

WESTMINSTER VILLAGE HANDBOOK

2024–2025

As of September 2024



Westminster
Seminary California



Welcome to the Westminster Seminary California Village!

Our intent is to provide you with an affordable and comfortable living situation as you study and prepare for further service to the Lord. We trust your time at WSC will be a rewarding experience in and out of the classroom. We are looking forward to having you as part of our community.

As students live, learn, and grow together in their knowledge of Reformed theology and love of the Lord, they will experience what we have always believed and practiced at Westminster Seminary California—that iron sharpens iron, that students learn best face-to-face in the classroom, and that students confirm what they believe peer-to-peer, in a community of faith.

Please use this handbook as a guide to help you through the process as you prepare to transition to WSC. Though it should address most frequently asked questions and concerns, the handbook does not supersede or replace your signed lease agreement. You are always welcome to send questions, give feedback, or provide suggestions to the WSC Business Office.

DAWN DIRKSEN

Vice President of Finance and Operations



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Important Phone Numbers

HOUSING MANAGER

James Burdette

619-402-5712

jburdette@wscal.edu

BUSINESS OFFICE

Dawn Dirksen

760-480-8474 EXT 139

ddirksen@wscal.edu

FIRE, POLICE, AMBULANCE

911

POISON CONTROL

800-222-1222

PALOMAR MEDICAL CENTER

442-281-5000 (Main Medical Center)

ELECTRIC & GAS SERVICE — SDG&E

800-411-7343

www.sdge.com

ESCONDIDO DISPOSAL (LARGE ITEM PICKUP)

760-745-3203

www.escondidodisposal.com

COX COMMUNICATIONS

877-832-0954

www.cox.com

AT&T

866-861-6075

www.att.com



Nondiscrimination Policy

NONDISCRIMINATION POLICY.

Westminster Seminary California admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, housing, and athletic and other school administered programs.

The seminary is a distinctively and pervasively Christian community of scholars dedicated to the preparation of men and women for service to Christ and his church. The Seminary Board and faculty understand the criteria for the gospel ministry set down in Scripture as limiting candidacy for the gospel ministry to qualified males. Because the Master of Divinity program is designed to prepare candidates for official pastoral ministry, only men are admitted to the M.Div. degree program. Women as well as men receive gifts and callings from God to serve in various non-ordained ministries. Therefore, women and men are encouraged to enroll in the Master of Arts programs.



Application Process

APPLICATION AND PLACEMENT PROCESS.

To support admitted students in their transition to seminary studies, the WSC Housing Committee will begin making housing placements for the next academic year in November in accordance with four scheduled [Priority Review Windows for Financial Aid and Housing](#). These windows offer admitted students the opportunity to receive a financial aid offer and housing placement in a predictable and timely manner.

To be considered for on-campus housing, applicants must first be admitted to a WSC degree program with the intention of enrolling on a full-time basis (12 credits or more per semester) and submit the [WSC Village Housing Application](#) by the appropriate deadline for the window in which they are applying. Due to the high demand for housing in the WSC Village admitted students are encouraged to apply as early as possible. Applications for housing may be submitted prior to admission to the seminary, but the Housing Committee will not consider the application until admission has been granted.

Applicants who have been placed in housing will be notified by email regarding their housing offer and must accept their placement by signing and returning the WSC Housing Acceptance Form and paying a \$250 (non-refundable) housing placement deposit by the designated acceptance deadline for their review window. This housing placement deposit will be credited toward the student's security deposit (see below) when their initial lease is executed.

The WSC Housing Committee will assign accepted housing applicants to an apartment based on their desired apartment size as indicated on application and the availability of apartments. The seminary cannot guarantee placement in the unit type or location (upper or lower) of the applicant's first choice but will do its best to accommodate these requests. The seminary reserves the right to change apartment assignments up to two weeks before the lessee's move-in date; therefore, it is advised that you do not send out change-of-address notices prior to this.

Initial leases for new students will start no earlier than July 1 and no later than August 31 and are offered on a nine to eleven-month basis, ending on May 31. Leases may be renewed for twelve months (June 1-May 31) for eligible continuing students (see Lease Renewal, below).

While the seminary welcomes students who wish to begin their studies in the Winter Term or Spring Semester, housing opportunities may be limited. The WSC Housing Committee will consider applications for any available openings in the spring in the order that the application is received. In cases where a student is granted housing for the spring semester, the initial lease period will start in January or February through May 31.

Current WSC students who have not been placed in campus housing or desire to change their placement due to a change in circumstance (marriage, birth of a child, etc.) are encouraged to submit a new WSC Village Application as early as possible and no later than 60 days prior to the expiration date of their current lease.

STEP 1.

Submit an Application for Admission to the Admissions Office.

STEP 2.

Submit a Housing Application online through the WSC website: <https://www.wscal.edu/campus-housing/>

STEP 3.

The seminary Housing Committee will assign accepted housing applicants to an apartment based on the desired apartment type indicated on applications and the availability of apartments.

- Applications for housing may be submitted prior to admission to the seminary, but the Housing Committee will not review them for placement until admission is granted.
- Typically, housing assignments will be made according to need and the order in which applications are received.
- The seminary reserves the right to change apartment assignments up to two weeks before the lessee's move-in date; therefore, it is advised that you do not send out change-of-address notices prior to this.



Liability for Westminster Village

OCCUPANT RESTRICTIONS

Apartments are restricted to house only individuals listed on the lease and their minor children under the age of 18. The Housing Committee must give prior permission for any adult children (18 and over) to live on campus. They will be added to the lease agreement. When more than one single student lives in a unit, each student will enter his or her own lease agreement with Westminster Seminary California.

HOUSING ORIENTATION

All new and returning residents are required to attend a housing orientation session upon move-in and annually at the start of every academic year. Details will be provided by the Housing Manager.

ASSUMPTION OF RISK

Use of all the facilities that the seminary provides – including parking, commons, cooking grills, fire pits, fitness room, and play areas – is solely at the residents' (or any guests' or visitors') own risk. Westminster Seminary California shall not be held liable for any injury to person or property arising out of residents', guests', or visitors' use of seminary facilities.

OBTAINING POSSESSION

In the event that unforeseen circumstances prevent the seminary from delivering possession of leased premises at the beginning of the term agreed to, the seminary will provide possession as soon as is reasonably possible and will adjust the lessee's rent accordingly to account for the actual date of possession. Should such a rare circumstance occur, housing staff may work with the lessee to locate temporary accommodations for the time during which the contracted premises are unavailable. The lessee will be responsible for covering any costs of the temporary housing at a cost not exceeding the rate of the Westminster Village lease.

RENTER'S INSURANCE

Residents are required to maintain a minimum of \$100,000 of renter's insurance coverage for personal liability to the landlord and neighbors. Residents must maintain a minimum of \$10,000 personal property coverage as well. **Westminster Seminary California must be listed on the policy as an additional insured party.** Prospective residents must show proof of renters' insurance prior to signing a lease agreement or renewal. The seminary shall not be liable or responsible for any loss or damage within the apartment caused to person(s) or property by theft, water, steam, rain, fire, storms, or accidents; or by breakage, stoppage, or leakage of water, gas, heating or cooling equipment, sewer pipes or plumbing; mechanical breakdown or failure; or electrical failure upon, about, or adjacent to the premises. Residents who do not submit an insurance certificate within 2 weeks of moving in will be charged a service fee of \$25 and monthly thereafter until the policy is submitted.

IN THE EVENT OF DAMAGE OR DESTRUCTION OF HOUSING

If WSC housing becomes uninhabitable due to fire, accident, or the elements, the seminary will refund a pro-rated portion of that month's housing fee to residents. No future rental payments will be required until the housing has been repaired sufficiently.

ATTORNEY FEES

Residents shall be required to pay attorney fees if WSC should need to enforce any provisions of the housing contract.



Leases and Occupancy

ELIGIBILITY FOR OCCUPANCY

The Westminster Seminary California Residential Village is intended for continually-enrolled, full-time students (12 credit hours or more per semester) working toward completion of an approved master's degree program. Occupancy is normally limited to the normal course of study in the Master of Divinity (M.Div.) program (3 years) and Master of Arts (M.A.) program (2 years). Students who extend their program will be considered on a case-by-case basis as space is available. A student enrolling in a second/additional degree program must reapply for seminary housing. In keeping with the WSC financial aid eligibility policy, a student in his/her final year (last two semesters) of study enrolled in all necessary courses for completion of a degree is considered a full-time student.

- Housing eligibility for immediate family members, including spouses and minor children (18 and under) is based on the eligibility status of the enrolled student.
- In the case that a husband and wife are both enrolled in a WSC degree program, one spouse will be identified as the primary student resident on the lease agreement. Upon the graduation of the primary student, a spouse still enrolled in a degree program who meets the requirements for eligibility above may request primary resident status through a new housing application and lease agreement.
- In no case will a student who has voluntarily withdrawn from the seminary or who has been dismissed for academic or behavioral reasons be allowed to remain in on-campus housing.
- Students in on-campus housing are ordinarily expected to maintain a full-time course load throughout each academic term. Students unable to meet this requirement may apply for a temporary special circumstances exception directly to the Vice President for Finance and Operations.
- At the sole discretion of WSC, eligibility may be extended to incoming students not yet fully enrolled or outgoing students who have completed their program.
- WSC, in its sole discretion, reserves the right to use on-campus housing for other seminary-related individuals and events.
- International students must hold a valid F-1 Visa in order to be eligible for on-campus housing.

TERMS OF LEASE

The term of lease begins on the date indicated on the lease agreement. Leases terminate on May 31, except for those students completing their studies in the fall semester. Leases for these students completing their academic work at the end of the fall semester shall terminate on December 31. Residents desiring to move out later than May 31 or December 31 may submit a request directly to the Vice President for Finance and Operations.

- If the lessee terminates the lease prior to the termination date listed on the lease, then the lessee shall forfeit the security deposit and be responsible for the monthly rental charges until a new resident occupies the apartment. This period shall not exceed 60 days. Lessees terminating the lease early for special circumstances may apply to the Business Office to have these fees waived.
- Residents who will not renew their lease must return possession of the apartment to the seminary upon completion of the lease. Residents must leave all keys with the Housing Manager.
- Residents are expected to vacate their apartment by the end of the lease end date. If tenants need more time, they may apply for an extension through the Business Office. Any extension will be charged at an appropriate rate.

INSPECTIONS

Prior to moving into Westminster Village, residents should coordinate with the Housing Manager for an initial inspection of the apartment. The Housing Manager will conduct a final inspection around the time a resident moves out of an apartment.

MOVING TIMES

Out of respect for your neighbors, please limit move-in and move-out times to 8 a.m. to 7 p.m., Monday through Saturday. Move-ins and move-outs are prohibited on Sundays.



Leases and Occupancy *(continued)*

LEASE RENEWAL

Lease renewal offers and terms for new leases for the following academic year will be sent to residents no later than 60 days prior to the lease expiration date. Residents must notify the Housing Manager no later than 30 days prior to the lease expiration date if they do not intend to renew. Residents will not be allowed to enter into a lease renewal if they owe any back rent. The Housing Manager may conduct an inspection of the resident's apartment prior to lease renewal.

FURNISHINGS

All seminary housing units are furnished with a stove, oven, refrigerator, dishwasher, and clothing washer and dryer. Otherwise, units are unfurnished. Smoke detectors, on monoxide detectors, and fire sprinklers are included in each apartment and the commons building. Tampering with these items is strictly prohibited.

UTILITIES

Westminster Seminary California will furnish water, sewer, and trash service for all residents.

- Residents must contact SDG&E to transfer utilities (electricity) to their name upon their move-in date. Residents will be billed for any electric expenses. Residents who do not change the necessary utilities to their name will be charged a \$25 per month administrative fee for each billing period.
- Residents may order and pay for cable television, telephone, or Internet access through Cox Communications or AT&T in any seminary-owned property. Contact information for SDG&E, AT&T, and Cox Communications is located in the Important Phone Numbers section at the beginning of this handbook.
- WSC prohibits residents from installing satellites or any other external hardware on any buildings.

DELIVERY OF MAIL AND PACKAGES

Residents should use their actual street address as their mailing address for all mail and packages.

- Residents may not have mail sent to the seminary address (1725 Bear Valley Pkwy.). WSC will not be responsible for any packages sent to that address.
- Each apartment unit is assigned a mailbox located in one of the groups of boxes in Westminster Village.

SUBMITTING A MAINTENANCE REQUEST

Residents may submit maintenance requests through the Buildium Property Management System. WSC will cover maintenance costs for normal wear and tear. The Housing Manager has the authority to determine what constitutes normal wear and tear consistent with standard norms of the industry. WSC will replace oven light bulbs. Residents are not allowed to replace oven light bulbs themselves.

- Residents are not permitted to contact vendors to provide maintenance services related to seminary housing. Any charges associated with such unauthorized work will be the responsibility of the resident to pay.
- Residents should consult the Housing Manager before attempting to perform their own maintenance on an apartment.
- Maintenance requests will be addressed in the order in which they are received.
- Damage from neglect or negligence/accidents are not covered by WSC and the charges will be passed on to the tenant either directly or deducted from the housing security deposit.

RIGHT OF ENTRY

Authorized representatives of WSC shall have the right to enter any residence at any time, in the case of emergencies, to protect health or property. In the case of inspections or repairs, the seminary will provide residents with 24 hours' advance notice before entry is attempted. Denial of entry for scheduled maintenance may result in a fee for canceled service.

GUESTS

Guests are not permitted to stay at a resident's apartment for more than 10 consecutive days without prior permission from the Business Office. Tenants in shared apartments must have agreement from all roommates before inviting guests to stay overnight for any amount of time. Failure to do so will result in violation of the housing policies and appropriate consequences. No tenant may have any single guest stay for more than 21 days per school year.



Rental Fees

RENTAL RATES AND FEES

Rent is due on or before the first day of each month. After the tenth of the month, a \$50 late fee applies. Returned checks and insufficient funds will result in a \$25 fee. Changes in rental rates become effective June 1.

- Three-Bedroom Units: \$1,425/month
- Two-Bedroom Units: \$1,200/month
- One-Bedroom Units: \$950/month
- Shared Units: \$620/month private room; \$365/month shared room (single students only)

SHARED APARTMENTS

Single residents desiring to share an apartment will be charged a monthly rental rate of \$620 regardless of the type of unit (two-bedroom or three-bedroom).

- Each resident sharing an apartment will sign a separate lease agreement and pay their own security deposit.
- In the case of a resident's roommate graduating or terminating his or her lease during the academic year, the resident remaining shall continue to pay the shared rate for the remainder of the lease term. The seminary may require the resident to move to a different unit or host prospective students if the resident remains in an apartment with a vacant bedroom.
- Requests to share a single room within an apartment must be approved by the Housing Committee and are at the full discretion of WSC.

SECURITY DEPOSIT

A security deposit equal to the amount of one month's rent (at the move-in rate) must be paid online or by check to the Business Office upon signing a lease agreement.

- Residents of Westminster Village will receive a refund of their security deposits upon moving out of their residence, less any costs to repair damages beyond normal wear and tear as determined through a final inspection.
- Residents signing a lease renewal are not required to pay an additional security deposit.

MAKING A PAYMENT

There are three ways that residents can make housing-related payments.

- By check to the WSC Business Office
- By direct bank debit through the Buildium Property Management System
- Monthly automatic payment through their personal bank account

RESTRICTIONS FOR OWING BACK RENT

Residents of Westminster Village who owe rent beyond the 10th of the month will not be allowed to register for classes, graduate, or participate in commencement activities.

LEASE TERMINATION

Westminster Seminary California reserves the right to terminate a lease if a resident fails to pay rent, no longer meets the eligibility requirements for occupancy (including reduced course load, voluntary withdrawal or academic dismissal) as stated in this handbook, or if he/she or a family member should violate any terms of the lease or policies in this handbook. The seminary shall provide five days' written notice for lease termination. Upon termination of a lease, the resident must surrender the premises immediately, unless otherwise stipulated by the seminary.

CLEANING FEE

Residents are required to keep their apartments in a reasonable state of cleanliness.

- In cases of extreme uncleanliness, each resident of that particular unit may be charged a minimum fee of \$50 per month or for the full cost of a professional cleaning at the going market rate
- Additional steps may be taken toward repeat offenders who do not observe good stewardship of seminary property, including lease termination and eviction.



Westminster Village Policies and Regulations

CHILDREN

- **Small children (suggest age 5 and under) are never permitted outdoors without parental supervision. This policy is designed for the safety of small children. Violations of this policy will result in written warnings to the child's parents. After the third written warning, the seminary may evict the resident or decide not to renew a lease.**
- Children are not permitted on the main campus without adult supervision. This especially includes all academic buildings, including the library, chapel, and administrative building. The library is designed for registered students to conduct research and study, not for children.
- Children are not permitted unsupervised in the fitness room.
- A playground is provided for supervised outdoor play. Children should never play unsupervised in parking lots or sidewalks near the street. Extreme caution should be used around the parking lots and streets due to vehicles.
- Minor children are not allowed to enter a single man's or woman's apartment without a parent present.
- In the case of suspicion or accusation made concerning the mistreatment of children on the property, WSC will fully cooperate with law enforcement in bringing truth and justice to light.
- Residents are not permitted to run a daycare, school, or business related to minors from their apartment. However, residents may babysit for each other's children and may homeschool their own children.

USE OF COMMONS BUILDING

The Commons building and outdoor common space (fitness room, Commons kitchen and meeting area, fire pit, barbecues, and playground) are for the use of residents and their accompanied guests. Unaccompanied guests are not permitted to use these areas. Residents may reserve use of the Commons building for free by contacting the Front Office Assistant (frontoffice@wscal.edu). A refundable security deposit may be required.

SUBLEASING

Residents may sublet their apartment after obtaining written approval from the Business Office. Rent to be paid by the sublessee must not exceed the current rental rates as stated by the Business Office. Residents are advised to require a security deposit as the primary resident will ultimately be responsible for any damage or unpaid rental charges. Residents may sublease their apartment for a period no longer than three months in accordance with the following restrictions and procedures.

- WSC may assist in connecting current tenants with incoming tenants for the purpose of subletting during the lease period.
- The sublessee must meet the regular eligibility requirements as stated in this handbook.
- The primary resident is ultimately held responsible for the payment of the rent, regardless of whether they receive any payment from the sublessee.
- Primary residents are responsible for executing a sublease agreement with sublessee. Subleases must be approved by the Housing Manager and the Business Office.
- Sublessees are bound by the WSC Housing Handbook.

KEYS

Residents may collect keys to their apartment on the occupancy date stated on the lease.

- Each adult resident will receive one key each and one mailbox key per apartment.
- Due to safety reasons, residents are not permitted to duplicate keys.
- A \$25 fee will be assessed to replace any lost keys.
- If you are locked out of your apartment, contact the Housing Manager. Never pry open doors or windows.
- To request a replacement key, please contact the Business Office.

TRASH AND RECYCLING

Please dispose of all garbage in plastic bags tied securely into the dumpsters located throughout Westminster Village.

- Recyclable items should be placed in recycle dumpsters.
- Please do not leave trash on the ground when the dumpster is full. Call the Housing Manager to report a full dumpster so that space can be made, or an extra pickup be requested.



Westminster Village Policies and Regulations *(continued)*

- Residents are responsible for the proper recycling of their Christmas trees. Live Christmas trees may not be disposed of anywhere on the seminary property but can be taken to locations throughout the region.
- Please place all food garbage in organic waste containers or garbage cans. The garbage disposal should only be used for the final rinse. Especially be sure to never put bones, eggshells, plastic, tea bags, string, celery, onion skins, banana skins, corn husks, seaweed, fat, or grease into garbage disposal. (Pour grease into covered container, not down the drain). When using your disposal, always have cold water running. If broken glass ends up in the garbage disposal, call for maintenance and do not attempt to run the disposal.
- For the disposal of large items that do not fit into the dumpsters (such as mattresses, other furniture, etc.), residents must contact the City of Escondido for a special bulky item pickup. Detailed instructions for scheduling a pickup may be found at this website: <https://www.escondidodisposal.com/residential-waste-services/curbside-pickup/bulky-item-pickup/>. After scheduling a pick-up, residents must notify the Housing Manager before placing their bulky item outside.

STORAGE

No additional storage beyond the apartment units themselves is provided. If residents need additional storage, they should secure an off-campus storage unit.

- No personal items, such as strollers, couches, bicycles, and children's toys, may be stored outside of residents' apartments. This includes outdoor areas and shared indoor spaces, such as stairwells and foyers. Bicycles and strollers should be stored at bike racks or inside apartment units.
- Due to fire codes, leaving items in indoor common spaces may incur a \$25 fine for each incident.
- Patios are not to be used for storage. Do not hang towels or any other items over patio railings.

PETS

Pets of any kind are prohibited from Westminster Village, except for service and support animals that qualify according to the Americans with Disabilities Act (ADA). Residents must submit a request for specific accommodations related to pets and the ADA at the time of submitting the housing application.

- If the occasion arises after a resident has moved in, a request for specific accommodations must be made to the Housing Manager in writing prior to bringing the pet on campus.
- WSC will make every effort to make reasonable accommodations for individuals who require emotional support animals (ESA), provided the accommodation does not cause an undue financial and administrative burden for WSC, (b) when permitting the ESA would constitute a fundamental alteration to WSC's business, or (c) when the animal constitutes a direct threat to the health or safety of others (i.e., a significant risk of bodily harm) or would cause substantial physical damage to the property of others, and that harm cannot be sufficiently reduced or eliminated by a reasonable accommodation. This determination must be done on a case-by-case basis and must be based on credible and objective evidence,
- WSC does not charge extra for having a service or support animal, however, an individual with an ESA is responsible to pay for any damage caused by the ESA to the property.
- Owners of service and support animals must comply with the following rules:
 - Always maintain control of the animal.
 - Always clean up after animals.
 - Prevent the animals from being a nuisance such as uncontrolled barking or damaging property.
 - Ensure that animals never become aggressive towards other residents.



Westminster Village Policies and Regulations *(continued)*

- Never create holes in kitchen cabinets.
- Painting and wallpapering walls is prohibited.
- Chair mats and furniture pads are recommended.
- Residents will be charged for damage or changes to the apartment and its furnishings.
- Never install a childproof lock that uses adhesive.
- Please feel free to ask the Housing Manager if you have any questions about these policies.

QUIET TIME

The stated quiet time for Westminster Village is from 8 p.m. to 7 a.m. While residents may congregate around the outdoor hearth during quiet time, they should be respectful of other residents, especially sleeping children, after 8pm. In addition, residents should be mindful of the sound level of televisions, music, and instruments out of respect for their neighbors.

SAFETY POLICIES

Residents are strongly encouraged to keep their apartments locked at all times. The seminary shall not be held responsible for theft or personal injury.

- No explosives, flammables, guns (including airsoft, pellet, paintball, or BB), bows and arrows, or other deadly weapons are permitted in Westminster Village or any part of WSC campus.
- Candles and any other open flames are not allowed in any building in Westminster Village.
- Residents are not allowed to use any outdoor grills (including on personal patios and decks) other than the built-in grills located next to the Commons.
- No space heaters or other supplemental heating units are allowed.
- Authorized seminary representatives may inspect apartments at any time in order to ensure adherence to these important safety policies.
- Violation of any of these policies may result in a \$25 fee per incident or termination of lease.

RESIDENT CONDUCT

All residents of Westminster Seminary California-owned housing (including non-students) are expected to abide by the behavioral standards outlined in the WSC Student Handbook, which is distributed at New Student Orientation and available through the Registrar's Office. Any resident who does not comply with these standards for Biblical living through conduct or speech, is subject to discipline. The Seminary reserves the right to terminate the lease for any resident whose behavior and/or speech is out of harmony with these standards. WSC students who have been dismissed for reasons of misconduct will be asked to vacate Seminary housing immediately. The resident will remain bound to the financial obligations of his/her lease.

SMOKING AND DRUGS

Smoking is prohibited in and around all buildings in Westminster Village. Please be respectful of your neighbors with your conduct outside of your apartment. Smoking is not permitted within 25 feet of play grounds.

Possession and use of illegal and illicit drugs, including marijuana, on seminary property is strictly prohibited. Violations of this policy may result in eviction.

PARKING

Village parking is reserved for residents and their guests.

- Each unit is allotted one designated parking space. Residents in shared units must decide amongst themselves who will park in the designated space. Residents should park additional vehicles in unreserved parking spaces.
- Guests are not allowed to park in designated parking spots.
- Overnight parking of boats, trailers, trucks, or any type of vehicle other than a passenger automobile on seminary property is strictly prohibited, unless residents obtain prior written permission from the Housing Manager.
- Violations may result in the towing of the owner's vehicle.

SPEED LIMIT

The speed limit for Westminster Village is 10 mph for the safety of drivers and pedestrians. Please practice alert



Emergency Procedures

COMPLAINTS AND GRIEVANCES

Residents should submit their complaints and grievances to the Housing Manager in writing. If the Housing Manager is unable to resolve grievances among residents, then the situation will be brought to the Dean of Students for further conflict resolution counseling. Complaints or concerns about policies should be brought to the Vice President of Finance and Operations.

ITEMS LEFT BEHIND

Residents shall not leave any items in their apartments after moving out. Items left may be subject to a disposal fee and deducted from the security deposit refund.

FIRE

Each apartment is outfitted with fire sprinklers in the ceiling that will activate in the case of a fire. Please also note the location of fire extinguishers in each building. If you have any questions related to proper use of a fire extinguisher, contact the Housing Manager. If a fire alarm goes off due to smoke not related to a fire, open windows in order to dissipate the smoke. Useful resources for fire preparedness are available online at www.nfpa.org, www.redcross.org, and www.usfa.dhs.gov.

- In the event of a fire, exit the building immediately. Do not attempt to save possessions. If smoke, heat, or flames block your exit route, close yourself in a room with an exterior window, place a towel under the door, and open the window. If exiting through the window is not possible, call 911 immediately and tell the dispatcher where you are located. If necessary, crawl under smoke to a safe exit from the building while covering your mouth.
- Once outside, assemble to an open area, such as a parking lot in Westminster Village or main campus if possible. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles.
- Do not touch the fire sprinklers under any circumstances. Besides being essential for your safety, the sprinklers, if improperly used, can cause extensive damage for which you may be liable.

FIRE ALARM POLICY

What To Do If You Cause A False Alarm

Each time there is a false alarm, and the fire department is dispatched, the Seminary receives a \$50 fee from the city. Should a false alarm occur, please contact the housing manager immediately by phone, to report it, so that we may try to call off the dispatch. Residents who do not attempt to report a false alarm that results in the dispatch of the fire department will be assessed the \$50 fee.

EARTHQUAKE

Residents should prepare for an earthquake before it happens. Devise an earthquake plan and how you will communicate in an emergency. In the event of an earthquake, observe the following “Drop, Cover, and Hold On” procedures as outlined by the Earthquake Country Alliance.

- **DROP.** Drop where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.
- **COVER.** Cover your head and neck with one arm and hand. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Stay on your knees; bend over to protect vital organs.
- **HOLD ON.** Hold on until the shaking stops. Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts. No Shelter: hold on to your head and neck with both arms and hands.

EMERGENCY NOTIFICATIONS

WSC utilized the Populi student information system as its emergency notification system. Each adult resident should be registered in Populi with their mobile phone added and confirmed to receive notifications at the time of move-in.

RIGHT TO REVISE AND/OR AMEND

WSC has made every effort to address relevant issues and matters concerning the Village housing, however, WSC reserves the right to revise and/or amend at any time and without notice. The most current version of the handbook will be available via the Buildium portal to all residents. Any tenant may request a copy of the handbook from the housing manager or business office.



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