

# WESTERN OREGON UNIVERSITY (WOU) - UNIVERSITY HOUSING AND CAMPUS DINING

## 2021-22 ACADEMIC-YEAR HOUSING CONTRACT - TERMS AND CONDITIONS OF OCCUPANCY

### THIS IS A FULL-ACADEMIC - YEAR CONTRACT

UPPER-DIVISION STUDENTS INTERESTED IN A ONE TERM LIMIT ON THEIR CONTRACT SHOULD COMPLETE THIS CONTRACT AND THEN CALL UNIVERSITY HOUSING - PRIOR TO MOVE IN - TO REQUEST A ONE TERM LIMIT ON THEIR CONTRACT.

503-838-8311

~ \$150 ONE TERM FEE APPLIES ~

### I. RESIDENTIAL LIVING CALENDAR: The 2021-22 schedule for opening and closing of residence halls and residential dining: *Subject to change*

	<u>FALL 2021</u>	<u>WINTER 2022</u>	<u>SPRING 2022</u>
Opening Date(s):	9/19-9/20, 2021	Sunday, 1/2/22	Sunday, 3/27/22
Opening Time:	9 am by appointment	Noon	Noon
Closing Date:	Friday, 12/10/21	Friday, 3/18/22	Friday, 6/10/22
Closing Time:	5 pm	5 pm	5 pm

**End of Contract Closing Date for Arbor Park:** Saturday, 6/11/22, 4:30 pm

An academic year contract in Arbor Park housing is inclusive of all vacation/break periods. Residents checking into or out of Arbor Park quarterly or mid-term will not have access during vacation/break periods prior to check in or immediately following check out.

### II. GENERAL CONTRACTUAL OBLIGATIONS:

- A. **FIRST-YEAR STUDENTS:** Students who enroll at WOU within one year of high school graduation regardless of class standing must live on campus for the full academic year (Fall, Winter and Spring). Exceptions to this requirement may be requested by petition. Exceptions that are generally approved include: living at home with parents within a 30 mile radius of Monmouth, Oregon, having a dependent that is living with you, or marriage/registered domestic partnership. Other exceptions are generally not approved. If waiver of the live-in requirement is approved after moving in, a \$10.00/day for days remaining in the contract cancellation fee will be applied to the student's account. First-Year students may request a one term contract if they have an approved waiver of the live-in requirement and must pay the \$150 one term fee prior to check-in.
- B. **CONTRACT CANCELLATION FEES:** Students who cancel this contract prior to the end of their contract, but remain enrolled at WOU, will be charged \$10.00/day for the remainder of the contract. This includes first-year students who have the first-year live-in requirement waived to move home, care for a dependent, get married, enter into a registered domestic partnership, or for any other approved reason.
- C. **REQUIRED CREDITS PER TERM:** Housing is provided for Western Oregon University undergraduate (8 credits or more) and graduate (6 credits or more) students during each academic term for the duration of this contract. Students must petition to lower this requirement in a given term. Students may be dual-enrolled at a community college or other university with verification of dual-enrollment registration.
- D. **CONTRACT EXCEPTIONS:** Exceptions to this contract may be requested by petition. Petition forms are available at University Housing. Exceptions granted to one provision of this contract shall not be construed as a waiver of any other provisions. The final determination on exceptions to contractual provisions lies within the discretion of University Housing.

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

- A. **CONTRACT YEAR:** 9/19/21 – 6/10/22 for residence hall students and 9/19/21 – 6/11/22 for Arbor Park students. Early arrivals' contract year begins upon the date of check-in.
- B. **RESIDENT:** Any WOU student, staff, or faculty who lives in University owned campus housing. All residents are bound by the Guide to Residential Living and the Code of Student Responsibility.
- C. **COMMUNITY:** A unified body of individuals who live together on a floor, in a pod, or in a building.
- D. **UNIVERSITY HOUSING AND CAMPUS DINING (UHCD) STAFF:** Please see the Office of University Housing organizational chart or visit our staff page online at: <http://www.wou.edu/housing/>.

- E. **LIVE-IN PROFESSIONAL STAFF RESIDENT DIRECTOR (RD):** Responsible for the overall operation of assigned residence hall(s) or apartments. Supervises Resident Assistant staff, serves as conduct officer, resource person, and emergency response person to students.
- F. **RESIDENT ASSISTANT (RA):** Upper-Division student who lives in the hall and manages a residential community (floor, pod, wing, building). The RA serves as an advisor, policy enforcer, programmer, and resource person to students.
- G. **HALL:** Residential building that houses students / faculty / staff.
- H. **UNIVERSITY PROPERTY:** Property, equipment, and materials which WOU owns and for which the University has responsibility.

#### IV. TERMS AND CONDITIONS OF OCCUPANCY

This contract is designed so that the residents who abide by the contract receive the greatest benefit. The Terms and Conditions of Occupancy are based on the established educational goals of the University, consideration for other residents, health and safety standards, compliance with established laws, and the University's Code of Student Responsibility.

If a student does not comply with the Terms and Conditions of Occupancy, the policies set forth in The Guide to Residential Living, or the Code of Student Responsibility, the student may be subject to disciplinary action, including eviction, with financial consequences. Questions concerning any of the terms and conditions, should be directed to the office of University Housing.

**One Term Contract:** Upper Division and Transfer students have the option to request a one term contract, renewable each term. First Year students who live within a 30 mile radius of Monmouth, Oregon may also request a one term contract with an approved waiver. To do so, complete this contract, then call University Housing before moving into the halls (503-838-8311) to pay the \$150.00 one term fee. This contract is an academic year contract unless the \$150 fee is paid prior to check-in. A student cannot convert an academic year contract to a one term contract after moving onto campus. One term contracts are not available Spring Term.

#### A. RESIDENTIAL DINING:

1. **Meal Plan Options:** The Residential Meal Plan options are noted in the Room and Board rate table on page 4 of this document.
2. **General Meal Plan Information:** At the beginning of each term, food dollars are deposited into individual resident accounts and the overhead expense will be included with meal plan charges. With the exception of Arbor Park residents, purchase of a Residential Meal Plan is required each term. Residents may purchase food at any location on campus at any available time. Because residents pay for foodservice overhead expenses, residential students enjoy up to a 30% discount (unless otherwise specified) for prepared food items purchased at the Valsetz Food Court. Menu items are individually priced. Purchases at other campus restaurants are priced at full retail because the residential meal plan does not prepay overhead expenses for those restaurants.

Regular meal service in Valsetz Dining Hall will be determined for Fall Term. Meal hours are subject to change to accommodate holidays, vacation periods, campus closures and delays, and the beginning and ending of a term.

Meals can be purchased for guests as long as the cardholder is present. Do not remove dishes, trays, or silverware from Valsetz. We plan to provide Take-out containers (Re-WOUables) this year, if regulations governing the pandemic allow. Remaining balances at the end of the term transfer over to Winter and Spring Terms. Refunds are not given for unused food dollars at the end of any term or at the end of the academic year. Balances should be used by the end of Spring Term. A Financial Commitment to renew housing through the Housing Renewal Process (must be completed by 5:00 pm, on the last day of the academic year. Late requests can not be accepted) allows unused food dollars (\$20 or more) to carry over to a Residential Meal Plan or Wolf Bonus Account\*(WBA) for the next contract year. Additional food dollars can be deposited during Campus Dining office hours with a minimum of \$20.00 – cash, check, credit/debit cards accepted. \*To have leftover meal plan dollars transferred to a WBA, please submit a petition by 5:00 pm on the last day of the academic year to the Campus Dining Office. Late requests can not be accepted.

Meal plan changes are not allowed once the term begins. Meal plan changes are allowed for the following term before the term begins. Meal plan change requests can be emailed to [housing@wou.edu](mailto:housing@wou.edu)

#### B. CHARGES/FEES

1. **Room and Board Charges:** Room and board rates appear in the Room and Board Rate Table following and do not include Winter Break and Spring Break (Thanksgiving Break is included in the rates). Students not living in the Arbor Park Complex may remain on campus during the vacation breaks at the following rates:

Winter Break: \$250.00

Spring Break: \$100.00

If access to a resident's room is requested during a break there will be a \$35.00 charge per access to room. Students who will not be returning the following term are not eligible to stay during the breaks. Resources and staff support are limited during vacation periods. Therefore, students may be relocated with other students during and meal service may not be available during vacation periods.

No fee is assessed to Arbor Park residents for staying over the breaks.

The Western Oregon University Board of Trustees has authority to modify charges during any academic year if cost expectations on which charges are based substantially exceed present estimates. This includes any substantial increases in energy costs.

- 2. **Housing and Dining Refunds:** If a decision is made to close the Western Oregon University campus, University Housing and Campus Dining will consult with campus and state/federal health authorities to determine which, if any, residence halls will remain open. If Residence Halls remain open and students choose to return home refunds/credits will not be issued to student accounts. If residents are not allowed to stay on campus, refunds/credits will be determined based on the time remaining in the quarter and other fixed costs including but not limited to personnel, debt, and the operations costs of University Housing that do not occur on a daily prorated basis.
- 3. **Prorating of Charges and Refunds:** Students who live in a residence hall less than the full term will be assessed room and dining overhead charges on a prorated basis by the day, except under the following circumstances:
  - a. Moving into a hall during the first ten days of a term, the student will be charged from the first day of the term.
  - b. Moving into a hall during the last ten days of a term, the student will be charged for a minimum of ten days.
  - c. Checking out of a hall properly during the first ten days of a term, the student will be charged a minimum of ten days.
  - d. Checking out of a hall properly during the last ten days of a term, the student will be charged through the last day of the term.

In calculating room and board charges, the date which a student officially checks out of their room with a staff member will be used to prorate charges rather than the date the student withdraws from the University. Students must check out of their rooms with a residential staff member before leaving campus. If a student moves out and does not check out prior to leaving at the end of a term, the student will be charged for 10 days minimum room and board or until the student checks out properly, whichever is greater. Charges will continue to be assessed until the student has checked out properly. However, in no case will the prorated charges be based on a check-out date earlier than the date the student officially withdrew from the institution.

- 4. **Payment:** Room and board payments are to be made online, or at the Cashier's window of the Business Office in the Administration Building. Payment needs to be made on or before the due date listed in the academic calendar of the Schedule of Classes each term in order to avoid penalties. 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. The revolving charge policy statement is available from the Business Office. If the revolving charge plan is used, a minimum of 1/3 of the room and board payment must be made by the first of each month (regardless of what is due on the student's account). Eviction from your residence hall or apartment may result if room and board payments become past due. Students whose accounts are past due may not be eligible to reserve on-campus housing for the next academic year.
- 5. **Food Dollar Refund:** Refunds are determined by the check-out date rather than the date the student withdraws from the University. **\*NOTE:** Food dollar balance refunds will ONLY be based on the current term's balance. Any food dollars rolled over from previous terms are only available for student use (purchase and consumption of food) and are never eligible for refund. See the Food dollar refund schedule for contract cancellation during a term.

<b>BEFORE the close of . . .</b>	<b>% of Balance Refunded</b>
The first day after the Residence Halls open . . . . . <i>(Fall - 9/20/21, Winter - 1/3/22, Spring - 3/28/22)</i>	<b>100%</b>
The 14th calendar day after classes begin . . . . . <i>(Fall - 10/11/21, Winter - 1/17/22, Spring - 4/11/22)</i>	<b>85%</b>
The 21st calendar day after classes begin . . . . . <i>(Fall - 10/18/21, Winter - 1/24/22, Spring - 4/18/22)</i>	<b>50%</b>
The 28th calendar day after classes begin . . . . . <i>(Fall - 10/25/21, Winter - 1/31/22, Spring - 4/25/22)</i>	<b>25%</b>
<b>After the 28th calendar day after classes begin</b>	<b>0%</b>

- 6. **Cancellation of Contract:** Eligible students may be released from the contract by any one of the following options: (a) paying \$10.00 per day for every day of service remaining in the contract in compliance with policy (available to first-year students only if a waiver of the first-year live-in requirement has been granted); (b) withdrawing from school; (c) marriage /registered domestic partnership; (d) graduation. If a student re-enrolls at WOU within the contract period, the contract for housing space will automatically be reinstated. Students must consult with residential staff and UH and follow check-out procedures prior to moving out of the residence halls.
- 7. **Unpaid Debts:** Interest will be charged each month on any unpaid balance. Please see the Business Office for details on interest charges. In the event of unpaid debts, the University and State of Oregon collection procedures will prevail and collection charges will be assessed. Students are responsible for attorney fees and any other 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 referral charge. In addition, the collection agency will add the cost of their service to a student's account. Students are responsible for keeping the WOU Business Office informed of any name/address change until all liabilities and claims have been met satisfactorily. Unpaid debts to the University may preclude subsequent enrollment and housing in the University. Upon leaving the residence halls or apartments, the outstanding balance of this contract becomes due.

## C. BUILDING AND ROOM ASSIGNMENTS

- Hall Assignments:** Any student who does not receive a Fall Term hall assignment before arriving to WOU may see their [assignment online](https://www2.wou.edu/nora/portal.home) (https://www2.wou.edu/nora/portal.home) - *Look for University Housing Overview*. or receive their assignment at the University Housing office no later than 5:00 pm on the Friday before classes start for any given term. In the event of overbooking, it may be necessary to assign some students to units other than the one to which they were originally assigned or to temporary housing until residence hall space becomes available. In most cases, the latest applicants will be assigned to temporary housing. Students housed in temporary spaces will be charged the full multiple occupancy room and board rate. Assignment is made according to the date the completed application is received. Not all hall requests can be accommodated. University Housing reserves the right to make reassignments at any time based on the administrative needs of the residential program. In most cases, students are assigned with other students of the same gender only. Gender inclusive housing is available in Arbor Park, Barnum, and Ackerman halls. Hall and room assignments for students new to University Housing Winter and Spring Terms will be available on the opening day of the term (Winter: 1/03/22; Spring: 3/28/22).
- Late Arrivals:** Students arriving after their assigned check-in slot of the first term attending must notify University Housing in writing or the housing assignment may be canceled. If arriving after that time, please note the expected date and time of your arrival.
- Single Rooms:** Single rooms are assigned on a priority basis according to the dates of application and availability of space. Not all requests can be honored. University Housing will determine when a room may be used as a single room.
- Vacancy in a Double Room:** When a vacancy occurs in a double room, the remaining occupant must actively participate in finding a new roommate, accept their current room at the higher single rate, or move to a designated single room in the residence hall system.
- Refusal of a Roommate:** If there is a vacancy in an apartment during this contract, refusal (including, but not limited to verbal, behavioral, or other means of rejection) of a roommate or unwillingness to work with University Housing in finding a roommate will result in single occupancy status and single occupancy charges will be applied. Refusal of a roommate, as it is defined above, may also result in a new living assignment (to another room or hall) and/or disciplinary action.
- Room Checks During Breaks:** University Housing personnel will check all vacant rooms during Winter and Spring Break, and mid-term if needed. If a room is not left in ready condition for an incoming student, the previous resident(s) will at least be charged the appropriate cleaning/damage fees. Double occupancy rooms not left in ready condition for an incoming student may have their room designated single occupancy and then be billed at the higher single rate. Digital photos will be taken for documentation only and residents will be notified of rooms deemed not ready. Ready means that the following room amenities have no personal belongings: bed, desk, drawers, wardrobe/closet, bookshelf, and chair. Beds must be un-bunked. The floor space is clean and free of any items. No furniture can be combined in any way. Common area space must be clean, floors vacuumed, and trash removed from the room.
- Room Changes:** All students requesting room changes must go through the room change process, which requires a conversation with roommate(s), the RA, and the RD. The RD must approve room changes prior to a move being authorized. Room changes may not take place until after the Monday of the third week of the term. Refer to The Guide to Residential Living for further details. Changing rooms without authorization or failure to follow the room change guidelines outlined in this contract and The Guide to Residential Living will result in disciplinary action and a \$150.00 improper room change fee.
- Check-out:** As a part of the check-out process, students are responsible for turning in room keys and/or fobs and completing a final inventory of the room with a residence hall staff member. Additionally, the room must be cleaned and ready for occupancy. Failure to follow or to complete the check-out process will result in an improper check-out charge. A late check-out fee of \$25.00 per every half hour will be assessed for students who check out after 5:00 p.m. without prior approval; day fees will be applied as needed. Meal cards are no longer valid upon checking out of the halls. Alternatively, students have the option of using the Express Check-out Process\*. End of year Residence hall check-outs must occur by 5:00 p.m. on June 10, 2022. Arbor Park residents must check-out by 4:30 pm on June 11, 2022. Students participating in or assisting with Commencement exercises on June 11, 2022 may request a late check-out by filling out a residential contract petition from UH. Petitions are also required for any mid-term departure, prior to check-out, and mid-term checkouts must be completed by 5:00 p.m. at the end of the term which students are checking out of.  
  
\***Express Check-out:** Students sign up for an Express Check-out, complete both sides of the Express Check-out envelope (improper check-out fees will apply for incomplete envelopes), put their housing keys/fobs in the envelope and leave the signed, sealed envelope in their top desk drawer. Students waive their rights to a check-out with University Housing staff and accept responsibility for all damages and cleaning fees (or their portion thereof) in their room, apartment, floor, and building and any charges placed on their account as a result of said damages and cleanliness issues. No appeal of charges will be considered when students have *the option to choose* an Express Check-out. If Express Check-outs are the only option available to students, an appeal of charges may be considered.
- Eviction:** Students evicted for conduct prohibited by WOU, state or federal laws, and/or this document, or who are evicted for nonpayment of institutional charges, will be responsible for full room and board charges through the date of the eviction and \$10.00 per day for every day of service remaining in the contract.
- Assignment:** This contract is not assignable without the prior written consent of University Housing. It may be declared void by the University should such an unapproved assignment be attempted.

RESIDENCE HALL ROOM AND BOARD RATES - 2021-22 (Fall Term is a 12 week term, Winter and Spring Terms are 11 week terms)

Rates listed are per person

Double and Triple accommodations are available only to students with confirmed roommates in designated spaces.

	ANNUAL	FALL	WINTER	SPRING		ANNUAL	FALL	WINTER	SPRING
Standard Double #1 - 2/room - Landers	\$5,737	\$2,008	\$2,008	\$1,721	Dining Overhead	\$2,422	\$848	\$848	\$726
Single 1/room - Heritage, Landers, Ackerman	\$7,574	\$2,651	\$2,651	\$2,272	Meal Plan #1	\$3772 = Dining Dollars + Dining Overhead	\$450 Dining Dollars + \$848 Dining OH = \$1298 Term Total	\$450 Dining Dollars + \$848 Dining OH = \$1298 Term Total	\$450 Dining Dollars + \$726 Dining OH = \$1176 Term Total
Super Single - 1/ larger room - HER, LAN, ACK	\$8,242	\$2,885	\$2,885	\$2,472		Meal Plan #2	\$4222 = Dining Dollars + Dining Overhead	\$600 Dining Dollars + \$848 Dining OH = \$1448 Term Total	\$600 Dining Dollars + \$848 Dining OH = \$1448 Term Total
Triple - 3/suite - Barnum, Butler, Gentle	\$5,737	\$2,008	\$2,008	\$1,721	Meal Plan #3		\$4672 = Dining Dollars + Dining Overhead	\$750 Dining Dollars + \$848 Dining OH = \$1598 Term Total	\$750 Dining Dollars + \$848 Dining OH = \$1598 Term Total
Deluxe Double - 2/suite - Barnum, Butler, Gentle	\$7,112	\$2,489	\$2,489	\$2,134					
Single (suite) - 1/suite - Barnum, Butler, Gentle	\$8,686	\$3,040	\$3,040	\$2,606					
Standard Double #2 - 2 /room - Ackerman, Heritage	\$6,580	\$2,303	\$2,303	\$1,974					
Arbor Park Apartment - 4/ four bedroom apartment	\$7,400	\$2,590	\$2,590	\$2,220					

(OH) The total of our operational business costs each term for having our dining locations open.

ALL RATES INCLUDE DATA LINE ACCESS, WIRELESS NETWORK, MOVIE STREAMING SERVICE, \$23/TERM SOCIAL ACTIVITIES FEE, & \$30/TERM LAUNDRY FEE

You may also view the rates online at: [Housing and Dining Costs](#)

#### D. 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 their 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 at the student's own expense to cover such loss.

#### E. FACILITIES

- Custodial:** Students are responsible for cleaning their own room and for transporting personal trash to the dumpsters adjacent to each hall. In all residence halls, the University Custodial Staff will clean all public areas, common bathrooms, and hallways on a regular basis and may do major cleaning during breaks in the academic year (Winter/Spring). However, custodial staff will not service individual student rooms or remove personal trash for students. Students leaving room trash for removal by custodial staff will be charged a minimum \$25.00 cleaning fee and may face disciplinary action.

Bathrooms are cleaned on a regularly scheduled basis. Please consult The Guide to Residential Living and postings in individual bathrooms for scheduled cleaning times. Students may not access bathrooms while a bathroom is being cleaned by Custodial staff. Toilet paper is provided in each bathroom facility except Arbor Park. Misuse of supplied paper products will result in disciplinary action and fees to student accounts.

- Damage and Repairs:** Students are financially responsible for any damage to their assigned room and furnishings, other than normal wear and tear. Assessment of normal wear and tear will be made by a University Facilities Services employee. University personnel will make repairs; students are not permitted to make or contract for repairs. Damages intentionally or negligently caused by a student to other areas of the residence halls and grounds, furnishings, or equipment are the responsibility of the student.

**Damages to common areas of a unit:** If the individual(s) causing damages to common areas cannot be identified, the members of that community may be billed a prorated portion of the entire cost of repair and/or assessed charges. Community area damages will be charged to student accounts on a monthly or quarterly basis. When billing common area damages to student accounts, a \$5.00 per billing administrative fee will be applied to each student account.

- Doors:** Hallway doors and fire doors may not be propped open.
- Keys/Fobs:** Students will be issued room key(s) or fob(s) upon checking into the residence halls. Students are responsible for notifying the RSC when keys or fobs are lost or stolen. A lock change will occur and a charge of \$25.00 to \$75.00 for the room key and/or fob will be charged. This also applies to keys or fobs not returned upon check-out. There will be a \$25.00 replacement charge for keys or fobs that are returned in damaged condition. Keys or fobs may not be loaned or duplicated. Students locked out of their rooms more than five (5) times during the academic year will be charged \$10.00 per lock-out thereafter.
- Room Access:** Regularly scheduled and announced room inspections and Fire/Life Safety inspections will be held by University personnel (or their designated representatives) for maintenance, safety, health, and sanitation purposes, and when reasonable suspicion exists that a violation of the Code of Student Responsibility is occurring. Authorized personnel may enter student rooms for purposes of maintenance, securing facilities for breaks, in response to emergencies, or when reasonable suspicion exists that behavior in violation of University policy is occurring. Residents will be notified when their room is accessed when they are not present.
- Building Exterior:** Posting of signs, erecting of aerials, antennas, etc. on the exterior of buildings is prohibited. Students are not allowed on roofs or allowed to climb up the sides of the buildings. Students may not climb in or out of the windows or remove window



screens. University staff will retrieve any articles on the roof, and a charge will be assessed to the student's account. Items should not be stored on the catwalks or in other fire egress pathways.

7. **Use of Facilities:** Unauthorized entry to, or use of, institutional facilities, including buildings and grounds, is prohibited. Use of WOU residential facilities is limited to the residents, their escorted guests and other persons specifically authorized by WOU authorized personnel. The presence of any nonresident of the hall not authorized by WOU authorized personnel at a time other than during regular visiting hours (whether escorted by a resident of that hall or not) or when not an escorted guest of a hall resident constitutes a trespass. Those trespassing on the premises of University residential facilities may be arrested and, if convicted, could be punished under ORS 164.245 or 164.255.

## F. FIRE/LIFE SAFETY

1. **Inspections:** Under the direction of the State Fire Marshal, residential staff will conduct an initial fire/life safety inspection of all residence halls in October. Students will be given at least 24 hours notice and must grant access, subject only to reasonable delay to ensure proper attire. A follow-up inspection will occur if the initial inspection reveals safety violations. General inspections may also occur throughout the year. See the Fire/Life Safety Guide on the University Housing website for more details.
2. **Fire Drills:** Fire Drills will be held once a term to ensure that students are familiar with emergency evacuation procedures. Buildings must be vacated immediately each time the fire alarm sounds. See The Guide to Residential Living for specifics regarding building egress.
3. **Tampering with Fire Equipment:** A minimum charge of \$100.00 will be assessed for tampering with fire alarms, smoke detectors, or other fire/life safety equipment (including, but not limited to, disconnecting or removing the battery or by other means rendering the smoke detector inoperable, and the removal of fire EXIT signs).
4. **Electrical Appliances/Halogen Lamps/Extension Cords:** Electrical appliances may only be used in their proper places (hall kitchens, and Arbor Park Apartments). Use of blenders, single element burners, toasters, toaster ovens, or any appliance with an exposed heating surface, as well as lamps with any type of halogen bulb are not allowed. All extension cords must be insulated, grounded, and have surge protection.
5. **Candles, Incense, and Flammable Materials:** Candles, incense, torches or open flame devices are prohibited in residence halls and apartments. Use of candles and/or incense for birthdays and religious purposes may be allowed within pre-approved, designated areas. (Approved in advance by University Housing petition.)

## G. GENERAL POLICIES

The following are common policies associated with on campus living. Other policies are listed in *The Guide to Residential Living* and the *Code of Student Responsibility*, which are extensions of this contract. Disciplinary action may result if any student is found committing, attempting to commit, or intentionally assisting in the commission of any of the prohibited behaviors listed in the *Code of Student Responsibility*, *The Guide To Residential Living*, and this contract. For copies of these documents, please contact UH or refer to the WOU website and do a search for these documents.

1. **Alcohol:** Alcohol is prohibited on campus with the exception of Arbor Park, where all residents of the apartment are 21 years of age or older and agree to allow alcohol in the apartment. 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.
2. **Airflow:** All vents and ducts must remain unobstructed to ensure comfort for all residents.
3. **Bathtubs/Showers:** To prevent damage, the shower doors/curtains must be closed when using the bathtub or shower.
4. **Bicycles:** Bicycle racks are located outside of each building. Do not lock bicycles to railings or posts. When bringing a bicycle into a building, please carry your bicycle. Riding bicycles or any other wheeled recreational vehicle in the halls is prohibited.
5. **Controlled Substances:** Illegal use, possession, or furnishing of controlled substances as defined by chapter 475 of the Oregon Revised Statutes and regulations adopted there under, on University owned and controlled property or at WOU sponsored/supervised activities is prohibited.
6. **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, except as expressly authorized by law or University regulation, are prohibited.
7. **Guest Conduct:** Students are responsible and financially accountable to the University for the presence and conduct of anyone invited to visit or in whose visit the student has acquiesced. This section does not apply to the conduct of an assigned roommate unless such conduct occurred jointly, concurrently, in concert, or by common plan or design with the student, or was ratified by the student after the fact.
8. **Lost or Abandoned Property:** Items left in residence hall rooms or public areas will be inventoried and stored 30 days. After 30 days these items will be discarded. Individuals seeking to retrieve these items should contact University Housing.

9. **Mailboxes:** Mailboxes must be checked at least once a week and at the end of every term. Students leaving mail unchecked in their boxes may face fines and/or disciplinary action. All residence hall mail, including Arbor Park, is delivered to the Residential Service Center. Tampering with another student's mail is a Federal offense and if tampering occurs, students will face severe penalties. Suspicious packages will be held by University Housing staff and may require that students open the package in the presence of a staff person. Unidentified mail will be returned to sender. If no sender address is listed, the mail will be opened by authorized university personnel.
10. **Marijuana:** The university prohibits illegal possession or use of drugs or alcohol by students, faculty, or staff. Federal law does not allow the use of medical marijuana or recreational use of marijuana as legalized by some states. Since WOU must comply with federal law, marijuana use is strictly prohibited in all situations.
11. **Pets:** Aquarium fish in aquarium tanks up to 10 gallons are permitted. No other pets are permitted. Feeding and harboring of stray animals is also a violation of the pet policy. Violations are subject to a \$150 fine.
12. **Quiet Hours:** During quiet hours, noise must be kept at a level that will not disturb other residents. General quiet hours are 11:00 p.m. - 8:00 a.m. Sunday - Thursday; Midnight - 10:00 a.m. Saturday and Sunday. Extended quiet hours are enforced during Prep Week and Finals Week.
13. **Service and Emotional Support Animals:** Service and ESA are allowed in the residence halls but require prior authorization and certification through the Office of Disability Services (<http://www.wou.edu/disabilityservices/applylogin/>). Service animals in training are not allowed to live with their trainers in the residence halls.
14. **Storage:** Residents of each apartment in Arbor Park should agree who is entitled to common storage space. Each apartment kitchen has locking cupboards in the event that an individual needs to lock personal cooking items away. Keys to the kitchen cupboards will not be checked out initially upon move in. However if residential staff determine that individuals within an apartment require this added security, keys to the cupboards will be checked out to members of the apartment. Loss of key will result in a \$25.00 fee.
15. **Tobacco:** Smoking (inhaling, exhaling, burning or carrying any lighted or heated tobacco product, including legal smoking substances that are not tobacco and smoking instruments), and tobacco (including but not limited to, cigarettes, cigars, shisha pipes, water pipes (hookah), electronic cigarettes, and all forms of smokeless tobacco including but not limited to, chew, snus, snuff, sticks strips and orbs) use (including smoking, chewing, dipping or any other use of tobacco products) is prohibited on all property and in all vehicles on university property. Tobacco may not be sold or distributed on any university property.

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**ACADEMIC YEAR HOUSING CONTRACT - THIS CONTRACT IS REQUIRED FOR ALL RESIDENTS and COVERS A FULL ACADEMIC YEAR. I have read and agree to all the terms, conditions and covenants set forth in this contract. I understand that this contract is binding for the 2021-22 academic year (or remaining portion thereof), unless I withdraw my enrollment at Western Oregon University and formally check out of my housing accommodations by following procedures listed in Section IV, Article C#8. I understand that charges will continue to be assessed until I have checked out of my room/apartment properly regardless of my enrollment status at Western Oregon University.**

*- Can't commit to live on campus for a full year? If you are eligible (see below) Call University Housing to ask about a one term limit on your contract - you must call prior to Move-In day for the term which you are applying for.*

**If you qualify and want to limit your contract to one term, COMPLETE THIS CONTRACT, then call University Housing (503-838-8311), prior to Move-In day to request a one term limit on your contract. You will be required to pay the \$150 one term fee at that time to limit your contract to one term. *One term contracts must be requested and paid before Move-In day of the term which you have applied for.* NOTE: Without payment of the \$150 one term fee this contract will stand as a full year contract.**

**Questions? Contact University Housing at: 503-838-8311 or [housing@wou.edu](mailto:housing@wou.edu)**

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*The Guide to Residential Living and the Code of Student Responsibility can be found online at: <http://www.wou.edu/housing/printed-documents/>*

*Please review these documents prior to your arrival on campus.*