

NON-FAMILY HOUSING – NEW RESIDENT INFORMATION



Housing Office
2021 -2022

Provided below, you will find helpful information to assist you as you transition to life at MBTS.

KEYS

- Upon returning your signed lease agreement, residential keys are ordered by the Housing Office from the Security Office.
 - Security will notify you via your student email when your keys are ready.
 - Upon arriving to campus, you may pick-up your keys from the Security Office 24/7. (*Apartments*)
 - Upon arriving to campus, you may pick-up your keys from the Student Life Office (*Dorms*)
- Singles are assigned one (1) room/apartment key.
- Apartment Residents are also assigned basement keys: one shelter & one storage (if different)
- A fee of \$25.00 will be charged for each lost/not returned residential key.

POSTAL MAIL & DELIVERY

- Change your mailing address by visiting the [USPS website](#).
- Your street address is found on the *Premises* line and your mailing address is found on the *Postal Address* line of the last page of your contract.
- If living in an apartment, your mail will be delivered to the community mail boxes and the key for your box is obtained from the [post office](#).
- If living in a dorm, your mail will be delivered to the community mail boxes and the key for your box is obtained from the [Assistant Director of Student Life](#).

SECURITY

- Obtain [parking decals](#) & student ID through Security. Security also maintains the [MBTS Alert System](#), and assists w/ matters of safety; visit the security page of our website, stop by the security office or call 816.414.3836
- **In case of an emergency, call 911**, then call security, 816.414.3836, alerting them of the situation.

VEHICLES & PARKING

- Single students are allowed to have one (1) vehicle on the premises.
- ALL vehicles must be properly licensed and registered.
- [Parking decals](#) are required for each vehicle or motorcycle and are obtained through our Safety & Security department at a cost of \$10, which will be charged to your student account.
- Under no circumstances do we allow for boats, trailers, RVs, tiny homes, or any other personal property other than your primary vehicle to be on the MBTS property.

MOVING-IN

- Do not pull any vehicles (including moving vans) on the grass around the buildings in seminary housing.
- Move in during the scheduled move-in day, times or, as approved, during regular waking hours
 - Please respect the quiet hours on-campus (10 PM – 7 AM).

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WI-FI & CABLE

- Connect to the residential Wi-Fi network labeled “MBTS Housing” and use the wireless password “mbtswireless” to connect.
- For wireless connectivity trouble, please report your issue to the IT Department by email helpdesk@mbts.edu or by phone 816.414.3763
- For apartment residents, TV service is available through a coax cable connection in the main living space. Only one coax connection in the wall is supported. Signal issues on any additional coax connections are not supported. This applies to apartments only.
- For dorm residents, the residence hall will have Cable TV available in the commons area only.
- Spectrum provides and supports the Cable TV service. When calling 888-812-2591 to report any trouble, please identify the service as “Hospitality – HD Video” and reference account # 1164886-01.

UTILITY PROVIDERS (APARTMENTS)

- Evergy (Kansas City Power & Light) - 816.471.5275
- MGE (Missouri Gas Energy) - Emergency Numbers (24 Hours) Emergency Gas Odor/Leaks (608) 252-1111; Lights Out/Other Emergencies (608) 252-7111

HOUSING CHARGES & STORAGE

- For residence hall residents, the entire semester housing fee is applied to your student account at the beginning of each semester.
- For apartment residents, housing charges are applied to your student account monthly and may be paid by semester or by month.
 - Rent is due on the 1st. If not paid by the 10th, a late fee of \$50.00 will be assessed.
- Housing fees may be paid online through your student portal or in person at Financial Services, during regular business hours 8:00am - 4:30pm, Monday – Friday.
- Housing fees may be subtracted from most financial aid funds.
 - Financial Aid is applied to tuition and fees before it is applied to housing.
- All dorm residents are required to have a meal plan and are included in your semester housing charges.
- Each apartment has a storage area (varying sizes), on your deck/patio/balcony or in the basement of a residential building. Storage assignments are obtained from the housing office. Your storage location is listed on the last page of your lease agreement.
 - Keep the door to your storage basement and your storage unit closed and locked at all times.
 - You are responsible for providing the padlock for your storage unit.
 - NO STORAGE IS PROVIDED FOR THE RESIDENCE HALL.

MAINTENANCE

- Residents are responsible for their own cleaning and laundry, changing of light bulbs and batteries in smoke/CO2 detectors, and their own cooking (apartments only).
- Residential maintenance is provided by MBTS, including new air filters.
- If maintenance is needed, visit the [housing page](#), click the [Housing Work Order](#) button, complete & submit the form.

TRASH

- Trash containers are located throughout the housing complex. ALL TRASH (BAGGED OR OTHERWISE) GOES IN THE CONTAINERS. UNDER NO CIRCUMSTANCES, MAY TRASH BE PLACED ON THE GROUND OUTSIDE OF THE PROVIDED CONTAINERS. IF FOUND, CHARGES MAY APPLY.
- If the closest trash container is full, please find another trash container on-campus to place your trash.

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WEATHER WARNING SYSTEM

- The Kansas City metropolitan area is equipped with a severe weather warning system that is routinely tested on the first Wednesday of each month at mid-day during the severe weather season (early spring & summer).
 - Don't be alarmed when these sirens sound. On days when severe weather is a threat, the sirens are **NOT** tested.
- Storm shelter assignments (for use during severe weather) are listed on your lease agreement & keys are obtained from the Security Office.

VACATE

- Residents may vacate by submitting an Intent to Vacate form through the [Housing Portal](#) at least 30-days in advance.
- Dorm residents will owe the entire semester's rent for the semester in which they vacate the unit.
- Apartment residents will owe the entire month's rent for the month in which they vacate the unit.
 - Apartment residents will also owe any fees associated with early termination, per their lease agreement.
- Any housing exception (30-day advance notice; prorated rent; early termination fees) will be considered, by submitting the Housing Exception Form through the [Housing Portal](#). However, not all requests may be granted.