

Residence Life Housing Contract 2009 - 2010



Print Name: _____
(Last) (First) (Middle)

Date: _____

Signature

Parent Signature (if resident is under age 18)

By signing this contract, the student acknowledges he/she will abide by the contract and regulations as stated. This contract is not for a particular room, and should not be construed to be a lease. Failure to occupy a space after signing this contract does not relieve the student of the responsibility to fulfill its terms. Likewise, a student who occupies a space without signing the contract is nevertheless responsible for all its terms and conditions.

Students are not guaranteed specific housing assignments and are liable for payment of room rent at the specified rate of the room to which they are assigned. Residents must abide by the policies and regulations of this contract, the Student Handbook and the student code of conduct.

The College reserves the right to reassess or remove a resident from College housing. Any violation of any section of this contract may be referred for judicial action.

Any changes in the rules and regulations may be made by the College during the term of the contract, with changes being published in advance. However, implementation of these changes may be immediate if the health and safety of people is affected by a delay.

Air conditioners: Private air conditioners are not permitted. Residents in medical need of air conditioning must request to be assigned to an air-conditioned facility.

Break periods: Residents may not occupy their rooms during official College vacation and recess periods based on the occupancy schedule. Residents are not allowed to enter housing facilities during the scheduled vacation periods. Facilities staff may enter during break periods to clean or perform maintenance in rooms, suites, pods, or houses. All electrical devices (including refrigerators) are to be unplugged; refrigerators are to be defrosted with all food removed and door left open. All windows and doors are to be locked. All perishable food and trash is to be removed from college housing. The heat during breaks will be substantially reduced.

Check-in and check-out: Upon moving into his/her assigned room, the resident will complete, sign, and return to his/her Resident Advisor the room/suite/pod condition inventories within 24 hours. These inventories will be an accurate and complete record of the contents and condition of the assigned room/suite/pod and will be the basis for damage charges if assessed. Failure to complete, sign and return the form(s) results in the resident's assumption of responsibility for any damage evident in the room, suite or pod.

The resident will vacate his/her room within twenty-four (24) hours after termination of this agreement, loss of student status, after his/her final examination of the semester, or according to the closing schedule, whichever occurs earliest. Residents whose disruptive behavior has an adverse influence upon the community may be required to vacate in less than the 24 hour period. Residents must apply via the Residence Life website to stay late or arrive early at least seven days in advance. Upon approval, a \$35.00 per day fee will apply.

Proper check-out procedures include removing all belongings, waste, debris, leaving the room/suite/pod/house in an acceptable, clean condition, and returning all key(s). Property left will be disposed of by the College and any costs incurred while disposing of the property will be charged to the owner. The College assumes no liability for items left on campus. Hall residents meet with their a staff member to check out and must schedule a time at least 24 hours in advance to avoid a \$50 improper/late check-out fee.

Cleaning: Residents are responsible for removing trash and recyclable items regularly. All housing areas have dumpsters and recycling areas nearby to properly dispose of trash and recycling. Residents should not throw trash out of the windows, sweep trash into the hallways, or put trash bags with garbage in the hallways. Residents are also responsible for maintaining satisfactory health and life safety standards and cleaning all areas within the facility, including all furniture, fixtures, appliances and areas not routinely cleaned by College personnel. Residents must clear personal belongings from the bathroom(s) for scheduled cleanings. The College reserves the right to ask residents to clean rooms, suites or pods if their condition represents a health and safety concern or will result in deterioration of the facilities. Non-compliance may result in judicial action and billing to cover the College costs for the cleaning.

Contract changes: Changes may not be made in the terms and conditions of this agreement without written permission from the Director of Residence Life.

Contract Length: I understand the terms of the housing contract include housing for one full academic year beginning in the Fall and ending at the conclusion of the Spring semester. If entered into after the academic year begins, this agreement applies only to the balance of the academic year. The contract may be cancelled without financial obligation for the following reasons only:

- marriage (copy of marriage certificate required)
- withdrawal
- graduation
- participation in an approved off-campus study program
- Exception granted such as for a severe medical or health problem which is directly related to residence hall living

Verification must be provided and an appeal approved before a contract can be cancelled. No tuition, room, board or fees will be refunded. If the student received federal Title IV financial aid, and is dismissed prior to completing 60 percent of the term, the federal aid programs will be refunded in accordance with federal policies and based on the percentage of the term not completed. Students living on campus who withdraw or are dismissed from the college must vacate their residence within 24 hours.

Damages and Costs: The facilities planning and management department is to be immediately notified for any repairs or when any damage of the housing unit or its contents occurs. The resident agrees that, if repairs are made necessary by act or neglect, the said repairs shall be made by the College and the expense thereof shall be paid by the occupant. The College reserves the right to make any change in furnishing and service.

The resident agrees to pay the College for any damages, lost property, fire damage, or service costs other than normal wear caused by the resident through accident, neglect, or intent. Permanent furniture may not be moved or dismantled. Rooms may not be painted. The resident must not attach any object with nails or fasteners. Care should be taken when decorating the rooms that holes are not put into walls and that tape does not cause damage to the paint. Flush only items that toilets are designed to accommodate. Charges for excessive cleaning, removal of personal property and loss or damage caused by residents are billed directly to the resident(s) responsible. When more than one resident occupies the same room/suite/pod/house, and responsibility for damage or loss cannot be ascertained by the College, the cost of the damage or loss will be divided and assessed equally between or among the residents.

Final inspections and assessments for damages are completed by a College inspection team after the resident(s) vacates the room, suite or pod. Resident Advisors do not assess damages.

Dangerous objects: The possession or use of any type of firearm, ammunition, gunpowder, fireworks, air rifle, air pistol, blade-based weapon, sword, paintball gun, fireworks, bows, compressed air or gas operated gun, nunchuks, chukka stick or other dangerous object is prohibited. Sternos, kerosene lamps, kerosene heaters, propane and other chemicals, etc., are prohibited. The use of mercury thermometers is prohibited.

Decorations: Decorations on the outside of your room/suite/pod/house door that face the common areas must be appropriate and of a non-offensive nature based on the Central College Welcome Statement and policies. Live, un-cut potted or artificial trees are allowed. No objects, lights, or signs may be attached in common areas or on the exterior of the facility without prior approval from the facilities and Residence Life office.

Fire hazards and safety: Candles (with or without a wick), halogen lamps, incense, as well as any items with open flames or open elements (such as toasters) are not allowed. Extension cords must be surge-protected and Underwriters Laboratory (UL) approved. Electric cords may not run under carpets or through doorways. Personal charcoal or gas grills are not allowed. Flammable grill items such as gas, charcoal, or gas canisters may not kept in buildings.

All persons must evacuate the building when a fire alarm sounds. All persons may face disciplinary action if they fail to: evacuate; cause false alarms; interfere with the proper functioning of a fire alarm system; tamper with or remove fire hoses, extinguishers, smoke or heat detectors, or fire safety apparatus; disable room, suite, pod, or house smoke detectors or alarms; or fail to inform the staff when a smoke detector or alarm is malfunctioning.

Furniture and Equipment: No structural changes, additions, attachments, transfers, or change of furniture are allowed. Furniture provided by the College may not be removed from rooms, suites, pods or common areas. Shower heads may not be removed or replaced. Furniture is not to be disassembled, nor are mattresses to be removed. Charges for moving common-area or assigned furniture back to its proper location and for the loss or damage of such furniture will be assessed to those responsible.

Lofts designed to raise sleeping/study surfaces or any other furniture or object off the ground may not be constructed. Students who construct unauthorized lofts will be assessed a \$50 fine and will need to immediately remove the loft from the facility. If you wish to bunk your beds in a room, contact your Resident Advisor to receive the materials necessary to do so. Some College bed frames on campus may be configured in a "loft" style. The College does not assume responsibility for any injury incurred due to the bunking or lofting of beds. Residents should only bunk or loft their beds in the appropriate manner. Non-approved "stacking" of furniture is not permitted. Screens may not be removed from windows. Private antennas, including satellite dishes, cannot be attached to the outside of the College living units. Waterbeds are not allowed.

Illegal/stolen items: Illegal items or items believed to be stolen such as city, state, or College property may be confiscated from your room or apartment. Street or highway signs, if purchased, must have the store receipt taped to the back.

Key(s): A lost key should be reported immediately to your Hall Director. There will be a \$75 replacement charge for each key. Duplication of College keys is prohibited. Residents are not allowed to lend or give their keys or access cards to other individuals. Likewise, possession of College keys not issued to you is not allowed. Failure to return keys and/or access cards upon check-out will result in charges assessed for lock and/or key access replacement.

Occupancy: This contract cannot be reassigned by you to any other person. You may not sublet any part of the premises.

Personal Property: The College is not responsible for loss, theft or damage of personal belongings. Personal property is defined as any property not furnished by the College. Personal and College property must be stored within rooms and may not be stored in passageways, stairwells or hallways. No storage is provided outside a student's room at any time, unless approved by the Director of Residence Life.

Residents should keep their rooms, suites, pods or houses locked at all times. Personal property of residents is not covered by College insurance. Residents should carry their own insurance protection against loss or damage of personal property.

Refrigerators not exceeding 4.8 cubic feet and not using more than 75 watts and microwaves which draw no more than 5.8 amps or do not exceed 700 watts are permitted. The student is responsible for any damages caused. Appliances may be checked by staff if there is reason to believe they may contain alcohol or other illegal drugs.

Pets: Only fish that live under water and do not need to come up for air are allowed in 10 gallon or less tanks. Pets are not allowed inside the facility for visits or any period of time. The only exceptions are service animals for individuals with visual or physical disabilities.

Quiet Hours: The minimum established quiet hours are 11 p.m. - 9 a.m. Sunday - Thursday and 12 a.m. - 9 a.m. Friday and Saturday. During quiet hours, noise should be limited to a level which could not disturb the nearest neighbor. This includes those above and below you, as well as your neighbors around you. Courtesy hours are in effect 24 hours a day, seven days a week. This means noise should never exceed reasonable levels and a student is expected to comply with a request of another student or staff member to lower noise to a reasonable level. Speakers may not be placed so that music is played out windows. Twenty-three hour quiet hours for semester final exams begin the evening before the first campus-wide "study day", or two days before the first test and will remain in effect for the duration of the semester; the hour from 9 p.m. - 10 p.m. is designated as the daily courtesy hour. Everyone in a residential living community is responsible for the enforcement of study/quiet hours. Hall staff is on hand to assist community members in enforcement of these expectations.

Roofs: Students are prohibited from standing, walking, or otherwise being on rooftops or porch canopies.

Room Changes and Vacancies: Students must acquire approval prior to any room change. Room changes are not allowed the first two weeks of each semester. Approval for a room change may be granted only via application from the Residence Life office. Changing rooms without prior approval may be cause for conduct action and a \$50 fine. Residents living in an accommodation in which a vacancy exists will choose one of the following options:

1. Name a current Central College resident to move in with you.
2. Move to another room in the hall/house where a vacancy exists (if no vacancies exist, you may agree in writing to be welcoming and accommodating to a future assigned student).
3. Move to a designated single room if one is available.

The Office of Residence Life reserves the right to make administrative room changes at any time.

Room Inspections: All due respect is given to the privacy that residents enjoy in their rooms. Occasionally circumstances present themselves which necessitate authorized College personnel to enter student rooms for the purpose of health and safety inspections, repair and maintenance, assessment of damages, inventory of College property, determination of compliance with College, state or federal policies, or emergencies where imminent danger to life, safety, health, or property is reasonably suspected. When possible, advance notice will be given to residents. Any items in violation of College policies, which are in plain view or discovered in a room search, will be confiscated and handled through the student conduct process.

Room searches by college personnel: The purpose of room searches is to ascertain whether or not College rules are being violated within College residences. Such searches may be made by College representatives with the permission of the Director of Residence Life or an appropriate College administrator. Permission for such searches will be given only when there is reason to believe that such a search will reveal evidence of violation. When possible, the student whose room is to be searched should be present and he or she should be informed as to the reason for the search.

Smoking: In compliance with the Iowa Smoke-Free Act, smoking is not allowed on campus including sidewalks surrounding campus..

Solicitation of any type is not allowed in any housing unit.

Sporting items/activities: Activities that could endanger the safety of persons and/or damage property are prohibited within housing units. This includes, but is not limited to, playing hockey, throwing a Frisbee, playing any kind of ball sport or other sport in the hall, roller skating, skateboarding, riding bicycles, firing toy guns that use hazardous projectiles, hacky sack, water guns, balloons, or water fights. Bicycles, mopeds, and motorcycles are not to be used in housing facilities. Bicycles may not be kept in common areas of the building. Damage caused by bicycles and/or grease to interior surfaces/flooring will be assessed. In-line skates must be taken off before entering the building. Throwing objects from windows, entering or exiting from windows is prohibited.

Visitation and Guests: Visitation hours are Sunday through Thursday 9 a.m. – midnight and Friday and Saturday 9 a.m. – 2 a.m. The houses and pods may vote to have 24-hour visitation, keeping in mind that visitation is not for purposes of cohabitation. Residence Hall visitors of the opposite gender are restricted to the public areas (corridors, lounges, or kitchens) of the housing unit, except during the times the visitation hours are in effect.

The rights of a roommate, suitemate, or pod-mate ALWAYS supersede those of a guest and permission to have a guest must be obtained from your roommate/suitemates/pod-mates prior to the guest(s) arrival. Overnight guests may not stay for more than three nights in a seven-day period. Residents and their guests are prohibited from using lounges or other common areas as sleeping accommodations. A guest whose behavior or presence detracts from the community atmosphere or impinges on any resident will be required to immediately vacate housing facilities. Room occupants are responsible for their guest(s) observance of all College policies including the housing contract stipulations. Residents understand that failure to do so may result in being charged with and held accountable for a violation that their guest commits. Unescorted guests and strangers should be asked to leave.

Only residents assigned to a room/suite are allowed to live there and keep their belongings in that room. The presence of someone else's clothing, toiletries, etc. can be interpreted as cohabitation and is subject to disciplinary action.

Weight equipment: Only vinyl coated dumbbells under 20 pounds are allowed in housing. No other weight sets or exercise benches are allowed.