

WESTERN OREGON UNIVERSITY
UNIVERSITY HOUSING AND CAMPUS DINING
RESIDENTIAL CONTRACT - TERMS AND CONDITIONS OF OCCUPANCY
SUMMER SCHOOL & SUMMER STAYOVER – 2019

Campus summer housing is provided only for regularly matriculated Western Oregon University undergraduate and graduate students. Students must be registered for the Summer Academic program with a minimum of 6 credit hours (Summer School Student) or are continuing residential students from Spring term who will enroll in coursework Fall term 2019 (Summer Stayover Program). Summer Conference attendees are not eligible for on-campus Summer housing.

DEFINITIONS: For the purposes of this contract, the following definitions shall apply:

HALL/APARTMENT/COMPLEX: Arbor Park Apartments.

DEAN OF STUDENTS/DIRECTOR OF UNIVERSITY HOUSING: The chief fiscal and facilities/operations officer for the residence halls. Serves as chief conduct officer for WOU and reports to the Vice President for Student Affairs.

FOODSERVICE DIRECTOR: Responsible for all dining locations on campus. Supervises campus Foodservice Managers and develops Campus Dining policies. Maintains the dining access computer system. Reports to the Vice President for Student Affairs.

ASSOCIATE DIRECTOR, UNIVERSITY HOUSING: Assists with oversight of the summer program, supervises Resident Directors (RDs) and the Coordinators for Leadership & Programs and Summer Conferences. Prepares for academic year events. Reports to the Dean of Students.

ASSISTANT DIRECTOR, FACILITIES & SERVICES: Responsible for coordinating check-in and checkout of summer students, supervises Residential Service Center operations and employees, and assists with facilities operations. Reports to the Associate Director.

SUMMER CONFERENCE COORDINATOR: Responsible for coordinating check-in and checkout of Conference guests. Works closely with the Leadership & Programs Coordinator and the rest of the housing professional staff to assist with management of conference guests. Reports to the Associate Director.

RESIDENT DIRECTOR (RD): Works closely with the Associate Director and the Leadership & Programs Coordinator and other professional staff in the service of conference guests and summer school students. Assists with check-ins and checkouts, acts as resource person and emergency response person to students. Resident Directors report to the Associate Director.

CONFERENCE ASSISTANT (CA): Upperclass or graduate student who lives in the halls, assists with check-ins, checkouts; acts as a resource person to summer students, and provides summer programming. Conference Assistants report to the Leadership & Programs Coordinator

DESK ATTENDANT (DA): Upperclass or graduate student who is hired to manage the Summer Conferences Information Desk in the Residential Service Center (RSC) during a morning to mid-afternoon shift, or a mid-afternoon to late night shift, Sunday - Friday during the summer season. The Desk Attendants reports to the Assistant Director.

THE GUIDE TO RESIDENTIAL LIVING (THE GUIDE): The Guide contains important information about opportunities, questions, procedures, policies, and sources of information regarding residential living at WOU. The Guide to Residential Living is an extension of this contract. A copy of The Guide is posted on the University Housing website. <http://www.wou.edu/housing/printed-documents/>.

UNIVERSITY PROPERTY: Property, equipment and materials which Western Oregon University owns and for which the University has responsibility.

TERMS AND CONDITIONS: To make your stay more comfortable and to maintain the residence halls properly for future occupants, you should be familiar with the obligations placed upon you. The contract, with its terms and conditions of occupancy is designed so that the residents who abide by the contract receive the greatest benefit. These terms and conditions are based on the established educational goals of the University, consideration for other residents, health and safety standards, and compliance with established laws and the Code of Student Responsibility. If you do not comply with the terms and conditions of occupancy, you may be subject to eviction from the residence halls with financial penalties. If you have questions concerning any of the terms and conditions, or any other aspect of residence hall life, speak with a residential staff member.

1. University Housing and Campus Dining: Housing is provided to students who agree to contract for their room for their full summer school session, the Summer Stayover program or any portion thereof should you move in after the term begins. One of the amenities provided is a complete and full-sized kitchen. As a result there is no required meal plan offered for summer session. Students who wish to eat in the Valsetz Dining Hall or any on-campus restaurant may sign-up for the Wolf Bonus Account (WBA) or pay cash. The optional Wolf Bonus Account is a debit meal plan that is accepted at all campus restaurants. This account can be opened with a deposit of \$20 or more. A 5% discount is applied at the point of purchase for all WOU Wolf Bonus account purchases.

Upon opening your Wolf Bonus Account, your student ID card will serve as your meal card. Present your student ID card when making a purchase. The cashier can give you your account balance at the end of the transaction or print you a receipt that has your sale and account balance. Money can be added anytime with a minimum of \$20 in the office of University Housing and Campus Dining. Valsetz Food Court is open in the summer, hours may vary upon Summer Conference attendance. Prepared buffet meals will be served at the main Food Court. For weekly hours & menu please visit: <http://www.wou.edu/housing/dining-western-oregon-university/>

Summer prices are as follows:

Breakfast: \$7.25
Lunch: \$8.50
Dinner: \$10.00

2. **Application for University Housing:** A \$40 non-refundable application fee is due and payable when a residence hall application is submitted. The \$40 does not represent the maximum liability you could suffer from breach of this contract, but is merely a fee to cover the administrative charges associated with processing your application.

3. **Cancellation of Application:** If you are denied initial admission to the University, your \$40 application fee will be refunded in total.

4. **Room and Board Charges:** The Western Oregon University Board of Trustees has authority to modify charges if cost expectations on which charges are based substantially exceed present estimates.

5. **Prorating of Charges and Refunds:** Students who live in a residence hall less than the full contract period will be assessed room and board charges on a prorated basis by the day, except under the following circumstances:

- a. If you move in during the week you will be charged a daily rate.
- b. If you move out during the week you will be charged for the entire week.

Summer housing is offered based upon the Summer Academic sessions. As such, students checking out of the residence halls prior to the end of the 6- or 8-week summer session will not receive a refund. Students who find it necessary to withdraw from the institution prior to the end of their summer session should request a petition to break their contract with the office of University Housing. In no case will the prorating of charges be based on a checkout date earlier than the date you officially withdrew from the institution.

6. **Check-out:** At the end of your occupancy, you must check-out with a residence hall staff member and turn in your room key by noon. Failure to follow check-out procedures may result in a minimum \$100 improper check-out charge. A late check-out will result in a \$25 charge for each ½ hour past noon that the resident/belongings remain in their room.

7. **Payment:** Room and board payments are to be made at the Cashier's window of the Business Office in the Administration Building except when payments are made at ITC during fee payment each term as outlined in the schedule of classes. Payment needs to be made on, or before, the due date listed in the academic calendar of the "class schedule" each term in order to avoid penalties. Hours for the Cashier's Office are: 8 a.m. – 5 p.m., Monday - Friday. Any amount left on an account will become part of the revolving charge plan. Subsequent payments are due on the first of each month if the revolving charge plan is used. A revolving charge statement of policy is available from the Business Office.

8. **Assignments:** Assignments are made according to the date the application is received and not all hall requests may be accommodated. The University reserves the right to make reassignments at any time, based on the administrative needs of the university housing program.

9. **Late Arrivals:** If you plan to arrive after 5 p.m. of your Move-In date, you must notify the office of University Housing in writing (email housing@wou.edu), or your assignment may be cancelled. If you inform us by email that you will be arriving after that time, please state the date and time of your arrival.

10. **Room Assignment:** Students will be assigned to the Arbor Park Apartments.

11. **Liability:** The University and the State of Oregon shall not be held liable for loss or damage to personal property in student rooms, laundries, storage rooms, or other public areas. It is the responsibility of the undersigned to keep his/her room locked at all times. It is recommended that a private insurance policy covering personal property loss by fire, theft, vandalism, or other casualty be obtained by the undersigned at his/her own expense to cover such loss.

12. **Use of Residence Hall Equipment:** Residence hall equipment, supplies, and furnishings must not be dismantled or removed from their designated area. Charges may be assessed for injurious misuses or removal.

13. **Residence Hall Security:** All common-area outside doors are locked 24 hours per day.

14. **Eviction:** If you are evicted for conduct proscribed by WOU, OUS, or this document, you will be responsible for full room and board charges through the date of your eviction, and \$7 per day for every day of service remaining in the contract. If you are evicted for nonpayment of residence hall fees, cancellation of contract provision will apply. Your subsequent academic registration may be precluded for not paying room and board charges. However, before registration is denied, you are entitled to present to the Business Office evidence on the issue of nonpayment.

15. **Unpaid Debts:** Interest will be charged each month on any unpaid balance at the rate of one percent per month, or fraction thereof (12% APR). In the event of unpaid debts the University and State of Oregon collection procedures will prevail and collection charges will be assessed. You will be responsible for attorney fees and any other costs and charges incurred in the enforcement of collection. The debt may be assigned to a commercial collection agency and/or the Department of Revenue, and will be assessed a 15% - 25% referral charge. In addition, the collection agency will add the cost of their service to your account. The collection fees could range from 20% - 33% of the amount referred. You are responsible for keeping the University Business Office informed of any name or address change until all liabilities and claims, if any, have been met satisfactorily. Unpaid debts to the University may preclude subsequent enrollment in the University. Upon leaving the residence halls, the outstanding balance of this contract becomes due.

16. **Commercial Solicitation, Advertising, Promotion, and Transactions:** Commercial solicitation, advertising, promotion, and commercial transactions are prohibited in all areas where such activity will, or is likely to interfere with, impede or make more costly than normal, functions of that area. Such areas include, but are not limited to, student rooms, hallways, stairwells, and lavatories in the dwelling areas, and the interior and food service areas of dining rooms in the residence halls. Use of residence hall lounges, meeting rooms, and dining hall lobbies will be allowed only with permission of the designated building manager.
17. **Use of Facilities:** Unauthorized entry to, or use of, institutional facilities, including buildings and grounds is prohibited. Use of the Western Oregon University residence halls is limited to the residents, their escorted guests, and other persons specifically authorized by the office of University Housing and Campus Dining.
18. **Visiting Hours:** WOU offers 24-hour visitation policy to summer residential students. However, if you expect to have a guest overnight, you must have approval from your roommate and register your guest with a residence hall staff member 24 hours in advance of the guest's arrival. Students without roommates must register their guest with residence hall staff within 24 hours of arrival as well.
19. **Guest Conduct:** You are responsible and accountable for the conduct of other persons while they are visiting you. This is true not only when they are there by your explicit invitation, but also when they are there simply with your current acquiescence in their presence. This section does not apply to conduct which occurred jointly, concurrently, in concert, or by common plan or design with you, or which was ratified by you, after the fact.
20. **Custodial:** You are responsible for cleaning your own room. The University custodial staff will clean Arbor Park bathrooms every Wednesday between 9:30 a.m. and 3 p.m. Please remove personal items from showers and sinks prior to your custodian's arrival. Public areas will be cleaned on a regular basis. Residents are responsible for transporting trash to the dumpsters at the trash enclosure next to the Sequoia Commons.
21. **Damage and Repairs:** You are financially responsible for any damage to your room and furnishings, other than normal wear and tear. Facilities Services will make repairs; you are not permitted to make or contract for repairs. You are also responsible for damage intentionally or negligently caused by you to other areas of the residence hall and its grounds, furnishings, or equipment.
22. **Electrical Appliances/Halogen Lamps:** Electrical appliances may only be used in their proper places (Arbor Park kitchens). Lamps with halogen bulbs are not allowed.
23. **Pets:** Except for fish in aquariums ten gallons or less, pets are not permitted. Feeding or harboring of animals, stray or otherwise, is also not permitted.
24. **Waterbeds:** Waterbeds are not permitted.
25. **Room Access:** Regularly scheduled and announced routine room inspections may be held by authorized Residence Hall personnel (or their delegated representatives) for maintenance, safety, health, and sanitation purposes. No drawers, wardrobes, or personal items will be opened. Authorized personnel may enter your room for purposes of maintenance or in response to emergencies, without notice.
26. **Doors:** Outside doors and fire doors must be kept closed at all times except for ingress and egress.
27. **Tampering with Fire Equipment:** A \$25 charge may be assessed for tampering with fire alarms, smoke detectors, or other fire life safety equipment. University Housing offers a \$100 reward for information leading to the arrest and conviction of persons responsible for false alarms.
28. **Flammable Materials and Candles:** Gasoline, kerosene lamps, paint thinners, burning candles, and other flammable materials are hazardous to the health and safety of residents and are prohibited inside residence halls. Candles used as decorations are approved as long as they are never used for burning.
29. **Alcoholic Beverages:** Alcohol is prohibited on campus with the exception of Arbor Park, Butler and Gentle Halls where all residents of the room are 21 years of age or older and agree to allow alcohol in the room. Students under the age of 21 who are found in possession of alcoholic beverages or alcoholic beverage containers or remain in an area where alcohol is being possessed or consumed will face disciplinary action. Students who are 21 or older and provide alcohol to a minor will face disciplinary action.
30. **Dangerous Devices:** Possession, use, or threatened use of firearms, fireworks, ammunition, explosives, chemicals, or any other objects as weapons on University property or at University sponsored or supervised activities is prohibited.
31. **Controlled Substances:** Illegal use, possession, or furnishing of controlled substances as defined by Chapter 475 of the Oregon Revised Statutes and regulations adopted thereunder, on University owned or controlled property or at University sponsored or supervised activities is prohibited.
32. **Quiet Hours:** Quiet hours are established and outlined in The Guide to Residential Living. Noise must be kept to a minimum and at a level which will not disturb other residents.
33. **Disorderly Conduct:** Conduct resulting from drunkenness, unreasonable noise, or behavior that results in unreasonable annoyance is prohibited.
34. **Standards of Conduct and Policies Governing Student Life:** Disciplinary sanctions as serious as expulsion or suspension from the University or eviction from University Housing may be imposed against any student found guilty of committing, attempting to commit, or intentionally assisting in the commission of any of the offenses listed in the Student Conduct Code.
35. **Exceptions to any Provision of this Contract:** Exceptions may be requested by petition. Petition forms are available in the office of University Housing. Exceptions granted to one provision of this contract shall not be construed as waiver of any other provisions. The final determination on exceptions to contractual provisions lies wholly within the discretion of the office of University Housing.
36. **Assignment:** This contract is not assignable without the prior written consent of the office of University Housing. It may be declared void by the University should such an unapproved assignment be attempted.

RESIDENTIAL CONTRACT – SUMMER SESSION & SUMMER STAYOVER 2019

Student Name: _____ Student V#: _____

I agree to all the terms, conditions, and covenants set forth in this agreement. I have read and retained my copy of this agreement and understand it is binding for the period of:

- | | |
|--|---|
| <input type="checkbox"/> 1 st 3-week session (June 24 – July 12) \$480 | <input type="checkbox"/> 2 nd 3-week session (July 22 – Aug 9) \$480 |
| <input type="checkbox"/> 3 rd 3-week session (Aug 19 – Sep 6) \$480 | <input type="checkbox"/> 1 st 4-week session (June 24 – July 19) \$648 |
| <input type="checkbox"/> 2 nd 4-week session (July 22 – Aug 16) \$648 | <input type="checkbox"/> 6-week session (June 24 – Aug 2) \$984 |
| <input type="checkbox"/> 8-week session (June 24 – Aug 16) \$1,320 | <input type="checkbox"/> 10-week session (June 24 – Aug 30) \$1,656 |
| <input type="checkbox"/> Summer Stayover Program (pre-approval required): \$2,376.00 (June 17: \$384; July 1: \$744; August 1: \$744; September 1: \$504). | |

Student Signature

Date