

## BERKELEY PRESBYTERIAN MISSION HOMES HANDBOOK

*BPMH builds multi-faith community for students, scholars, and global leaders by providing temporary housing, compelling dialogue, and opportunities for growth.*

The multi-faith program, beginning with the Abrahamic faith traditions, strives to build beloved community experientially among residents of diverse faith traditions. Through shared learning and by mutually supporting one another in a climate of growth, we aim to be the spiritual building blocks for a world of peace, justice, and love. Our core values are mutual respect, open heartedness and open mindedness, community spirit, and inclusivity.

- A. Residence (see also separate Housing Policy document)
- Priorities for applicants: Priority in admission to the Homes goes to graduate-level students and faith-based professionals from abroad pursuing degrees or professional development at the GTU and its member institutions. Applicants should have demonstrated prior commitment to the goals of the multi-faith program described above. Units, i.e., 1-, 2-, and 3-bedroom apartments and cottages and single rooms, are rented to one or more primary tenants (individuals who sign a lease), plus the primary tenant's spouse and dependent minor (under age 18) children. Subletting a unit or room is not permitted.
  - Initial rental agreements (leases) are made for one year only. Residents may apply for a one-year extension of the agreement annually on the anniversary of the original agreement up to a limit described below.
  - Length of stay: Residents are expected to move out of the Homes upon completion of the program designated in their original application for residence, or after 5 years, whichever comes first. MA, MCL, MATS, and similar degree programs should normally be completed in 2 years, M Div and D Min degrees in 3 years. Special one-year extensions beyond these limits may be granted to residents in good standing, e.g., to allow a resident to remain in housing after 5 years to complete a doctoral degree begun before or at the time of moving into the Homes or to pursue Optional Practical Training or other professional development such as Clinical Pastoral Education after completion of the degree. Extensions of eligibility are granted only on the basis of the status of the original applicant for housing, not on the basis of the student status of other family members (spouse, children). It should be noted that extensions of the above are not automatic or guaranteed and are decided on a case-by-case basis.
  - Rents: Rents are set well below the market rate in Berkeley and comparable to GTU schools' housing. The maximally subsidized rates published on the website are offered to students from abroad holding F-1 student visas. Other applicants may be offered less subsidized rates, depending on their financial situation and ability to earn income in the USA.  
In the second January after a tenant's date of moving in, rent is increased by a percentage set by the Berkeley Rent Stabilization Board; notice is given 30 days in advance of the increase.
  - Housing scholarships: An endowed fund for "housing scholarships," i.e., grants in aid of paying rent, produces income each year which is augmented with a portion of the proceeds from BPMH fund raising. The Resident Relations Committee of the Board distributes the cash awards annually in the late spring. Awards are normally made to continuing (not incoming) residents who have not exceeded the 5 year limit and are not receiving other offsets to their rent, and who have limited earning capacity; the number and amount of the awards depend on the amount of funds available in a given year.

- Virginia Hadsell scholarship: Another endowed fund, named in honor of BPMH patron and tireless supporter of global mission Virginia Hadsell, generates income to award a generous scholarship to a BPMH resident who has contributed significantly to the community life of the Homes and demonstrates extraordinary potential for global faith leadership.
- Proceeds from fund raising activities (see below) plus any undesignated non-rental income (gift money from churches and individuals, memberships, contributions) are allocated to financial aid for residents in the form of housing scholarships and grants from a special needs fund (for emergencies) and an education fund (for assistance with expenses related to an academic program, such as presenting a paper at a conference). Applications for special needs or education awards should be made to the Executive Director.

## B. Practical matters

- Parking: Each unit (apartment, cottage, room in House A) is assigned ONE parking space on campus. Residents must park additional cars on the street, not in the parking spaces reserved for BPMH visitors or assigned to other tenants. Residents who keep additional cars that are registered in California at the BPMH address may obtain an Annual Residential Preferential Parking Permit from the City of Berkeley for unlimited parking on the nearby streets.  
Visitors and guests who wish to park on the campus during the day must obtain a green Guest Pass from the dining room of House B (Bill Ng House, where the Office is) and display it on the dashboard of the car. Unfamiliar cars parked on campus without the Guest Pass are subject to being towed. There is NO overnight parking on campus for visitors and guests.

Parking spaces designated for units that have been vacated or whose tenants do not have a car may be temporarily assigned to solo residents not of the same family who are sharing a unit. (Staff and guest parking spaces are not included in this provision.) Permits to use one additional space on campus can be obtained by application to the Director and carry a fee of \$33 for 6 months (the same fee charged by the City of Berkeley for neighborhood parking). The arrangement, if granted, will remain in effect only until the new resident who would normally be assigned the space in question joins the BPMH Community bringing their car to the campus. Residents' cars parked without a permit in other than their own assigned parking space will be tagged with a warning and may be subject to towing if not removed promptly.

- Paying rent: Rent is received on the first of every month and due no later than the 5<sup>th</sup>. A late fee of \$25 is charged for payment after the 5<sup>th</sup>. In unusual financial circumstances special arrangements for a different payment schedule may be made by applying to the Director. Rent checks may be brought in person to the office or left in the red box outside the Bill Ng House back door. Payment can also be made by direct transfer via Zelle. Tenants who request in extraordinary circumstances to pay by credit card are charged the transaction fee, usually 3-4% of the amount of the payment.

- Quiet hours: Between **10 p.m and 7 a.m.** residents are to refrain from playing musical instruments, operating TV, radio, or sound systems, and loud talking, singing, or making other sounds at levels loud enough to be a disturbance to neighbors. During the daytime, making loud sounds that might interfere with a neighbor's studying is to be guided by common courtesy. Neighbors are asked to work out these issues for themselves. If anyone cannot resolve a sound issue with their neighbor, they may report the conflict to the Director.
- Garbage collection and recycling: All trash must be placed in the appropriate bin, not left on the ground. Regular trash for the landfill goes in the large dumpster bin located on the right inside the gate between House A and the Bill Ng House and is collected on Thursday mornings. Recycling material is collected on Tuesday mornings: food waste goes with garden trimmings in the green waste bin outside of the gate in front of the Bill Ng House on the right side of the driveway as you face the street; clean paper for recycling and bottles, jars, cans, and clean rigid plastic containers go in the blue bins located in front of the fence in the driveway between House A and the Bill Ng House. Residents should place their trash and recycling securely in the bins, no later than the day before collection. After collection each week, the bins must be left empty for cleaning before more trash is placed in them.
- Playground: Children under the age of 8 should have an adult present when playing in the playground and open space on campus.
- Security: The campus is equipped with several motion sensitive lights and security cameras to discourage intruders. However, the BPMH property cannot be guaranteed secure in all respects. Residents are urged to take precautions: lock car doors, remove valuables from view in cars and outdoors, lock the laundry room door behind them, and generally be watchful about offering easy access to the campus.
- Residents Johnny Kashung (Cottage C - johnnykashung@yahoo.com) and Landy Lalita [Cottage E - ktlangi@gmail.com] are the Campus Safety Officers. Contact one of them for assistance in an emergency occurring in the Director's absence, such as a power failure, plumbing problem, or being locked out of your unit.
- Requests for maintenance, repairs, or service in the units should be submitted in writing (preferably text or email) to the Director.
- Storage: The locked spaces under House A and House B (Ng House) are used for storing furniture and supplies belonging to the Homes, not for residents' personal property. In exceptional circumstances – and if space is available – residents may apply to the Director for permission to store temporarily a limited amount of smaller items or boxes. Unclaimed property will periodically be removed from the space and disposed of.
- Use of common space House A: Apply to the Director to schedule an event.
- Wifi: Reception is very weak in most units other than Bill Ng House. Residents are advised to get their own providers.
- Laundry and freezer: Coin-operated washers and dryers and a large freezer for residents' use are located in the space adjacent to Cottage F. Tenants who keep service animals in their unit are asked to use only washer #1 and dryer #2. All residents are

expected to share the task of keeping the laundry room clean and neat leaving the appliances and space ready for the next user.

- Animals on campus: Pet dogs and cats other than service animals are not allowed on the campus. Tenants who wish to bring a service animal to BPMH must notify the Director in writing in advance and sign a Service Animal Agreement to be attached to the Lease Agreement. Owners are expected to exercise responsible and courteous behavior so that the presence of their animal on the property in no way violates the rights of others to peaceful enjoyment of the premises. The rules governing keeping an animal on campus are spelled out in the Pet Policy posted on the BPMH website.
- Guest accommodations: Residents are encouraged to inform the Director of the presence of guests (anyone other than the residents listed in the lease agreement) on campus so that they may be welcomed to the community. Guests staying more than three days must register with the director prior to the end of the initial three-day period. It is expected that guests will not stay with residents longer than one month in any 12-month period. Residents in House A should consult with their housemates about hosting guests and limit visits to 3 day stays unless prior arrangement is made with the Director. See the Guest Policy posted on the website for details.
- Smoking and illegal drugs: BPMH is a smoke- and drug-free campus.

#### C. Community

- Governance of the Berkeley Presbyterian Mission Homes: BPMH is a 501C3, an independent non-profit organization as defined by the State of California. It is managed by
  1. the Board of Directors, consisting of up to 15 volunteers. The Board is responsible for developing and articulating policy, maintaining and enlarging the finances, and supervising the staff of the Homes. The Board has a president, vice-president, secretary and treasurer and works through several committees: a) the residents relations committee, b) finance committee, c) personnel committee, and d) buildings and grounds committee .
  2. The day to day operations of BPMH are the responsibility of the Executive Director (ED) who oversees
    - a) applications and placement (in conversation with the RR Committee chair)
    - b) facility maintenance and improvement,
    - c) program execution and development
    - d) outreach to the broader community.
  3. Town Meetings are mandatory meetings held once each semester for all residents to discuss and act upon matters affecting the entire community. A representative of the residents is invited to report to a meeting of the Board after each Town Meeting.

- Community Connection: The monthly newsletter is written by the ED and formatted and sent out by the Webmaster. It contains announcements of community and neighborhood events or meetings, articles of special focus or interest and reminders of various kinds.
- Website: The BPMH website ([www.bpmh.net](http://www.bpmh.net)) is maintained by a resident Webmaster. It contains BPMH history, current events, and a message from the Executive Director, the Board president and several residents. Applications for residence, lease extensions, the Newsletter, and this Handbook and some related Board Policies may be downloaded from the website.
- Earthquake and other disaster preparedness: BPMH has a shed on campus where it keeps some emergency supplies (water, first aid, flash lights, etc.) Each household is advised to keep its own 3-5 day supply of emergency supplies, including canned goods, water, medical supplies, diapers, prescription drugs, etc. You should also have a green sign "OK" in your household, provided by the Regent Street neighborhood emergency preparedness group. In the event of an earthquake or other disaster, the Berkeley Fire Department will be coming through neighborhoods to identify endangered homes or people. The "OK" signs are to be placed in windows that are visible from the street to let the fire department know that no help is needed in your household. Please keep the signs where you can find them easily and leave them in your unit for the next resident when you move from BPMH.
- Conservation Measures – It is a policy and a practice at BPMH to conserve on energy use as much as possible. At a time when the planet is warming at an alarming rate, we must do our part to use the planet's resources sparingly. Residents are asked to *never* set their thermostats above 68 degrees and preferably lower than that. Wear a sweater in the cooler weather indoors rather than increase the inside temperature. Turn the lights off in rooms when they are not in use. Wash and dry only full loads of clothing. Use the clothes lines between Cottages C & E and D & F on sunny days to reduce the use of the dryers. You should have only CFLs or LED light bulbs in all lighting fixtures. Residents are asked not to wash their cars on campus.