

**2009-2010  
Residence Hall Room Contract  
Office of Residence Life**

Please Print

Name \_\_\_\_\_ ID# \_\_\_\_\_  
LAST FIRST MI

Home Address \_\_\_\_\_  
STREET CITY STATE ZIP

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

[ ] Male [ ] Female

**Terms of Agreement**

**Eligibility:** To be eligible to occupy Monmouth College residence halls, the student must be enrolled at Monmouth College. This agreement is between the College and the student only. No other individuals will be allowed to occupy the campus housing room/space.

**Assignments:** The College will attempt to honor the preferences expressed by the student for a room assignment but reserves the right to (re)assign the student to other halls or rooms when necessary. The college reserves the right to change room assignments for health, safety, or repair services, economy or disciplinary reasons involving the student or for irresolvable incompatibility of roommates. The College reserves the right to consolidate vacancies by requiring a student to move to a different location. In the event this occurs it will be done in consultation with the parties involved.

**Consolidation:** After the third week of a semester a student who is left in a room because his/her roommate moved out will be allowed to keep the room for the remainder of the current semester without a double/single charge. If this occurs during the first and second week of the spring semester students will go through the consolidation process. Consolidation may include change of residence hall/room. All roommates must be approved by the Office of Student Affairs. Students who do not find a roommate or buy out their room and sign a double/single contract will be automatically assessed a \$400.00 double/single room charge for the semester. **Please read the consolidation process.**

**Term:** The term of agreement is for the ENTIRE ACADEMIC YEAR or for the remainder of the academic year if entered into subsequent to the beginning of the academic year. The academic year consists of Fall and Spring semesters. Student housing may be occupied and must be vacated in accordance with the schedule issued by the Office of Student Affairs.

**Residence Hall Closing:** All residence halls, campus houses, and fraternity houses close 24 hours after the last final exam and 24 hours after the last class during breaks. (An exception to this is the Thanksgiving Break when buildings close at the close of the last day of classes prior to break.) Students remaining on campus without approval of the Office of Student Affairs x2113, will be assessed a charge of \$50.00 per day.

**Room entry:** The College reserves the right for authorized College representatives to enter all rooms for housekeeping purposes, repair or maintenance, health, safety, or disciplinary reasons.

**Key procedures:** Upon checking into the Residence Hall, the student will indicate that he/she has received the key(s) from the residence hall staff by signing a check-in form(s). When a student loses or damages a keycard, he/she will pay \$20.00 to the Business Office for the replacement of a keycard and \$28.00 for the replacement of a room key. If the student wishes the room lock changed, he/she will pay \$78.00. Both the lock and the key will be replaced for this fee. Students are charged for keys not returned. Students who return keys after the last day of the semester on which the keys are due will not receive a full refund for key charges. The refund will be one half of the initial charge. When the student terminates residence, either at the end of a semester or by withdrawing from the College during a semester, the key(s) will be returned during checkout. If the student has lost his/her key(s), he/she will be charged accordingly. It is unlawful to duplicate College keys. If a key is lost, the student should report it immediately to the Residence Life Staff and obtain a replacement. Students are not permitted to add additional room locks. There are penalties for the abuse of the hall key system. When an unauthorized person is allowed use of the key or uses the key, a minimum fine of \$5.00 shall result. More severe sanctions, as determined by the Office of Student Affairs, may be imposed for subsequent violations.

**Housekeeping and Maintenance Regulations:** Residents are responsible for the general condition of their rooms at all times, for the proper use of all furnishings, for reasonable cleanliness and upkeep, and for reimbursement for damage to the room, furnishings, windows, and doors. Residents are also held collectively responsible for damages in common areas of the building such as hallways, bathrooms, and lounges. Under no circumstances is College furniture to be removed from student rooms or public areas. Residents may use only the room furniture assigned to them. Lounge and living room furniture is to remain in designated areas. When two or more students occupy the same room and responsibility for damages to the room or contents cannot be ascertained, the damage charge will be assessed equally among the students.

**Lofts:** Students are not permitted to bring their own lofts.

**Halogen Lamps:** Halogen lamps are prohibited and will not be permitted in any residence hall/house living space. Confiscation of the lamp will result and a \$100.00 fine will be assessed to students found in violation of this policy.

**Storing College owned furniture:** No College furniture will be placed in storage during an academic year. College-owned furniture is to remain in student rooms. Students will be billed by the Office of Student Affairs for removed, lost, or damaged College furniture.

**Personal Property:** The student hereby agrees that any and all personal property or the property of third parties in the student's possession present on College premises shall be the sole responsibility of the student. All property must be removed from the student's room no later than the last day of occupancy. The student hereby surrenders all claims to any property remaining on the premises after such date.

**Security Deposit:** A \$150.00 deposit is required to accompany all applications for Monmouth College residence halls and will be retained by the College for so long as the student resides in any Monmouth College residence hall. Unless the deposit is forfeited under any of the terms of this agreement, the deposit, less any assessment for damages, or outstanding College charges, will be refunded to the student following termination of the residence hall agreement by the student and inspection of the premises and property by the Office of Student Affairs. The student agrees to be responsible for any cost of defacement or damage to the room or rooms, common areas and all College furnishings or property that are damaged or destroyed during the term thereof.

**All policies and procedures concerning campus housing are outlined in the Scots' Guide, which is on the College website (www.monm.edu). All students living on campus are required to read this handbook and make themselves aware of these policies and procedures. Failure to comply with College policies may result in judicial action.**

**Smoking Policy:** I am aware that all Monmouth College living facilities are smoke free and if I violate this policy, I will be automatically fined a sum of \$100.00.

## Room Consolidation Process

### Week 1

There are no room changes until **Week 2** when most "no shows" are established.

### Weeks 2 through 3

If you are in a situation without a roommate you will be notified to exercise one of these options:

1. Find a roommate from a provided list of students needing a roommate and decide in whose room you will reside. You may stay within your own hall, but have the option of changing halls if you would like. The moving student must use the provided room change request form and return it to the Office of Student Affairs.
2. Find a roommate on your own and follow the steps outlined in option #1.
3. Sign a double/single contract with the Office of Student Affairs and pay the full double/single charge (\$400.00).

**NOTE: You must exercise one of these options by the end of week 3. If we do not hear from you, the Office of Student Affairs will charge you \$400.00 for a double/single.**

### Weeks 4 through 5

-Some existing double/single rooms will be available to move in. The double/single charge will be 3/4 of the full charge (\$300.00).

-At this point if you are left in a room because your roommate moved out you will be able to keep the room for the remainder of the semester without a double/single charge. You must however, find a new roommate or sign a double/single contract for the next semester. **All roommates must be approved by the conclusion of the fall semester.**

-If you have a double/single and now secure a roommate your double/single charge will be dropped.

### Weeks 6 through 9

-At this point if you are left in a room because your roommate moved out you will be able to keep the room for the remainder of the semester without a double/single charge. You must, however, find a new roommate or sign a double/single contract (if double/single are available) for next semester. **All roommates must be approved by the conclusion of the fall semester.**

-If you choose to move into a double/single at this point you will pay 1/2 double/single charges (\$200.00) for the remainder of the semester but next semester you will be charged the full double/single rate.

-If you have a full double/single and now secure a roommate you will have your charge reduced to 1/2 of a double/single (\$200.00).

### Week 10 through 14

-If you now choose to move into an unoccupied room you will be charged 1/4 (\$100.00) of a double/single charge for the remainder of the semester. You will, however, be billed for the full double/single charge for the next semester if you don't secure a roommate.

-If you have a double/single and now find a roommate your charge will be reduced to 3/4 of a double/single (\$300.00). At this point if you are left in a room because your roommate moved out you will be able to keep the room for the remainder of the semester without a double/single charge. You must, however, find a new roommate or sign a double/single contract for the next semester. **All roommates must be approved by the conclusion of the fall semester.**

### Week 15 through 16

There will be no moving unless there are extenuating circumstances.

**Special Notice:** If you are not returning in the fall, you must notify the Student Affairs Office IN WRITING by **July 1, 2009** in order to receive a **refund** of your \$150.00 student deposit. Students who decide not to return to College for spring 2010 **MUST** notify the Office of Student Affairs by January 02, 2010. Student withdrawing after these dates WILL NOT receive the housing refund of \$150.00.

**My signature below acknowledges that I have read and understood the terms of this contract.**

Student Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hall \_\_\_\_\_ Room \_\_\_\_\_