

**WESTERN OREGON UNIVERSITY
UNIVERSITY RESIDENCES AND CAMPUS DINING
2009-10 ONE TERM ARBOR PARK CONTRACT - TERMS AND CONDITIONS OF OCCUPANCY**

THIS IS ONE-TERM CONTRACT, AVAILABLE ONLY TO UPPERCLASS STUDENTS DURING FALL OR WINTER TERM
~ TERM CONTRACTS REQUIRE AN ADDITIONAL FEE ~

I. RESIDENTIAL LIVING CALENDAR: The 2009-10 schedule for opening and closing of residence halls and residential dining:

	<u>FALL 2009</u>	<u>WINTER 2010</u>	<u>SPRING 2010</u>
Opening Date/Time	Sunday 9/20 9 am	Open during Winter Break	Open during Spring Break
Closing Date/Time	Open during Winter Break	Open during Spring Break	Saturday 6/12 4:30 pm
First Meal	Dinner Sunday 9/20	Dinner Sunday 1/03	Dinner Sunday 3/28
Last Meal	Lunch Friday 12/11	Lunch Friday 3/19	Lunch Friday 6/11

II. GENERAL CONTRACTUAL OBLIGATIONS:

- A. FIRST YEAR STUDENTS:** who enroll at Western Oregon University within one year of High School graduation regardless of class standing must live in residence hall facilities 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 who 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 the end of the contract period (see Section IV), 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.
- D. SMOKING:** Smoking is NOT permitted in any residential facility, including hallways, community areas, individual student rooms, and public areas. There are designated covered smoking areas near buildings in exterior locations.
- E. EXCEPTIONS to any Provision of this Contract:** Exceptions may be requested by petition. Petition forms are available in the Office of University Residences and Campus Dining. 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 Residences and Campus Dining.

III. DEFINITIONS

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

- A. CONTRACT YEAR:** September 20, 2009 – June 11, 2010. Early arrivals' contract year begins upon the date of check-in.
- B. DEAN OF STUDENTS (DOS):** University employee who is the chief fiscal and facilities/operations officer for University Residences. Serves as chief conduct officer for WOU and reports to the Vice President for Student Affairs.
- C. ASSISTANT DIRECTOR OF UNIVERSITY RESIDENCES, RESIDENTIAL PROGRAMS (ADRP):** University employee who has direct responsibility for selection, training and supervision of residential staff and residential programming. Reports to the Dean of Students.
- D. ASSISTANT DIRECTOR OF UNIVERSITY RESIDENCES, FACILITIES AND OPERATIONS (ADFO):** University employee that supervises the Residential Service and Fitness Center operations and employees, coordinates department marketing initiatives, assists with facilities operations, supervises Hall Host program, and advises the Residence Halls Judicial Board. Reports to the Dean of Students.
- E. COORDINATOR FOR LEADERSHIP AND PROGRAMS (CLP):** Advises the Residence Hall Association Executive Board, General Assembly and NRHH. Assists ADRP with weekend programming activities. Reports to the Dean of Students.

- F. FOODSERVICE DIRECTOR:** Responsible for all dining locations on campus. Supervises campus Foodservice Managers, develops campus dining, and maintains the dining access computer system. The Foodservice Director reports to the Vice President for Student Affairs.
- G. AREA COORDINATOR (AC):** University employee responsible for the overall operation of Landers & Barnum Hall, Heritage Hall, or the Quad Complex (Butler, Gentle, Arbutnot Halls and Arbor Park). Supervises Resident Assistant staff, serves as conduct officer, advisor, resource person, and emergency response person to students. ACs report to the Assistant Director, Residential Programs.
- H. 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.
- I. HALL:** Residential area that houses between 70 and 415 students.
- J. 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 the Office of University Residences and Campus Dining (OURCD).

One Term Contract Period: The term of this contract is for Fall Term, 2009 (9/20/2009 - 12/11/2009) or Winter Term 2010 (1/3/2010 - 3/19/2010). Eligible students signing this one-term agreement must pay an additional one hundred and fifty-dollar (\$150.00) non-refundable one term contract fee upon application or contracting with the OURCD, and are NOT eligible to stay during any portion of Winter or Spring break. If you elect at the time that you receive this contract to convert to an academic year agreement, contact the OURCD immediately. If you choose to accept this one term contract, please note that this contract may be converted to an academic year contract for subsequent terms provided the conversion is made prior to the end of the term in which this contract is active. **It is your responsibility to contact the Office of University Residences if you wish to renew your term contract for the next term.** Another \$150 fee will be required. One-term contracts are not available spring term. If the term contract is converted to an academic year contract, fifty dollars (\$50.00) of this one term contract fee will be credited to the following term's charges.

A. RESIDENTIAL DINING:

- Meal Plan Options:** The Apartment Meal Plan and Wolf Bonus Account are meal options for students who live in Arbor Park Apartments.
- 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. Purchase of the Apartment Meal Plan is NOT required. 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 the Apartment meal plan, 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. 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 and term fees are assessed.

B. CHARGES/FEES

- Room and Board Charges:** Room/Board rates appear in the table at the bottom of this page. They include Thanksgiving, Winter Break, and Spring Break when no meals are served. If you do not renew your term contract, you are **not** eligible to stay in the residence halls during Winter or Spring Breaks.

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.

- 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 Residences and Campus Dining.

- 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 8:00 a.m. to 5:00 p.m. Monday through 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. 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 the OURCD.

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 <i>(Fall - 9/21, Winter - 1/4, Spring - 3/29)</i>	100%
... the 14 th calendar day after classes begin <i>(Fall - 10/05, Winter - 1/18, Spring - 4/12)</i>	85%
... the 21 st calendar day after classes begin <i>(Fall - 10/12, Winter - 1/25, Spring - 4/19)</i>	50%
... the 28 th calendar day after classes begin <i>(Fall - 10/19, Winter - 2/01, Spring - 4/26)</i>	25%
After the 28 th calendar day after classes begin	0%

- 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 OURCD and follow check out procedures prior to moving out of the residence halls.

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

- Hall Assignments:** Hall assignment information for Fall term will be 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 the OURCD no later than 5:00 p.m. September 20, 2009. 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 accommodated. The University reserves the right to make reassignments at any time based on the administrative needs of the residential program. Students are assigned with other students of the same gender only.

Building and room assignments for students entering university housing Winter and Spring terms will be available in the OURCD on the opening day of the term (Winter: 1/03/10; Spring: 3/28/10).

- Late Arrivals:** Students arriving after 5:00 p.m. on move in day of the first term you are attending, must notify the OURCD in writing or the housing assignment will be canceled (if arriving after that time, please state the building to which you have been assigned and the date and time of your arrival).

ARBOR PARK ROOM AND BOARD ONLY RATES – 2009-10

Arbor Park Apartments (4/apt – no meal plan required) :

	<u>Annual</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Apartment Only Rate:	\$5820	\$2320	\$1750	\$1750
ONE TERM CONTRACT FEE:	\$150.00/TERM			

Arbor Park Apartments (4/apt. – with meal plan):

	<u>Annual</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Apartment/M meal Plan Rate	\$7782	\$2974	\$2404	\$2404

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

3. **Single Apartments:** Having an entire Arbor Park apartment to yourself is not an option. However, you will have your own private bedroom within the apartment.
4. **Vacancies:** When a vacancy occurs in an apartment, students on the Arbor Park waiting list, administered by the OURCD, will have first priority for the vacancy.
5. **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 the OURCD in finding a roommate will result in disciplinary action and potentially higher fees. Refusal of a roommate, as it is defined above, may also result in a new living assignment (to another room/hall).
6. **Room Checks During Breaks:** University personnel will check all apartments with vacancies during Winter Break and Spring Break. If a room that is vacant within the apartment is not ready (definition of ready is bed, desk and drawers, wardrobe, bookshelf free of any items) for an incoming student, the remaining student(s) will be charged a fee for the room to be prepared for an incoming student. 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 and the OURCD must approve room changes prior to a move being authorized. All room changes are evaluated on a case-by-case basis. It should be noted that there are no periods of time for "open room changes." 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. **Room changes within an apartment must also follow this process.**
8. **Checkout:** As a part of the checkout process, a student is responsible for turning in his/her access card and (if applicable) key and completing a final inventory of the apartment with a member of the residence hall staff. Additionally, the individual's 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 checkout after 5:00 pm without prior approval; day fines will be applied as needed. If the student has a meal plan, please note that meal cards are no longer valid upon checking out of the halls.
9. **Eviction:** Students evicted for conduct proscribed by WOU, OUS, 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 the OURCD. 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 apartment and for transporting personal trash to the dumpsters adjacent to the Sequoia Commons. Students leaving room trash for removal by Custodial Services will be charged a minimum \$25.00 cleaning fee and may face disciplinary action. Custodial Staff will clean bathrooms once per week. Scheduled bathroom cleaning times will be posted in each bathroom. Students may not refuse cleaning by custodial staff. Bathrooms will be deep cleaned once during Winter Break. Please clear all personal items from the bathroom prior to Custodial Services' arrival. Toilet paper is **not** provided in Arbor Park Apartments.

2. **Damage and Repairs:** Students are financially responsible for any damage to their assigned room and furnishings, other than normal wear and tear. 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 community 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 \$5.00 per billing administrative fee will be applied to each student account.

3. **Doors:** Hallway doors and fire doors may not be propped open.
4. **Fobs:** Students will be issued a fob upon checking into the apartments. Students are responsible for notifying the Residential Service Center when a fob is lost or stolen. The keyshop will turn off the fob and a new one will be issued. The student will be charged \$25.00. This also applies to fobs not returned upon checking out. Fobs may not be loaned. Students locked out of their rooms more than five (5) times during the academic year will be charged \$5.00 for each lock-out after five (5). Students will be assigned Personal Identification Numbers (PINs) to access bedroom doors. Sharing of PIN with another person is prohibited. All PINs must remain confidential.
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 when reasonable suspicion exists that behavior in violation of university policy is occurring. In most cases, Custodial, Maintenance, and other authorized University Personnel will make an appointment to enter the apartment. However, in some cases, it may not be possible.
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 in hallways and 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 residence halls 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 the 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 the 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 apartments in October. You will be given at least 24 hours notice and must grant access, subject only to reasonable delay to ensure proper attire. An unannounced follow-up inspection will occur if the initial inspection results in fire/life safety violations. General inspections may 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. Use of blenders, toasters, toaster ovens, or any appliance with an exposed heating surface, may be used in the kitchen area only. Students wishing to store a small refrigerator (no larger than 3.6 cubic feet or 20"x20"x36") and/or microwave in their individual room may do so. Lamps with halogen bulbs are not permitted. 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 of the apartments or on residential property.

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 the OURCD or go to the WOU website and do a search for these documents.

- 1. **Airflow:** All vents and ducts must remain unobstructed to insure comfort for all residents.
- 2. **Alcoholic Beverages:** Possession, consumption, and/or furnishing alcoholic beverages is prohibited.
- 3. **Bathtubs/Showers:** To prevent water damage, the shower doors must be closed when using the bathtub/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 is prohibited. Students who damage any part of the building will be billed for repairs of that damage.
- 5. **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/ 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 a 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. Arbor Park mail is delivered to the Sequoia Commons. Residents share a mailbox with one other resident. 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 mailbox 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 pm - 8:00 am Sunday - Thursday; Midnight - 10:00 am Saturday and Sunday. Extended quiet hours are enforced during Dead Week (23.5 Hour Quiet Hours) and Finals Week (24 Hour Quiet Hours).
- 12. **Storage:** Residents of each apartment should agree who is entitled to what common storage space. There are a number of common closets, cupboards, and shelves. 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 moving into the apartment. However, if it is determined by residential staff 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.

For more information about all of our residential policies and university guidelines, please review the *Guide to Residential Living* and the *Code of Student Responsibility* on our website. You can find the documents on line at:

<http://www.wou.edu/student/residences/>

Once at the website, click on **Contracts**; then select the document of your choice. Your review of these documents in advance of your arrival to WOU will be beneficial to your having a successful year at WOU.

A signature below of someone other than the person who this contract is assigned will result

FOR THIS AGREEMENT TO BE VALID, RETURN ENTIRE CONTRACT

TERM - ONLY - CONTRACT ARBOR PARK

PLEASE PRINT YOUR NAME, REQUESTED MEAL PLAN AND V# TO THE RIGHT BEFORE RETURNING ➤

NAME: _____

APARTMENT MEAL PLAN: YES NO

V #: _____

I have read and agree to all the terms, conditions and all covenants set forth in this residence hall room and board agreement. I have retained my copy of this agreement and understand it is binding for the 2009-10 academic year (or remaining portion thereof), unless I withdraw from enrollment at Western Oregon University, and formally check out of my residence hall room 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 residence hall room properly regardless of my enrollment status at Western Oregon University.

Student Signature

Effective Signature Date

Please mail signed contract to: University Residences and Campus Dining
345 N. Monmouth Ave.
Monmouth, OR 97361

Questions? Contact our office at:
503-838-8311 V/TTY or
housing@wou.edu