gas. To establish new service, call NIPSCO's customer service at 1.800.464.7726. An application will be taken over the phone, and a deposit may be required. A Social Security Number is required to complete the application by phone. If a Social Security Number is not available, other identification such as a passport, green card or driver's license must be faxed to NIPSCO at a number they will provide.

Indiana-Michigan Power provides the electric service. To establish new service, call 1.800.311.4634 or go to the Indiana-Michigan Power website, www.indianamichiganpower.com. A deposit may be required. The deposit amount will vary because it is a monthly average based on the apartment's usage history.

Water and sewer service

Water and sewer services are included with all rentals. The water on campus is safe to drink; purchase of drinking water is not necessary.

Computer network

Wireless and ethernet internet access is available in all campus apartments; however, residents may choose to supply their own router for increased speed or coverage.

All students who wish to connect to the AMBS network must sign the Apartment Network Agreement (which is sent to residents via campus mail early in Semester One). The agreement must be renewed annually. Students who do not sign the agreement will not have access to the AMBS network from their apartments.

A word about Voice-over-IP (VOIP): AMBS does not have Quality-of-Service implemented, so residents choosing to use VOIP do so at their own risk; the seminary assumes no liability for failure of a VOIP service. Anecdotal evidence suggests that Skype™ works well, but other VOIP services may not. The preceding is neither condemnation nor recommendation, and should not be construed as such.

Questions about network access from campus apartments should be addressed to the Director of Information Technology (see p. 2 for contact information).

Renters insurance

Students residing in AMBS housing are responsible to provide insurance coverage for their belongings in the apartments. Please check with your local insurance agent or the Mutual Aid eXchange (MAX) representative for your local congregation or church conference office (maxinsurance.com), or call the office of MAX Goshen at 574.533.5396.

Address and mail delivery

Each campus resident is assigned a mailbox in Waltner Hall. Mail and packages are delivered Monday through Friday during business hours and sorted into mailboxes by the Receptionist. Carriers will not deliver directly to student apartments. Let the Receptionist know if you anticipate delivery of a large item. We request that you make effort to retrieve packages quickly, as space in the mailroom is limited. Thank you!

Outgoing mail with proper postage may be brought to the mailroom for pickup by USPS, UPS or FedEx.

Please use the following address for mail. Specifying your apartment number is not necessary.

Name
3003 Benham Avenue
Elkhart, IN 46517-1999

Apartment and outside care guidelines

Regular cleaning

Curtains and blinds

Dusting and vacuuming should suffice. Contact the Maintenance Department for additional cleaning needs.

Floors

Vacuuming and wet mopping are the responsibility of residents. Professional care for and heavy cleaning of carpet and vinyl or wood flooring are the responsibility of AMBS.

Mattress pads and linens

Launder as needed. Ask the Director of Housing for replacements of AMBS-provided items if necessary.

Porcelain fixtures

We recommend baking soda as a safe biodegradable, nontoxic cleaner for sinks and bathroom fixtures.

Stainless steel sinks

Routine cleaning: Use dish detergent, warm water, and a cloth or sponge. If very dirty, scrub with baking soda. **No steel wool, scouring pads or steel brushes, please.**

Windows

An alternative to commercial window cleaning solutions is a simple solution of warm water and a little vinegar. If condensation occurs during the winter, try to keep the area as dry as possible.

CAUTION! Please use mild soap and warm water to clean storm doors. Commercial window cleaner causes a chemical reaction that “clouds” the Plexiglas.

Garbage and recycling

Residents should place garbage in securely closed bags or boxes and deposit them in the dumpster located in the parking lot near Apartment 161.

Composting is available for campus residents near the community garden. Students may place food scraps other than meat and dairy in the container. Do not put any bags or plastics in the container, even if they are labeled compostable. Do not put anything directly on the compost pile; student volunteers will transport compost from the container to the pile and mix it into the compost pile in the correct way. If there are questions about what can be composted or concerns about the process, contact Janeen Bertsche Johnson.

Residents are expected to supply garbage bags for their own apartments. AMBS encourages the use of paper bags rather than plastic to transport garbage to the dumpster.

There is no need to separate trash from recyclable materials. The disposal service for AMBS sorts and recycles trash. AMBS supports efforts to reduce wasteful packaging and encourages a lifestyle that does not produce excess waste materials or use toxic chemicals and cleaners.

Laundry facilities

Laundry facilities are provided in each building; the laundry charge is included in the rental fee. Residents of each building are encouraged to meet at the beginning of each semester to organize a laundry schedule. As a courtesy to other residents, do not use the laundry room after 9 p.m.

Observe instructions for the machines carefully. Wipe washer and dryer after using. **Empty lint filters after each use.** Report malfunction of machines to the Maintenance Department.

A broom, bucket, mop and vacuum have been placed in each laundry room for your convenience. As they are shared, please return them quickly after use. Do NOT place anything on or against the sump pump.

The laundry room is not for storage of personal belongings except detergent and related items.

Please keep laundry rooms with exterior doors closed and locked.

Furniture

To request a change in furniture, contact the Director of Housing or Director of Maintenance. **If AMBS furniture or curtains are moved in or out of apartments without prior authorization, a \$50 fee may apply.** We attempt to serve residents' needs by making our limited furniture available. Please don't hesitate to ask!

Pianos and waterbeds are permitted in certain apartments with approval from the Director of Housing.

Lights

Light bulb replacements — except fluorescent tubes — are residents' responsibility. Fluorescent tubes will be replaced by AMBS Maintenance.

Wall decorations

Please do not use masking tape or cellophane tape on walls or woodwork. Small nails and Removable 3M Command products such as hooks may be used to secure pictures or decorations to walls. Please ask for assistance to hang heavier items. Decorations should be removed before vacating the apartment.

Hanging planters

One or two screw hooks can be put into the ceiling; please contact the Maintenance Department to have this done. **Leave them mounted when moving out.**

Bonfires, open fires and grills

As a safety issue, bonfires are limited to the constructed fire pit behind the Frey Guesthouse. No other ground fire pits or portable fire pits are allowed. Barbecue grills are acceptable but must be used outside and away from buildings. Storage of propane tanks inside apartment buildings is prohibited. Laundry and storage areas are not to be used for cooking.

Sidewalks

Apartment residents are responsible for cleaning the sidewalk directly in front of their apartment door in summer and winter. Snow shovels are provided in each building. Sidewalks should be kept clear of bikes, tricycles, toys and other items that might cause someone to fall.

Parking

Park cars **only** in the parking lots provided for each building, not on lawns or along roadways. **Do NOT drive on the lawn or sidewalks.** Cars should be locked when not in use.

Storage

For residents in two-bedroom apartments in the two-story buildings (50s and 60s), storage is available in the basement of the apartment building. Residents share this storage area with the residents of the apartment above or below their apartment. Residents should be sure to label all items stored in these storage areas and — as a courtesy to the other renter(s) sharing the space — to use only half of the storage area.

Personal items, including bicycles, **must** be stored in students' assigned storage area and not in the common basement areas. The yellow area surrounding the furnace **must** be kept free of personal items. When moving out, **residents must remove all items.**

On-campus laundry rooms and furnace rooms **are not** storage areas. AMBS has no additional storage space. Commercial storage space for personal items, boxes, tools and furniture is available for a fee at several local storage facilities.

Children

Small children are to be accompanied by parents in main campus buildings and playground areas. Children are encouraged to remain on the north side of the drive to play.

Short-term housing (overnight, weekends)

Students needing housing for guests may use AMBS guest facilities if available and if arranged with the Receptionist in advance. The Receptionist issues keys and receives payment. No guests may stay longer than three weeks in an apartment without the approval of the Director of Housing.

Regular rates are \$54 per night per individual, or \$81 per night for a couple, with a reduced rate for children.

Student and Employee Guesthouse Rate: Family and friends of students and employees are eligible to stay in the AMBS guesthouses at a discounted rate of \$50 per room per night, with the following guidelines:

1. The student or employee must be paying for the lodging (i.e., billed to student account).
2. Rooms can be reserved up to one month in advance of the stay.
3. Breakfast is not included.

If the reservation falls outside of the guidelines, the regular rates apply.

Non-adherence to guidelines

Non-adherence to apartment care guidelines may result in forfeiture of the housing deposit.

What to do if ...

... your apartment is cold, and you suspect the furnace is not working.

Contact the Maintenance Department immediately. Do not wait until after hours or the weekend to report this issue.

... your faucet is dripping.

Complete a maintenance request at <http://maintenance.ambs.edu>. Someone from the Maintenance Department will respond as soon as possible to arrange for repair. **This is the procedure for all routine, non-emergency needs.**

... your refrigerator is making weird noises, and smoke is rising from its motor.

Call the Maintenance Department to report an emergency. If there is no answer, call the Receptionist, and she or he will locate Maintenance staff. **This is the procedure for all maintenance emergencies.** After hours, call the Director of Maintenance and Campus Safety on his cell phone. (See p. 2 for telephone numbers.)

... you locked yourself out of your apartment.

During office hours, go to the Receptionist, who will issue you a temporary key.

After hours, contact help in the following order:

1. Maintenance lock-up staff. Names and contact information are provided to residents each semester.
2. Jeff Marshall, Director of Maintenance and Campus Safety: 574.298.2575

... you're expecting a baby and need a larger apartment.

Talk to the Director of Housing about moving to a larger unit.

... your neighbors play guitars at 2 a.m., which keeps you awake.

In general, try to deal with your neighbors directly. Talk to them first and inform them of your lack of sleep. If there is no change in their behavior, talk to the Director of Housing.

... you need an additional desk for your spouse or child.

Talk to the Director of Maintenance or the Director of Housing. In general, AMBS provides one desk per seminary student. If we have extra desks or other furniture, we will attempt to provide for student needs by making them available. Please don't hesitate to ask!

... you are an international student and there are no blankets in your apartment.

Contact the Director of Housing. AMBS provides a furnished apartment for international students and Intensive Term students. This includes furniture, linens, towels, dishes, pots, pans and tableware. **If something is missing or needed, please make your requests known. We are happy to help!**

... you have a housing-related concern and you do not know where to go with it.

Talk to the student representative on the Housing Committee or the Director of Housing. The Director and the Housing Committee are responsible to monitor all issues related to student housing.

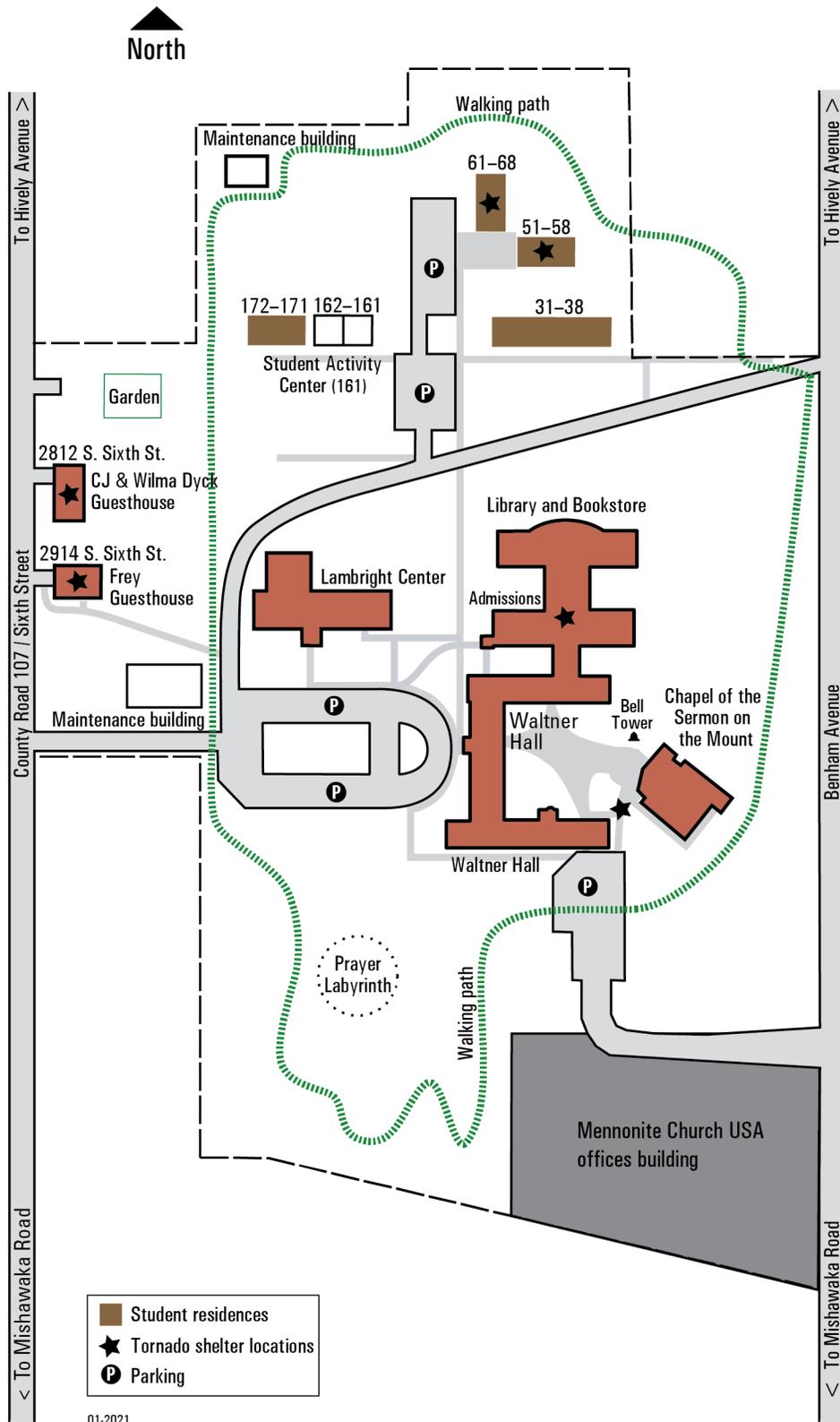
Vacating student housing

Procedures

1. Notify the Director of Housing of your departure date.
2. Email the Housing Assistant to have the apartment inspected before you leave.
3. Report any repairs or maintenance that need to be done, especially those that are not obvious on a walk-through (broken drawers, stove burners that do not work, etc.). The Housing Assistant will check the refrigerator, stove, kitchen cabinets, shelves, closets, bathroom, floors, trash removal, laundry and storage areas.
4. Complete the following tasks:
 - a. Clean the refrigerator thoroughly. Do **not** turn it off or unplug it.
 - b. Clean the stove and oven.
 - c. Empty and wipe out the cupboards, shelves and drawers.
 - d. Wash any items provided by AMBS and put them away.
 - e. Clean the bathroom thoroughly, including scrubbing the tub and shower, toilet and sink.
 - f. Wash any marks or smudges from the walls.
 - g. Remove any stickers or decals from the refrigerator and walls.
 - h. Make sure all items are removed from your storage areas, including trash.
 - i. Check the laundry room for any personal items.
 - j. Sweep the floors, vacuum carpets.
 - k. Close all windows before leaving the apartment.
 - l. Remove all garbage and items to be recycled from the apartment.
 - m. If cleaning of curtains, blinds, carpets, painting or other major cleaning is required, AMBS will do that.
5. Return your apartment keys to the Receptionist. A \$10 fee for each unreturned key will be deducted from the housing deposit.
6. If you have utilities in your name, call NIPSCO (gas) and Indiana-Michigan Power (electric) to have final bills settled **and services transferred to the seminary** effective the day after you move.
7. Leave a forwarding address with the Receptionist.

The housing deposit will be refunded, provided you have closely followed these procedures. Costs of damage repair and additional cleaning needed to bring the apartment to standard will be deducted from your housing deposit.

Campus map



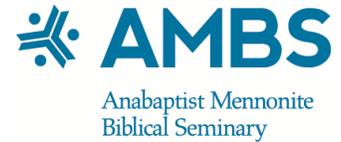
01-2021

Title: Missing Student Policy and Procedures

Functional Area: Core

Last Reviewed: November 2020

Approved by: Ad Cabinet



Policy

Students residing or staying in AMBS housing bear responsibility for communicating their planned absences from the AMBS campus to neighbors, friends or AMBS personnel. When a student is unaccountably missing for more than 24 hours, AMBS will seek to determine the student's whereabouts, contact the identified friend or family member, and report the missing student to the Elkhart City Police (574.295.7070) within 24 hours of the first report.

The AMBS Director of Maintenance and Campus Security should be the first contact if a student is deemed missing. The second point of contact is the Student Services Coordinator.

Definition of missing student

Students are presumed to be missing when their absence from people with whom they have established patterns cannot be readily explained or when they are not seen performing their regular duties, responsibilities or functions. A student is considered missing if it is not possible to establish some means of contact with him or her within a 24-hour period of the noted absence.

Procedure

Campus contact

Each student, whether living as a resident in AMBS campus housing or commuting student and staying overnight occasionally throughout the semester or for hybrid or intensive courses, is requested to complete a Missing Student Contact Registration Form, which lists an on-campus person (e.g., a roommate, spouse, family member, or friend) who is able to contact security should the student be unaccountably missing for 24 hours or more. The on-campus contact should be someone that would know of the student's whereabouts while they are on the AMBS campus. This form will be kept locked by the Director of Maintenance and Campus Security and the Student Services Coordinator.

Reporting to AMBS

If a student is missing for more than 24 hours, the student's identified on-campus contact will communicate with the Director of Security and Maintenance in person or via phone, text, or email. Should the Director of Maintenance and Campus Security or the Student Services Coordinator not be available, the on-campus contact will call the Elkhart City Police Department. The on-campus contact may also communicate with the Director of Maintenance and Campus Security if a student is unaccountably absent for less than 24 hours.

Off-campus contact

Each student, whether living as a resident in AMBS campus housing or commuting and staying overnight occasionally throughout a semester or for hybrid or intensive courses, is requested to complete a Missing Student Contact Registration Form, which lists someone off-campus that AMBS or the Elkhart City Police would call should they be unaccountably missing (e.g., parents). This information will be secured in the student's electronic information record. This person would only be contacted if a student were to be reported missing. This off-campus person may or may not be the same person contacted in case of emergency.

Determining whether a student is missing

At the time of the report to the Director of Maintenance and Campus Security, AMBS will seek to determine whether the student is missing within reason, which could include communication with the off-campus contact person. If AMBS is not able to determine the student's whereabouts, the Elkhart City Police (574.295.7070) will be notified.

Record keeping

A log documenting the chronology of the initial report, investigating, reporting and conclusion will be kept in the Student Services Coordinator's office.

Approved by Ad Cabinet, 04/2013

Revised by Ad Cabinet, 09/2013

*Revised by Ad Cabinet, **/2015*

Revised by Ad Cabinet, 11/2020