

WESTERN OREGON UNIVERSITY - UNIVERSITY HOUSING AND CAMPUS DINING

2011-12 HOUSING CONTRACT - TERMS AND CONDITIONS OF OCCUPANCY

THIS IS AN ACADEMIC YEAR CONTRACT
UPPERCLASS STUDENTS INTERESTED IN A TERM ONLY CONTRACT
SHOULD CHECK THE BOX ON THE FINAL PAGE OF THIS DOCUMENT
& SUBMIT WITH THE \$150 TERM CONTRACT FEE
~ TERM CONTRACTS REQUIRE AN ADDITIONAL FEE ~

II. RESIDENTIAL LIVING CALENDAR: The 2011-12 schedule for opening and closing of residence halls and residential dining:

	<u>FALL 2011</u>	<u>WINTER 2012</u>	<u>SPRING 2012</u>
Opening Date/Time	Sunday 9/18 9 am	Sunday 1/08 Noon	Sunday 4/1 Noon
Closing Date/Time	Friday 12/9 5 pm	Friday 3/23 5 pm	Friday 6/15 5 pm
First Meal	Dinner Sunday 9/18	Dinner Sunday 1/08	Dinner Sunday 4/1
Last Meal	Lunch Friday 12/9	Lunch Friday 3/23	Lunch Friday 6/15

II. GENERAL CONTRACTUAL OBLIGATIONS:

- A. FIRST YEAR 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 WOU, having a dependent that is living with you, or marriage. Other exceptions will be evaluated, but are generally not approved. If waiver of the live-in requirement is approved, a \$7.00/day cancellation fee will be applied to the student's account.
- B. CONTRACT CANCELLATION FEES:** Students who cancel this contract prior to June 15, 2012, but remain enrolled at WOU **will be required to pay \$7.00 per day** for the remainder of the contract. This includes first year students who have the freshman live-in requirement waived to move home, care for a dependent, get married, or for any other APPROVED reason.
- C. REQUIRED CREDITS PER TERM:** Housing is provided only for full-time Western Oregon University undergraduate (12 credits or more) and graduate (9 credits or more) students during each academic term for the duration of this contract. Students may drop below 12 credits for one term with approval by petition. Dropping below the credit limit does not necessarily preclude first-year students from living on campus. Students may be dual-enrolled with verification of approved dual-enrollment application by the WOU Financial Aid Office.
- D. SMOKING:** Smoking is NOT permitted inside buildings and is not allowed within 40 feet of any building on campus. There are designated covered smoking areas near within the residential complex.
- E. EXCEPTIONS to any Provision of this Contract:** Exceptions may be requested by petition. Petition forms are available at University Housing and Campus Dining. 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 and Campus Dining.

III. DEFINITIONS

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

- A. CONTRACT YEAR:** September 18, 2011 – June 15, 2012. Early arrivals' contract year begins upon the date of check-in.
- B. DEAN OF STUDENTS:** University employee who is the chief fiscal and facilities/operations officer for University Housing. Serves as chief conduct officer for WOU. Reports to the Vice President for Student Affairs.
- C. ASSOCIATE DIRECTOR, HOUSING:** Supervises the Residential Service Center operations and employees, coordinates department marketing initiatives, assists with facilities operations. Reports to the Dean of Students.
- D. ASSISTANT DIRECTOR, HOUSING, RESIDENTIAL PROGRAMS:** Selects, trains and supervises residential staff and facilitates residential programming. Reports to the Dean of Students.
- E. ASSISTANT DIRECTOR, ACADEMIC INITIATIVES & LEADERSHIP:** Advises the Residence Hall Association Executive Board, General Assembly, and NRHH. Assists with weekend programming initiatives. Reports to the Associate Director.
- F. COORDINATOR, HOUSING OPERATIONS & CONFERENCE SERVICES:** Facilitates & coordinates all aspects of the summer conference program, and is responsible for the recruitment of staff and

conference groups for summer conferences. Manages and operates the Residential Service Center (RSC). Supervises RSC Staff, Hall Hosts and the Green Team. Reports to the Associate Director.

- G. FOODSERVICE DIRECTOR:** Responsible for all dining locations on campus. Supervises campus Foodservice Managers, manages campus dining and the dining access computer system. The Foodservice Director reports to the Vice President for Student Affairs.
- H. AREA COORDINATOR (AC):** University employee responsible for the overall operation of specific residence hall(s) within the Residential Complex. Supervises Resident Assistant staff, serves as conduct officer, resource person, and emergency response person to students. ACs report to the Assistant Director, Residential Programs.
- I. RESIDENT ASSISTANT (RA):** Upper class student who lives in the hall and manages a community of 25-35 residence hall students. The RA serves as an advisor, peer counselor, policy enforcer, programmer, and resource person to students. RAs report to the Area Coordinator.
- J. HALL:** Residential area that houses between 70 and 415 students.
- K. UNIVERSITY PROPERTY:** Property, equipment, and materials which WOU owns and for which the University has responsibility.

IV. TERMS AND CONDITIONS OF OCCUPANCY

The contract, with its *Terms and Conditions of Occupancy* 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, and 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 penalties. Questions concerning any of the terms and conditions, or any other aspect of residence hall life, should be directed to University Housing and Campus Dining.

One Term Contract Period: Students who are non-freshmen have the option to request a one-term contract. To do so, please check the box at the end of this document and include the \$150.00 term contract fee. **This Contract is Academic Year only – unless the "Term Contract" box is checked and the \$150 fee is paid with this signed contract.** 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:

- Meal Plan Options:** The Residential Meal Plan options are noted in the table on the next page.
- General Meal Plan Information:** At the beginning of each term, food dollars will be deposited into individual resident accounts and the overhead expense will be paid for up front. With the exception of Arbor Park residents, purchase of a Residential Meal Plan is required each term. Residents will be able to purchase food at any location on campus at any available time. All food items at Valsetz Dining Hall will be wholesale priced for residential meal plans, because the overhead costs are paid up front. Menu items will be individually priced allowing residents to eat meals in the dining room or take items out of the building. Purchases at other campus restaurants located in Werner University Center will be priced at full retail prices because the residential meal plan does not prepay overhead expenses for those restaurants.

Regular meal service in Valsetz Dining Hall includes: Breakfast, Lunch, Dinner, and Late-Night, Monday - Friday; and Brunch, Dinner, and Late Night on Saturday and Sunday. Snacks and drinks are available between regular meal hours. Meal Hours are subject to change or modification to accommodate holidays 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. Take out containers are provided. Remaining balances at the end of the term will transfer over to Winter and Spring Terms. **Refunds will not be given for unused food dollars at the end of the academic year or if a student withdraws from the University mid-term/mid-year.** Dollars must be used by the end of Spring Term. With the exception of a signed Financial Commitment to Re-Contract, unused dollars cannot transfer to another account or carry over to the next year. Additional food dollars can be deposited during office hours with a minimum of \$20.00 – cash, check, credit/debit cards accepted.

Residents select a meal plan for the entire term each term. Meal plan changes are not allowed once the term has begun. Meal plan changes are allowed for the following term **before** the term begins.

B. CHARGES/FEEES

1. Room and Board Charges: Room/Board rates appear in the table at the bottom of this page, and do not include Thanksgiving, Winter and Spring Breaks. You may remain during the vacation at the rates set below. (No fee is assessed for Arbor Park residents.) For any part or all of Winter Break: \$200.00. For any part or all of Spring Break: \$100.00. There is not charge for Thanksgiving break. Students who will not be returning the following term, are not eligible to stay during the breaks. You may be relocated with other students who remain in the residence halls. Resources and staff support are limited during vacation periods.

The Oregon State Board of Higher Education 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. Prorating of Charges and Refunds: Students who live in a residence hall less than the full term will be assessed room and board charges on a prorated basis by the day, except under the following circumstances:

- Moving into a hall during the first ten days of a term, the student will be charged from the first day of the term.
- Moving into a hall during the last ten days of a term, the student will be charged for a minimum of ten days.
- Checking out of a hall properly during the first ten days of a term, the student will be charged a minimum of ten days.
- 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 his/her 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 Resident Assistant or Area Coordinator 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 checkout date earlier than the date the student officially withdrew from the institution. Refund schedules are available from University Housing.

3. 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. 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 University housing may result if room and board payments become past due. Students whose accounts are past due may not be eligible for reserving a housing space for the next academic year. Questions about room/board charges should be directed to University Housing.

4. Food Dollar Refund: Refunds are determined by the check out date rather than the date the student withdraws from the University. Food Dollar refund schedule for contract cancellation during a term:

<u>Before the close of ...</u>	<u>% of Balance refunded</u>
... the first day after the Residence Halls open (Fall - 9/19, Winter - 1/9, Spring - 4/2)	100%
... the 14 th calendar day after classes begin (Fall - 10/10, Winter - 1/23, Spring - 4/16)	85%
... the 21 st calendar day after classes begin (Fall - 10/17, Winter - 1/30, Spring - 4/23)	50%
... the 28 th calendar day after classes begin (Fall - 10/24, Winter - 2/6, Spring - 4/30)	25%
After the 28 th calendar day after classes begin	0%

5. Cancellation of Contract: Students may be released from the contract by any one of the following options: **(a) paying \$7.00 per day for every day of service remaining in the contract in order to comply with Oregon State Board of Higher Education policy** (available to freshmen only if a waiver of the freshman live-in requirement has been granted); (b) withdrawing from school; (c) marriage; (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 their RA/AC and the Office of University Housing **and** follow check out procedures prior to moving out of the residence halls.

6. 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. 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 15%-25% referral charge. In addition, the collection agency will add the cost of their service to a student's account. Collection fees could range from 20%-33% of the amount referred. 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, the outstanding balance of this contract becomes due.

C. BUILDING AND ROOM ASSIGNMENTS

1. Hall Assignments: Hall assignment information for Fall term is mailed at the end of July. Any student who does not receive Fall term hall assignments before arriving to WOU may pick it up at University Housing no later than 5:00 p.m. September 16, 2011. Because 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 room and board rate. Assignment is made according to the date the application is received. Not all hall requests can be

RESIDENCE HALL ROOM AND BOARD RATES – 2011-2012 *Fall Term is a 12 week, Winter and Spring Terms are 11 week terms*

Room and Board Overhead Fees

	<u>Annual</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Double Room #1 <i>2/room – Heritage/Landers</i>	\$6970	\$2440	\$2440	\$2090
Super Single <i>1/room – Heritage/Landers (1 occupant in a 2 person room)</i>	\$8700	\$3045	\$3045	\$2610
Designated Single <i>1/room – <u>Heritage Only</u> (1 occupant in a designated 1 person room)</i>	\$7760	\$2716	\$2716	\$2328
Deluxe Double <i>2/suite – Barnum/Butler/Gentle (2 occupants in a 3 person suite) - OR - 2/larger room – Ackerman (2 occupants in a larger 2 person room)</i>	\$7760	\$2716	\$2716	\$2328
Triple <i>3/suite – Barnum/Butler/Gentle (3 occupants in a 3 person suite)</i>	\$6970	\$2440	\$2440	\$2090
Butler Kitchenette <i>2/suite – Butler (2 occupants in a 2 person kitchenette)</i>	\$7930	\$2775	\$2775	\$2380
Ackerman Double <i>2/room – Ackerman</i>	\$7345	\$2571	\$2571	\$2203
Ackerman Single <i>1/room – Ackerman</i>	\$8820	\$2877	\$2877	\$2466

Food Dollar Plan and Fees**:

	<u>Annual</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Residential Meal Plan #1 <i>(approximately 10 meals per week)</i>	\$ 675	\$225	\$225	\$225
Residential Meal Plan #2 <i>(approximately 15 meals per week)</i>	\$ 1050	\$350	\$350	\$350
Residential Meal Plan #3 <i>(approximately 19 meals per week)</i>	\$ 1350	\$450	\$450	\$450
Residential Meal Plan #4 <i>(approximately 19 larger meals per week)</i>	\$ 1650	\$550	\$550	\$550
Residential Meal Plan #5 <i>(approximately 10 light meals per week)</i>	\$ 360	\$120	\$120	\$120
** Arbor Park Apts. <i>Individual Rate for shared apartment – <u>NO MEAL PLAN</u></i>	\$6200	\$2170	\$2170	\$1860
** Arbor Park Apts. w/MP <i>Individual Rate for shared apartment – <u>WITH A MEAL PLAN</u></i>	\$8162	\$2824	\$2824	\$2514

Students in Arbor Park Apartments are **NOT REQUIRED to have a meal plan during each academic term of this contract.

ALL RATES INCLUDE DATA LINE ACCESS, CABLE TV, \$20/TERM SOCIAL ACTIVITIES FEE AND LAUNDRY FEE

accommodated. **The University 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. A limited number of Gender Inclusive housing spaces are available for upperclass residents in Arbor Park. Hall and room assignments for students entering university housing Winter and Spring terms will be available at University Housing and Campus Dining on the opening day of the term (Winter: 1/08/12; Spring: 4/1/12).

2. **Late Arrivals:** Students arriving after 5:00 p.m. on move in day of the first term you are attending, must notify University Housing and Campus Dining in writing or the housing assignment will be canceled (if arriving after that time, please state the residence hall to which you have been assigned and the date and time of your arrival).
3. **Single Rooms:** Single rooms are assigned on a priority basis according to the dates of application for a single room and availability of space. Not all requests can be honored. University Housing and Campus Dining will determine when a room may be used as a single room.
4. **Vacancy in a Multiple Room:** When a vacancy occurs in a multiple room and continued multiple status is desired, the remaining occupant(s) must actively participate in finding a new roommate or move into another room where there is a vacancy. If there are no other multiple rooms with vacancies, the student(s) occupying the multiple room alone will continue to be charged the multiple rate. If there are other roommate options or other multiple rooms in which to move, and the occupant(s) chooses not to accept either alternative, he/she/they will be charged the single or higher multiple room rate.

If the room is designated as a two person room, and the remaining occupant desires to occupy the room as a single rather than move or accept a new roommate, single occupancy will be allowed, at a higher rate, provided space is available. If the room is designated as a three-four person room and the remaining occupants wish to limit the occupancy to two, the higher per person rate will be charged.
5. **Refusal of a Roommate:** If there is a vacancy in a student's room 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/hall) and/or disciplinary action.
6. **Room Checks During Breaks:** University personnel will check all rooms with vacancies during Winter Break and Spring Break. If a room is not ready (definition of ready is bed, desk and drawers, wardrobe, bookshelf and ½ of floorspace free of **ANY** items) for an incoming student, the remaining student(s) will be charged the single or higher room rate for the next term. Digital photos/video will be taken of rooms deemed not ready for purposes of documentation only.
7. **Room Changes:** All students requesting room changes must go through the room change process which requires meetings with roommate(s), the Resident Assistant, and the Area Coordinator. Meetings may include mediation with roommate(s) and must involve residence hall staff. A student's Area Coordinator must approve room changes prior to a move being authorized. All room changes are evaluated on a case-by-case basis. All room changes must go through the room change process. 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 \$75.00 improper room change charge.
8. **Checkout:** As a part of the checkout process, a student is responsible for turning in his/her room key or fob and completing a final inventory of the room with a member of the residence hall staff. Additionally, the room must be cleaned and ready for occupancy. Failure to follow or to complete the checkout process will result in an improper checkout charge. A late checkout fee of \$75.00 will be assessed for students who check out after 5:00 without prior approval; day fees will be applied as needed. Meal cards are no longer valid upon checking out of the halls. In Spring term, students have the option of using the Express Checkout Process* and must complete their residence hall checkout within 24 hours after their last final exam. Residential checkouts must occur by 5:00 p.m. on June 15, 2012. Arbor Park residents must check out by 4:30 pm on June 16, 2012. Students assisting with Commencement exercises on June 16, 2012, may request a late checkout by filling out a residential contract petition from University Housing. Not all requests may be granted. ***Express Checkout:** Available **ONLY** at the end of Spring Term. Students sign up for an Express Checkout, complete both sides of the Express Checkout envelope, put their housing

keys/fob in the envelope and leave the signed, sealed envelope in their top desk drawer. Students waive their right to a checkout with housing staff and accept responsibility for all damages (or their portion thereof) in their room, apartment, floor and building and any charges placed on their account as a result of said damages.

9. **Eviction:** Students evicted for conduct proscribed by WOU, OUS, 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** \$7.00 per day for every day of service remaining in the contract.
10. **Assignment:** This contract is not assignable without the prior written consent of University Housing and Campus Dining. It may be declared void by the University should such an unapproved assignment be attempted.

D. LIABILITY

The University, the Oregon State Board of Higher Education, 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.

E. FACILITIES

1. **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 Services will not service individual student rooms or remove personal trash for students. Students leaving room trash for removal by Custodial Services 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 Services staff. Toilet paper is provided in each bathroom facility. Misuse of supplied paper products will result in disciplinary action and charges to student accounts.
2. **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 Physical Plant 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 the unit containing the common area 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 \$3.50 per billing administrative fee will be applied to each student account.
3. **Doors:** Hallway doors and fire doors may not be propped open.
4. **Keys/Fobs:** Students will be issued room key(s) or a fob 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 \$50.00 for the room key and/or fob will be imposed. This also applies to keys or fobs not returned upon checking out. There will be a \$5.00 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 \$5.00 per lock-out there after.
5. **Room Access:** Regularly scheduled and announced routine room inspections and Fire/Life safety inspections will be held by University personnel (or their delegated 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 where reasonable suspicion exists that behavior in violation of university policy is occurring.

- 6. 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 or in or out of the windows. The University will retrieve any articles on the roof, and a charge will be assessed to the student's account. Items are not to 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 the 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 during regular visiting hours when not an escorted guest of a hall resident constitutes a trespass. Those trespassing on the premises of University residence halls 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 a fire/life safety inspection of all residence halls in October. You 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 results in safety violations. General inspections may also occur throughout the year.
- 2. Fire Drills:** Fire Drills will be held at least 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 egress of buildings.
- 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:** Due to health and safety risks, electrical appliances may only be used in their proper places (hall kitchens, and apartments Butler Kitchenettes, 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. Refrigerators (no larger than 3.6 cubic feet or 20"x20"x36") and microwaves (no greater than 900 watts) are permitted. All extension cords must be insulated, grounded, and have surge protection.
- 5. Candles, Incense, and Flammable Materials:** Burning of candles or incense and/or storage of gasoline, kerosene lamps, and other flammable materials is prohibited inside the residence halls or on residence hall grounds.

G. GENERAL POLICIES

The following are a few of the more common policies associated with on campus living. There are many other policies listed in the *Guide to Residential Living* and the *Code of Student Responsibility*, which serve as extensions of this contract. Disciplinary action as serious as eviction from University housing and expulsion from the University may be imposed upon any student 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 University Housing and Campus Dining or go to the WOU website and do a search for these documents.

- 1. Alcoholic Beverages:** Possession, consumption, and/or furnishing alcoholic beverages is prohibited.
- 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. In certain units, designated bicycle storage is provided. When bringing a bicycle into a building, please carry your bike. Riding bicycles or any other wheeled recreational vehicle in the halls is prohibited. Students who damage any part of the building will be billed for repairs.
- 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. Fire Equipment:** Each apartment has smoke alarms and fire sprinklers mounted in the ceiling. There is a fire extinguisher near the kitchen. The equipment is there for the safety of the residents. Tampering with any of these items will result in a minimum of \$100.00 fine.
- 8. 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 is true not only when they are there by the student's explicit invitation but also when they are there simply with the student's current acquiescence in their presence. 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.
- 9. Mailboxes:** Mailboxes must be checked regularly (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 from WOU and the Federal government.
* Time sensitive mail is often delivered to student mailboxes, and it is your responsibility to check your mailboxes to ensure that you do not miss deadlines or other commitments.
- 10. 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.
- 11. 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 Dead Week and Finals Week.
- 12. Storage:** Residents of each apartment in Arbor Park should agree who is entitled to what 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.
- 13. Waterbeds:** Waterbeds are not permitted.

The *Guide to Residential Living* and the *Code of Student Responsibility* can be found on line at: <http://www.wou.edu/student/residences/contracts.php>

Once at the website, select the document of your choice.

- Please review these documents prior to your arrival on campus -

ACADEMIC YEAR HOUSING CONTRACT

I have read and agree to all the terms, conditions and covenants set forth in this housing room & board agreement. I have retained my copy of this agreement and understand it is binding for the 2011-12 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.

A signature below of someone other than the person who this contract is assigned will result in this contract becoming null and void AND in the loss of housing space.

TERM CONTRACT:

I am an upperclass resident and would like to request a term contract. I understand that this request is null and void without payment of the \$150.00 term contract fee at the time of my request.

Student Signature _____

Please mail/return completed contract to:

University Housing and Campus Dining
345 N. Monmouth Ave
Monmouth, OR 97361

Effective Signature Date _____

Questions? Contact our office at:

503-838-8311 or housing@wou.edu

FOR THIS AGREEMENT TO BE VALID, RETURN ENTIRE CONTRACT

- PLEASE PRINT THE INFORMATION BELOW. SIGN & DATE BEFORE RETURNING -

NAME: _____

REQUESTED MEAL PLAN: _____

V #: _____