



Housing Handbook

2015 – 2016

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We welcome you to the AMBS community and student housing. This housing handbook has been prepared to provide 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 Student Housing

AMBS Housing Committee

Linsey Vandrick (chair), Norm Cender, Jeff Marshall,
Ron Ringenberg, Bob Rosa, student representative

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 student 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 purpose of the seminary.

As a general practice, AMBS housing is rented as furnished. **Do not move AMBS furniture in or out of apartments without authorization from the director of student housing. Do not remove draperies.** There will be a \$50 charge if furniture or draperies are removed without prior authorization. Basic furnishings include: stove, refrigerator, dinette set, curtains/draperies, shower curtain, bed(s), dresser(s), sofa, easy chair, lamps and one desk and bookcase per seminary student. If there are area rugs, extra lamps, end tables, or other inventory available in storage, those items are issued upon student request.

Only first-floor apartments will be emptied to meet a request for an unfurnished apartment. Unfurnished apartments have a stove and refrigerator.

AMBS will furnish apartments for international students with basic furnishings plus linens, towels, kitchen utensils, pots and pans, dishes and silverware.

Laundry facilities are available in each apartment building and are included in the rental fee. Laundry rooms in each building have been furnished with brooms, mops, wash buckets, and an iron and ironing board. These are to be shared with the other residents and should be returned promptly after use.

Vacuum cleaners are available for shared usage, but residents are encouraged to provide their own when possible.

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Housing application and assignment

The housing application is available on the AMBS website: www.ambs.edu/forms/Housing-application.cfm. A student's housing application is official when he or she has been accepted for admission and his or her deposit of \$100 (single) or \$200 (couple/family) has been received by the Business Office (U.S. currency). This deposit serves as a key, damage and cleaning deposit.

Assignments are made after June 1 for the following fall semester. Summer assignments are made after May 15. 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 student 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 student 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 student housing about their summer plans and their housing needs for the next school year. These requests must be made by April 15 before other housing assignments are confirmed.

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 student 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 to not 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 the semester** (September–December, February–May) and by the month for January, June, July and August.

Changes in housing commitment

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 student 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, a written request must be submitted to the director of student housing for approval. If the request is approved, a transfer fee of \$50 will be charged. Students who choose to vacate their apartments at the end of the spring semester may request housing for the fall but are not guaranteed the same apartment.

Rent

Rent is charged before the first day of each month and statements are distributed to campus mailboxes. The first monthly payment is due within three days of the move-in date, and following payments are due by the tenth day of each month. Late payments will be assessed a \$25 fee.

AMBS currently offers two rental rates: a student rate and a non-student 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 non-student 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 January, June, July or August and provides a two-week notice to the director of student 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 who arrive during the summer and for interterm housing. Rates are not prorated during the semester.

Returning students

Continuing students who anticipate being off campus during summer school can receive a reduction in rent if they allow AMBS to use their

apartments during their absences. See the director of student housing for details.

Terminating student housing

Students who graduate or who will not be returning for further study have five days after the end of the semester to vacate their apartments. Storage of furniture beyond five days will constitute an extension of the housing commitment and may be subject to additional rent charges. Non-returning students must vacate their apartments no later than August 1 except by prior arrangement with the director of student housing. All students will inform the director of student housing in writing of the exact date of final occupancy, which is subject to approval.

Utilities

Telephone

Establishing telephone service in any seminary apartment is the responsibility of the student/renter. All apartments have been pre-wired for easy installation of telephones. If a land-line telephone is desired, the student/renter is responsible to call the telephone company to connect and disconnect this service. We encourage students to call two to three weeks ahead of time so that the phone is working when they arrive. Otherwise, they will likely have a five- to seven-day delay in phone service.

If you wish to have a land-line telephone, please contact Brent Graber, director of information technology, for details: bgraber@ambs.edu or 574.296.6221.

Hookup fees and the purchase of a phone are the responsibility of the resident. The initial hookup fee may vary depending on the service plan chosen. Phones can be purchased from stores such as Sears and Target.

Electric and gas service

Several of the seminary's apartments include utilities in the rental amount. **However, for the two-bedroom apartments (50s and 60s), the 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 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 (24 hours per day, seven days per week), or go to the Indiana-Michigan Power web site,

www.IndianaMichiganPower.com. A deposit may be required unless a letter of good credit is available from the renter's previous utility company. The deposit amount will vary by apartment 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

Students who wish to connect to the AMBS network from their campus apartments must supply their own network cable or router; there is no wireless access from campus apartments.

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 the first semester). 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 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.

Guidelines

Apartment 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, or call MAX at 1.877.971.6300 and ask for the Goshen office.

Address and mail delivery

All students in seminary housing will use the following address:

Name
AMBS
3003 Benham Avenue
Elkhart, IN 46517-1999

Mail for students living in on-campus housing will be delivered Monday through Friday to Waltner Hall and distributed to mailboxes assigned to each family or individual. (There is no mail service on Saturday or Sunday.)

Outgoing mail service is provided next to the student mailboxes.

Telephone calls

When students/renters have established phone service, they should inform the AMBS receptionist and their friends and relatives of the new number.

For students who do not have a telephone, incoming telephone messages will be placed in their mailboxes. In the case of an emergency call, students will be contacted directly.

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 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 at several local storage facilities.

Pianos and waterbeds

These are permitted only in certain apartments with the approval of the director of student housing.

Short-term housing (overnight, weekends)

Students needing housing for guests may use AMBS guest facilities if available and if arranged with the receptionist one to two weeks in advance. Charges are \$54 per night per individual 12 years old and up, or \$83 per night for a couple. Children 2 through 11 are \$7.50, under 2 are free. 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 student housing.

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.

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.

Children

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

Pets

The housing policy prohibits pets in most apartments. Designated apartments are pet-approved as long as guidelines are followed. Inquire with the director of student housing regarding availability and guidelines.

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.
- 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**.

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 staff.

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.

Campus security

Security guidelines are listed in the Student Handbook (available at AMBS Central). 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 the outside doors are locked at all times.**

No smoking

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

Drug and Alcohol Policy

See the *Student Handbook* on the AMBS website.

Firearms Policy

Possession of firearms or look-alikes on campus is prohibited. Exceptions must be cleared with the vice president.

Additional policies

Additional policies related to community life on the AMBS campus are in the *Student Handbook*, available on the AMBS website, and the *AMBS Community Life Policy Manual*, available at AMBS Central.

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

Maintenance

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

Service requests

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

Emergency calls

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 at home. If not available, call the assistant maintenance director. (See back cover of this handbook for telephone numbers.)

For a medical emergency, fire or theft, call 911.

Apartment and outside care

Disposal of garbage

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. A composting container is located between the 50s and 60s apartments. 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.

Recycling

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 the use of toxic chemicals and cleaners.

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. Storing of propane tanks inside apartment buildings is prohibited. Laundry and storage areas are not to be used for cooking.

Wall decorations

Please do not use masking tape or cellophane tape on walls or woodwork.

Picture hangers

Hooks with small nails can be used. No tape hangers should be used. Please ask for assistance to hang heavier items.

Hanging planters

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

Floors

Professional care and cleaning for carpet and linoleum are the responsibility of AMBS. Floors will be waxed by the maintenance staff. Regular vacuuming and wet mopping are the responsibility of residents. Vacuum cleaners and bags are provided in each apartment complex and stored in the laundry area; however, renters are encouraged to provide their own vacuums.

Lights

Incandescent and compact fluorescent light bulb replacements—except fluorescent tubes—are residents' responsibility. Fluorescent tubes will be replaced by AMBS.

Please do not place anything on top of the table lamps. The highest wattage for bulbs used in the lamps provided in the apartments is 75 watts (by design of the manufacturer).

Windows

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

CAUTION! Do not use commercial window cleaner on the storm doors. Most of the storm doors are plexiglass, and window cleaner causes a chemical reaction that "clouds" the glass. **Please use mild soap and warm water to clean storm doors.**

Drapes

Contact maintenance staff regarding cleaning.

Do NOT clean them yourself. If possible, do not draw drapes in front of open windows. Rubbing on the screen damages them, and rain stains them. Tie them back if necessary. To avoid creating multiple holes, please do NOT put up additional blinds, shades, etc. (See also **Furniture** below.)

Mattresses

AMBS supplies mattress pads for all mattresses and plastic covers for children's mattresses. Ask the director of student housing for replacement of mattress pads.

Furniture

Please use saucers under plants.

To request any change in furnishings, check with the director of student housing. **Do NOT move AMBS furniture or draperies in or out of apartments without authorization from the director of student housing. There will be a \$50 charge if furniture or draperies are removed without prior authorization.**

Porcelain fixtures

For cleaning sinks and bathroom fixtures, AMBS recommends the use of baking soda as a safe biodegradable, nontoxic cleaner.

Stainless steel sinks

Daily cleaning: Use dish detergent, warm water, and a cloth or sponge.

Routine cleaning: To scrub when very dirty or stained, use baking soda.

No steel wool or scouring pads or steel brushes, please!

Laundry

Laundry facilities are provided in each building; the laundry charge is included in the rental fees. Residents of each building 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.** Please report malfunction of machines immediately to the Maintenance Department.

The laundry area is not storage. A broom and bucket have been placed in each laundry room for your convenience. However, the bucket is not to be used for car maintenance. Do NOT place anything on or against the sump pump.

Please keep laundry rooms with exterior doors closed and locked.

Sidewalks

Apartment residents are responsible for cleaning the sidewalk directly in front of each apartment door in summer and winter. Snow shovels are provided in laundry rooms for snow removal. Please keep sidewalks clear of bikes, tricycles and toys.

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.

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 Maintenance to report an emergency. If there is no answer, call the receptionist, and she or he will locate Maintenance. **This is the procedure for all maintenance emergencies.** After hours, call the director of maintenance at home. (See back cover for telephone numbers.)

... you locked yourself out of your apartment.

During office hours, go to the receptionist, who will issue you a temporary key. Return the key immediately after you have secured your keys.

After hours, contact help in the following order:

1. Maintenance lock-up staff
2. Director of maintenance, 574.298.2575

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

Talk to the director of student housing about a new commitment. All moves must be authorized at least 30 days in advance of the move.

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

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 student housing. (In general, try to deal with your neighbors directly.)

... you need an additional desk because all of your children's homework is on your desk.

Talk to the director of student housing. In general, AMBS provides one desk per unit. If we have extra desks, we can make them available (first to those apartments where more than one student is living, second to other requests). AMBS has limited furniture, but we will attempt to provide for student needs. See page 3.

... you are an international student or a summer school student and there are no blankets in your apartment.

Contact the director of student housing. AMBS provides a furnished apartment/unit for international students and summer school students. This includes furniture, linens, towels, dishes, pots, pans and tableware. **Please make your requests known.**

... 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 student housing. The director and the housing committee are responsible to monitor all issues related to student housing.

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:

WFRN 104.7 FM
WCMR 1270 AM
WTRC 1340 AM

On television:

WNDU Channel 16
WSBT Channel 22
WSJV FOX Channel 28

Mobile phone:

If you have a mobile phone that is text-enabled, you can sign up for weather text alert messages by visiting www.wsbt.com/weather and signing up for "WSBT Alert."

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 on page 25 for help in locating these places.

- **Apartments:** Those in apartments should proceed to the basements in either the 50s or 60s buildings. A 325 key is needed to enter. People in a campus house that has a basement should go to that basement.
- **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 conducts a test of its emergency storm sirens. This test is typically done on a clear day when there is no cause for alarm.

Vacating student housing

Procedures

1. Notify the director of student housing of your departure date.
2. Call the Housing Assistant to have the preliminary apartment/room check before you leave. 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 following items: refrigerator, stove, kitchen cabinets, shelves, closets, bathroom, floors, trash disposed of, laundry room, apartment/room damages.

The housing deposit will be refunded, provided you:

- have arranged to have your apartment checked before you leave,
- your apartment is left in good condition, and
- all items are removed from your storage area.

Deposit return is figured by deducting cost of damage repair and cost of cleaning needed to bring apartment to standard. Your housing deposit will be mailed to you, so be sure to leave your forwarding address with the housing assistant.

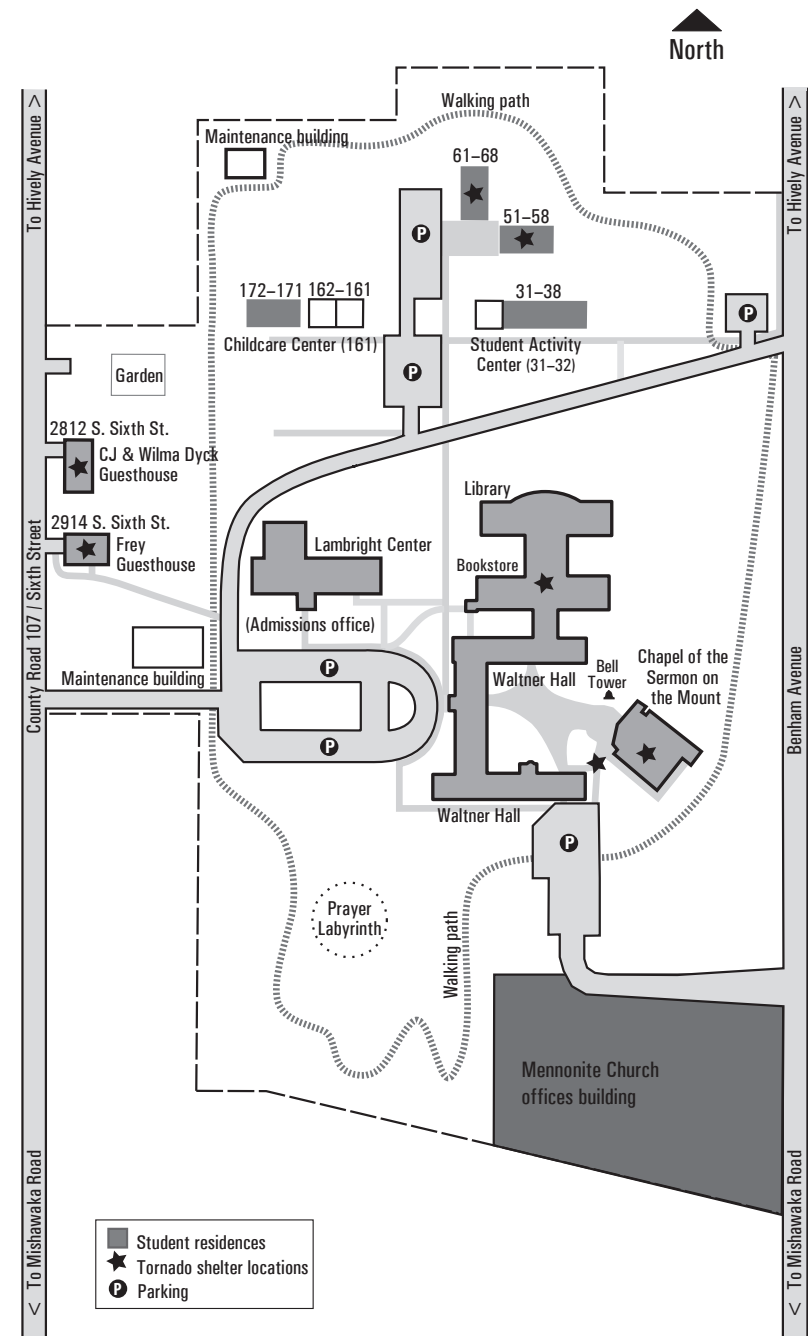
3. Before vacating an apartment, remember the following:
 - a. Refrigerators are to be cleaned. Do **not** turn them off or unplug them.
 - b. Stoves, including the oven, are to be cleaned.
 - c. Cupboards, shelves, drawers, etc., are to be emptied and wiped out.
 - d. Bathrooms need to be thoroughly cleaned; please scrub tub and wipe down shower; clean toilet and sink.
 - e. Wash fingerprints from walls.
 - f. Please remove any stickers or decals from refrigerator and walls.
 - g. Check the laundry room for any personal items. No storage is allowed in the laundry rooms.
 - h. Remove all garbage and items to be recycled from the apartment.
 - i. Be sure all windows are closed when leaving the apartment.
 - j. The seminary has furnished the mattress pads. Please wash them, fold them and leave them folded on the beds.

- k. Borrowed furniture items not regularly furnished should be returned to storage or to wherever they came from.
 - l. The apartment should be left clean and ready for the next resident(s). Sweep the floors, vacuum carpets, empty trash and waste. The floors will be waxed by the maintenance department. If cleaning of carpets, painting, etc. and/or other major cleaning is required, AMBS will do that. You should leave the apartment/room in a condition that it is **immediately ready for occupancy if needed**.
 - m. **Two-story apartment building residents:** Make sure all personal items are removed from your basement storage area, including trash.
4. Return your apartment keys to the receptionist. A \$10 fee for each unreturned key will be deducted from the housing deposit.
 5. Call the telephone company to have phone disconnected.
 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. **Be sure to leave a forwarding address with the business office.**

Academic Calendar

For a detailed schedule of the academic year, download the PDF file at www.ambs.edu/academics/documents/2015-16-Course-list-academic-calendar.pdf

Campus map



AMBS housing staff

Linsey Vandrick, Director of Student Housing and receptionist

Office: 295.3726; Email: lkvandrick@ambs.edu

- Assigns all residents, approves moves, issues housing commitments.
- Supervises housing assistant.
- Oversees and implements housing policies.
- Coordinates short-term housing for Interterm, Summer School.
- Issues keys.
- Receives rent payment.
- Assigns guest lodging.

Housing Assistant (TBA)

Cleans and furnishes apartments before new residents arrive.

- Monitors housing conditions, recommends improvements.
- Purchases supplies/furnishings for apartments.
- Advises Director of Student Housing and Maintenance concerning needs and unit problems, makes recommendations for housing.
- Assesses unit at resident exit; authorizes deposit refund.

Jeff Marshall, Director of Maintenance

Office: 296.6249; Cell: 574.298.2575

(for emergency after-hour maintenance needs)

- Provides maintenance for all apartments.
- Provides emergency lockout assistance.

Norm Cender, Assistant Maintenance Director

Office: 296.6259; Cell: 574.238.5233

- Provides maintenance for all apartments.

AMBS Housing Committee (see inside front cover)

After-hours lockout assistance:

- Maintenance lock-up staff
- Director of Maintenance, 574.298.2575

In the event of medical emergency, fire or theft, call **911**.

To report a non-emergency maintenance request, go to <http://maintenance.ambs.edu>



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