

METHODIST UNIVERSITY HOUSING AGREEMENT

- Please read this document carefully. This housing agreement is a binding legal agreement that details a set of conditions between you, the student, and Methodist University. This housing agreement guarantees a space in campus housing for the agreement period specified in paragraph one of Terms and Conditions. This agreement may be terminated only under the conditions specified herein.
- The university agrees to provide accommodations under the conditions of this agreement and as described in the Guide to Residence Life. A master copy is on file for current residents in the Housing and Residence Life Office in the Berns Student Center.
- Students and their parents or guardians are urged to read carefully the terms and conditions of this agreement. If the student is under 18, a parent or guardian must sign this agreement along with the student.

Please read all items carefully.

Name _____
Please Print Last First MI

Permanent Address _____
City _____ State _____ Zip Code _____

Permanent Phone () _____ Email Address _____

1. Agreement Period

This agreement provides you, the student, a space in campus housing for the entire academic year (Fall, Spring and Summer semesters), to be vacated no later than 24 hours after your last examination each semester. The opening and closing of all campus housing will follow the university academic calendar in accordance with a schedule published by the Registrar. Residents may not occupy or leave personal belongings in any room before the halls are officially opened or after they have officially closed at the end of the academic year. Note that the halls are closed during Christmas Break.

2. Campus Housing Covered

All residence halls are covered by this agreement.

3. Occupancy

This agreement binds a student to pay room and board charges for the academic year specified above according to the University payment schedule. Unless written approval is given by the Director of Housing and Residence Life, students are expected to check into their assigned rooms by the beginning of the FIRST DAY OF CLASSES. Failure to do so may be considered a violation of this agreement. I understand that if I find any discrepancies on my Room Condition Report I must submit those changes in writing to a Residence Life staff member within 24 hours of my check-in. After 24 hours, the condition of my room upon check-in is determined by the information contained in the Room Condition Report.

4. Eligibility Requirements

To be eligible for residence in on-campus housing, students must be enrolled in full-time (12 hours) academic course work at the start of the semester. Exceptions must be approved by the Dean of Students. Dropping to part-time status does not necessarily cancel this agreement. A resident whose housing agreement is terminated by the university due to judicial reasons may forfeit the housing payment for the academic year.

5. Departing Campus Housing

Should this agreement be terminated, the student will be required to vacate within 24 hours unless special permission, in writing, has been obtained from the Director of Housing and Residence Life. In the event the student does not vacate within the allowed time period, any property of the student remaining in the room or building may be treated as abandoned property. All charges for removal and disposal will be assessed to the student. Failure to perform a check-out inspection of the assigned room with a member of the Residence Life staff will result in an improper checkout fee in addition to charges for damages and/or lost/not returned keys.

6. Renewal Option

This agreement is only for the period indicated in paragraph 1. Any continuation in future housing agreements is contingent upon re-application to the procedures published by the Office of Housing and Residence Life and space availability.

7. Vacancies and Room Capacity

Some rooms may be designated for expanded occupancy on a temporary basis. Rooms must be occupied only by the person(s) officially assigned to the room by the Office of Housing and Residence Life. Occupancy by a student or other person without authorization is not permitted and may result in judicial action and a fine. If vacancies exist in campus housing, residents without roommates may be required to move in together (consolidate) as deemed necessary by the Office of Housing and Residence Life. In the event one of the occupants moves from the assigned space, the student(s) who remain(s) agree(s) to accept an assigned roommate or move to another space on request. Where there is a vacant space, the area must be maintained in a manner by the occupant(s) that will allow another student to move in immediately.

I also understand that when I cease occupancy of any room,

it is my responsibility to have the room inspected and all damages noted on the Room Condition Report by the university's representative. I will pay for damages not listed on the initial Room Condition Report. Failure to check-out properly (according to the *Student Handbook*) will result in a reasonable charge to be determined by a representative of Methodist University. If I choose to not check-out properly, I understand that I will forfeit my right to appeal any damage charge(s).

8. Temporary Assignments

Students who accept a temporary assignment do so with the understanding that they may be given short notice to relocate to a permanent or other temporary space. Failure to relocate in the time allocated by the Office of Housing and Residence Life may result in the loss of the assignment offered.

9. Assignment Changes/Displacement

Changes in assignments may be made after the first two weeks of each term. Room changes must be approved by the Office of Housing and Residence Life. Students who fail to obtain approval or do not follow the proper check-in/check-out procedures may result in being charged an administrative fee and may be required to return to their original assignment. Students or their guardians agree to assume additional fees/costs for voluntary hall/room changes and/or disciplinary reassignment. At any time during the academic year, the Office of Housing and Residence Life reserves the right to alter a student's room assignment or placement when it is deemed in the best interest of the university or the student population.

10. Roommates

Mutual requests for assignment with a specific roommate will be honored when possible; they are not guaranteed. The Office of Housing and Residence Life does not discriminate on the basis of race, color, sex, handicap and national or ethnic origin in the assignment of rooms or in the assignment of persons as roommates and rejects all requests for change of assignment based upon such reasons.

11. Damages and Security Deposit

Prior to the first term that a student is going to live in campus housing, a \$100 security deposit will be charged to the student's bill. The student is responsible for all damage to a room and its furnishings and understands that the cost of repairs and replacements will be charged to all residents of the room. Residents are expected to take every precaution to assure that communal property is not abused. **IN HALLS OR SECTIONS WHERE THE UNIVERSITY HAS DETERMINED THAT THERE IS UNDUE ABUSE OF UNIVERSITY PROPERTY AND THE RESPONSIBLE INDIVIDUAL(S) CANNOT BE IDENTIFIED, ALL RESIDENTS WILL BE HELD RESPONSIBLE FOR PAYING A PRORATED SHARE OF THE COST OF REPAIRING SUCH DAMAGES.** The security deposit will remain in University accounts throughout a student's stay in campus housing. Upon permanently leaving campus housing, the security deposit, or balance thereof, will be refunded accordingly less any indebtedness to the University.

12. Campus Housing Facilities and Policies

All campus housing is considered private property reserved for the exclusive use of resident students, invited guests and authorized university personnel. Residents are responsible for upholding all university and campus housing policies and for informing their invited guests of said policies. Residents are held responsible for the behavior of their guest(s). Violations of any of the requirements in this agreement, those promulgated by the Office of Residence Life, or those outlined in the *Methodist University Student Handbook*, which are incorporated herein by reference, will be considered a violation of this agreement and ground(s) for termination of this agreement and removal from university.

housing. Violations are referred to appropriate university personnel for judicial action.

(a) Student Rooms/Furnishings - All residence hall rooms are furnished. Students may not place their mattress on the floor for sleeping or bring water filled furniture into the campus housing. All furnishings must remain in the room unless permission is given by the Office of Housing and Residence Life. Lofting beds is not permitted unless prior plans/blueprints are submitted and approved by the office of Housing and Residence Life.

(b) Appliances/Equipment - Campus housing has varying design and construction. The University reserves the right to impose reasonable requirements with respect to the use of appliances or equipment in campus housing. Some examples of items not permitted in campus housing are listed below. However, this list is not all-inclusive. If students have questions about specific items not listed, they are directed to the Office of Housing and Residence Life for clarification. Those items not allowed are: halogen lamps, toaster ovens, hot plates, deep fat fryers, gas or charcoal grills, power tools, air conditioners (unless medical condition warrants and approval is received from Residence Life), ceiling fans or track lighting. Residents who are in violation of this will be charged \$25 and the item will be confiscated and held until it can be removed from campus.

(c) Pets - Pets are not permitted in campus housing except for fish in tanks not larger than a 10 gallon capacity and trained guide dogs for the visually/hearing impaired. Violation will result in a \$100 fine and immediate removal of the pet.

13. Community Policies

Because the residence halls comprise a unique community living option, policies that provide for the health, safety, and security needs of all residents are a necessity. These policies foster a cooperative living environment and prohibit certain behaviors which adversely affect the campus housing community. Resident students are also responsible for following all policies stated in the *Methodist University Student Handbook*.

(a) Rights of Others - In order to maintain the academic atmosphere of the residence halls, students are expected to conduct themselves in a considerate manner with regard to the rights, safety, and needs of others. Accordingly, students are obligated to live in a cooperative manner with roommates and other residents. Harassment or the use of grossly abusive language with insults, taunts, or challenges directed at another person is prohibited. Students are expected to recognize and respect the authority of the University staff and to comply with requests they make in the performance of their duties.

(b) Fire Safety - Fire safety is everyone's responsibility. Remember to only use heavy duty UL approved extension cords. Also, live Christmas trees, candles, halogen lamps, non-electric fuel lamps and lanterns, simmer pots and incense may not be used or kept in campus housing.

(c) Safety and Security - The University has adopted policies which are designed for the safety and security of those living in campus housing. Students are required to carry their university ID card at all times and to present it to university officials upon request. Residents who enter or leave by locked security doors are responsible for leaving the door in a locked position. When the University is in session, students may enter and leave their campus housing at will. All campus housing is locked. Those buildings which have common hallways are equipped with card readers 24 hours a day. Violation of this policy will result in judicial charges.

(d) Property - Students are expected to exercise care and respect for university property. Theft, vandalism, and unauthorized entry into a restricted, locked, or closed campus housing space not specifically assigned to the student is prohibited.

(e) Quiet Hours and Visitation - Twenty-four hour courtesy hours, and specified quiet hours are designed to promote an environment conducive to study. Visitation hours are for members of the opposite sex to visit in each others residence hall rooms. Visitation hours are posted in the *Methodist University Student Handbook*. Strict quiet hours will be in effect in all halls 24-hours each day from the last day of classes through the end of finals. I understand that I am responsible not only for my own actions but for the actions of persons who are present in my room and agree to exercise this responsibility.

14. Housekeeping

The student shall maintain assigned space in an orderly, safe and sanitary condition. University personnel provide housekeeping services in common areas, such as lounges, hallways, and community bathrooms. Health and Safety inspection will occur on a monthly basis to ensure rooms are maintained in a sanitary condition.

15. Keys

Keys are the property of the University and must be returned when the student moves from a room. Room or suite keys may not be duplicated or lent to anyone else. Possession of another student's room or suite key is prohibited. Failure to return room keys at the end of the agreement period will result in charges to the resident for replacement keys and changing locks. Residents may not install their own locking devices on room doors. Those violating this policy or possessing keys other than the one(s) assigned are in violation of this agreement and subject to judicial action.

16. Inspections

Inspections for health and safety conditions and property inventory will be conducted by residence life staff periodically, including, but not limited to holiday closings of campus housing.

17. Right of Entry

Methodist University reserves the right to enter student rooms for the following reasons: emergency, repair, maintenance, pest control and health and safety inspections and as necessary to maintain university rules and regulations. I understand that it is my responsibility to abide by all information contained in the *Student Handbook, University Catalogue*, and other official university publications, including addendums and additions to those documents.

18. Liability

The University shall assume no responsibility, and the student or other party to this agreement shall indemnify and hold harmless Methodist University and its agents and employees, for any and all claims arising from personal injury or for the loss, damage, or theft of personal property belonging to, or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas, or elsewhere in or around the residence halls or apartments. The student is encouraged to carry insurance for protection against such losses.

19. Entire Agreement

This agreement and all university rules, regulations, policies and procedures incorporated herein or by reference, form this agreement. Any violation of this agreement may result in termination of this agreement and/or judicial action. The Terms and Conditions of this agreement may be modified at the discretion of the Department of Housing and Residence Life.

I have read and agree to abide by the terms of this agreement.

Signature Student

Date

Signature Parent/Guardian, if student is under 18

Date

Top Copy-Office Bottom Copy-Student