RESIDENTIAL LIFE HOUSING CONTRACT
Office of Residential Life
Colgate University
Contract Due Date: May 7th, 2010

This contract is for a room in University housing of Colgate University for the 2010 summer session and becomes legally binding when completed, signed and returned to the Office of Residential Life or when the student accepts a room key for a University residence. I assume responsibility for the payment of the rates established by Colgate University and agree to all of the terms and conditions contained within this document and the regulations of Colgate University in relation to Residential Life that are contained in the Student Handbook. It is further agreed that I will promptly and fully comply with verbal and written instruction by University officials including members of the Residential Life Staff.

Name: ___________________________________________________________________________________  
First                                                            MI                                Last

Summer Housing Placement: ________________________________________________________________  
Room                                Hall/House

Student Information: ________________________________________________________________________  
Colgate ID Number     CU Box #    Cell Phone

I. ELIGIBILITY
Students attending Colgate University during the summer 2010 session must reside in university owned accommodations if said student could not/chose not to make off campus living arrangements.

II. CONTRACT PERIOD
Summer Term Occupancy: Occupancy of the assigned room is limited to the current summer 2010 session. The summer session commences with the weeks applied for by the undersigned, beginning no sooner than May 17th, 2010 and concluding no late than August 28th, 2010. Resident must comply with dates for changes to room assignments necessary due to summer programming, cleaning and repair schedules, and transfer to permanent fall 2010 assignments, where applicable.

This contract is for the specific dates requested and indicated on this contract. No early arrivals or late departures are permitted.

III. CONTRACT TRANSFER
This contract may not be reassigned or otherwise transferred to, nor may the assigned be allowed to sublet space or otherwise be placed in the occupancy, control or care of another individual or entity.

IV. ROOM ASSIGNMENT
Every reasonable consideration will be given to the student’s preferences for residence accommodation and roommate(s). However, this contract is for a space either in a single or multiple rooms in a Colgate University residence and not for a particular accommodation or roommate(s). Colgate University reserves the right to change residence assignments, upon reasonable notice, if necessary for safety, health, or other reasons as determined by the Office of Residential Life. Colgate University reserves the right to transfer the assignment if circumstances require, and to assign students to fill vacancies in multiple-student rooms and apartments.

V. ROOM CHANGES
Room changes will not be considered as an effective form of conflict resolution and students will be expected to go through mediation when conflicts arise. Room changes are not automatic and no student is allowed to move from their assignment without the permission of the Office of Residential Life. An unauthorized room switch will result in the assessment of improper check in and check out fees.

VI. WITHDRAWAL/SEPARATION FROM UNIVERSITY
A student who is removed from University housing or who withdraws or is separated from the University during the tenure of this contract must, within 48 hours of the effective date of such action:
1) Notify the Office of Residential Life.
2) Remove all belongings from his/her assigned room and storage facilities immediately.
3) Return keys to the Office of Residential Life and complete proper check-out procedures.
4) Vacate the premises.

VII. PAYMENT ACCOUNT AND REFUNDS
University housing area accommodations are for the full summer session, beginning and ending on the dates stated within this contract. The resident agrees to the payments in the prescribed manner: 1) to have summer housing payments deducted from his/her paycheck or departmental stipend 2) Pay the total cost of their summer housing fee by no later than May 7th at the Accounting office. All checks are made out to Colgate University and should include the student ID number written on the check. Students sign up for summer housing in week long blocks; there is no pro-rating for mid-week arrivals or departures. Students leaving their housing assignments early will still be charged for the entire number of weeks requested on the housing application. No refunds will be issued for summer housing. Cost of summer housing is $65 per week. Students will be responsible for any damages that occur to residence hall property.

VIII. FOOD SERVICE
There will be no summer meal plan for the summer and kitchen use is not guaranteed. Students are expected to work as a community to share and maintain the kitchen facilities if they are provided in the assigned housing accommodation. For Health and Safety purposes, failure to maintain kitchen cleanliness standards as expected by the Residential Life and Buildings and Grounds staffs will result in loss of kitchen privileges for all residents.

IX. GUESTS
Any non resident of a room or apartment is considered to be a “guest” and must be sponsored by a host who is a resident of the hall, house, apartment or townhouse. Although occasional overnight guests are permitted, the right of one’s roommate(s) to sleep and study must be respected at all times. Therefore, no overnight guest(s) will be permitted in any room before:
1. Each room occupant gives his or her consent.
2. Any conditions on the guest’s stay are understood by all concerned.
3. These arrangements are confirmed and approved by all parties involved.
4. The local Residential Life staff are made aware of the guests.

Duration of a guest’s stay may not exceed three (3) days. It is the responsibility of the host to explain Residential Life and University rules to his/her guest(s), including parking restrictions. The host is accountable for his/her guest’s behavior during their entire stay on campus.

X. LIABILITY
In the event of damage by fire, water, steam, or other agents that render a room unfit for occupancy, the University reserves the right to reassign you to alternate University housing accommodations. The University shall not be liable, directly or indirectly, for loss of or damage to any article of personal property anywhere on the premises caused by fire, water, steam, the elements, insufficient heat, loss or surges of electricity, or the actions of third persons. The University is not responsible for theft or destruction of personal property. Information about insurance is available through the Office of Residential Life. It is highly recommended that valuables are covered by a homeowner’s insurance policy or renter’s insurance. The student should work with his/her roommate(s) to ensure the common protection of property. Room doors should be locked when the room is unoccupied. The University is not liable for any personal injuries that occur in the residence halls.

XI. ENTRY AND ROOM USE
Designated University staff members, including Campus Safety officers, Residential Life staff members, and Buildings and Grounds employees, have the authority to enter and inspect rooms for health and safety purposes, conduct repairs, when there is just cause of student endangerment or policy infractions at any time without permission or consent of the student occupant(s), as outlined in the Student Handbook. Students are expected to comply with reasonable requests for entry.

XII. OBLIGATIONS OF THE UNIVERSITY
The University will provide furnishings and utilities to its residences. It will provide maintenance service for all University-operated residences. The University shall maintain its residences in good repair.

XIII. OBLIGATIONS OF THE STUDENT
It is the responsibility of each student to observe recognized standards of conduct that permit all residents to live in and maintain a safe, secure environment. Each student has the right to study and sleep without noise or disruption from the residential community. In addition to meeting all monetary obligations, the student agrees to adhere to the provisions contained in the Student Handbook and all other published University rules and procedures, including health and safety policies applicable to University housing. All Colgate University policies, procedures and standards published during the official academic year are applicable to summer residency and are accepted by the resident.

Please read and sign this contract and return to the Office of Residential Life, Colgate University, 13 Oak Drive, Hamilton, NY 13346. Room assignments will not be guaranteed until the contract has been signed and returned.

I have read section VII, “Payment Account and Refunds” and choose the below payment option for my 2010 Summer housing:

☐ Option I ☐ Option II

Option I: Deduct the cost for my summer housing accommodations directly from my paycheck/departmental stipend
Option II: I will pay for my summer housing accommodations in full at the Accounting Office prior to May 7th, 2010.

Total Number of Weeks: _______________ Total Amount Summer Housing Fee $ ______________

By signing below, I agree to the terms above and commit to paying in full all the fees associated with summer on campus residency.

STUDENT SIGNATURE ____________________________ DATE ____________________________

PARENT/GUARDIAN SIGNATURE ____________________________ DATE ____________________________

(Required if student is under 18 years of age when signing this document)

Official Use Only

RECEIVED BY: ____________________________ DATE: ____________________________

Sent to HR/Accounting on: ____________________________