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# WESTMINSTER VILLAGE HANDBOOK

2018–2019



Westminster  
Seminary California



# WELCOME TO THE WESTMINSTER SEMINARY CALIFORNIA VILLAGE!

Our intent is to provide you with an affordable and comfortable a 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 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 Housing Office.

Mark J. MacVey  
*Vice President for Enrollment Management*



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# IMPORTANT PHONE NUMBERS

## HOUSING MANAGERS

*Caley Meza*

562-310-4030

*Sabrina Meza*

310-367-1714

## HOUSING OFFICE

760-480-8474

## FINANCE OFFICE

*Phyllis Pizzuto*

760-480-8474

## FIRE, POLICE, AMBULANCE

911

## POISON CONTROL

800-222-1222

## PALOMAR MEDICAL CENTER

760-739-3000 (*Downtown eEcondido*)

442-281-5000 (*Main Medical Center*)

## ELECTRIC & GAS SERVICE — SDG&E

800-411-7343

[www.sdge.com](http://www.sdge.com)

## COX COMMUNICATIONS

877-832-0954

[www.cox.com](http://www.cox.com)

## AT&T

866-861-6075

[www.att.com](http://www.att.com)



# 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

## STEP 1.

Submit an Application for Admission to the Admissions Office.

## STEP 2.

Submit a Housing Application online through the WSC website.

## STEP 3.

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

- 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. When more than one student lives in a unit, each student will enter his or her own lease agreement with Westminster Seminary California.

## 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 to exceed 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 renter's 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.

## 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 4 years of study in the Master of Divinity (M.Div.) program and 3 years of study in a Master of Arts (M.A.) program. 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 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.
- Students who do not meet the full-time requirement and wish to live in on-campus housing may apply for a special circumstances exception directly to the Vice President for Enrollment Management.
- 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 for students graduating in the winter. 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 Enrollment Management.

- 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 Housing 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 Housing Office.

## 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.

## LEASE RENEWAL

Residents desiring to renew their lease must notify the Housing Office of their intentions. These residents will need to sign a new lease agreement with the seminary by March 15 or November 15. Residents will not be allowed to enter into a lease renewal if they owe any back rent. The Housing Manager will conduct an inspection of the resident's apartment prior to lease renewal.





# LEASES AND OCCUPANCY (CONTINUED)

## FURNISHINGS

All seminary housing units are furnished with a stove, oven, refrigerator, dishwasher, and clothing washers and dryers. Otherwise, units are unfurnished. Smoke detectors, carbon monoxide detectors, and fire sprinklers are included in each apartment and the commons building. Any tampering with these items is strictly prohibited.

## UTILITIES

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

- Residents must arrange the hookup of electricity (by contacting SDG&E) and pay all bills resulting from the use of these utilities.
- 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 strongly discourages residents from installing satellites on any buildings. Any repair costs to the building related to satellite installation and removal will be taken from the resident's security deposit. Residents must get approval from the Housing Office before having any satellite dishes or other equipment attached to a building.

## 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 two group of boxes in Westminster Village.

## SUBMITTING A MAINTENANCE REQUEST

Residents may submit maintenance requests through the WSC Housing website. WSC will cover maintenance costs with the exception of replacing lightbulbs and refrigerator filters.

- 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.

## 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, the seminary will provide residents 24 hours' advance notice before entry is attempted. For the purpose of general repairs, improvements or care of the property, should the resident not home during the time of maintenance, WSC management will require resident's written consent before entering their unit.

## GUESTS

Guests are not permitted to stay at a resident's apartment for more than 10 consecutive days without prior permission from the Housing Office.



# 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: \$1,150/month
- Two-Bedroom Units: \$950/month
- One-Bedroom Units: \$750/month
- Shared Units: \$500/month (single students only)
- Security Deposit: \$500 non-share, \$250 share (due upon signing lease agreement)

## SHARED APARTMENTS

Single residents desiring to share an apartment unit will be charged a monthly rental rate of \$500 regardless of the type of unit (two-bedroom or three-bedroom).

- Each resident sharing an apartment will sign a separate lease agreement.
- 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.

## SECURITY DEPOSIT

A security deposit in the amount of \$500 (or \$250 each for singles sharing a unit) must be paid online or by check to the Admissions 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
- Through the WSC Housing website
- Monthly automatic withdrawal through a 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 obtain official transcripts.

## 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 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 fee of up to \$50.
- 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 are never allowed outside of their residence without adult supervision.

- *No minors (children under 18 years of age) are permitted on 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.
- Minors are not permitted in the fitness room.
- Children should never play in parking lots or sidewalks near the street. A playground is provided for children outdoor play.
- Minors are not permitted near the barbeques or fire pits without parental supervision.
- Minors 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, Westminster seminary will fully cooperate with law enforcement in bringing to light truth and justice.
- 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.

## 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 Housing Manager.

## SUBLEASING

Residents may sublet their apartment after obtaining written approval from the Housing Office. Rent to be paid by the sublessee must not exceed the current rental rates as stated by the Housing 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.

- 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 and signed by the Housing 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.
- Due to safety reasons, residents are not permitted to duplicate keys.
- A \$25 fee will be assessed to replace lost keys.
- If you are locked out of your apartment, contact the Housing Manager. Never pry open doors or windows.

## 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 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 the garbage cans. The garbage disposal should only be used for the final rinse. Especially be sure to never put bones, egg shells, plastic, tea bags, string, celery, onion skins, banana skins, corn husks, seaweed, fat, and grease. (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.

## STORAGE

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

- No personal items, such as strollers, 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 strict 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 request for specific accommodations related to pets and the ADA at the time of submitting the housing application.

## WALLS AND FLOORS

Please be mindful of future tenants with the treatment of your apartment.

- Picture hooks are recommended for hanging frames.
- Consult the Housing Manager if you would like to secure bookshelves or other furniture to the walls.
- 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.
- 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 outside of 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.



# WESTMINSTER VILLAGE POLICIES AND REGULATIONS (CONTINUED)

- 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.

## SMOKING AND DRUGS

Smoking is prohibited in all buildings in Westminster Village. Please be respectful of your neighbors with your conduct outside of your apartment.

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

All residents' vehicles must be registered with the Housing Office and have a parking permit sticker displayed in order to be parked in Westminster Village.

- Each unit is allotted a designated parking space. Residents should park second 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 and cautious driving on campus.

## COMPLAINTS AND GRIEVANCES

Residents should submit their complaints and grievances to the Housing Manager. 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.

## ITEMS LEFT BEHIND

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



# EMERGENCY PROCEDURES

## 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](http://www.nfpa.org), [www.redcross.org](http://www.redcross.org), and [www.usfa.dhs.gov](http://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.

## 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 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.



**Westminster**  
Seminary California

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