

**MORAVIAN COLLEGE RESIDENCE HALL ROOM CONTRACT
2016-2017**

I, _____, hereby apply for housing within the Moravian College residence hall system. In applying for a room assignment, I understand that I am contracting a space for the full academic year. I agree to all the rules, regulations, and procedures established now and later by Moravian College including those in the current Student Handbook and all published residence hall regulations.

Signature: _____ Parent or Guardian Signature if under 18: _____

GENERAL PROVISIONS FOR STUDENT OCCUPANCY

General Information

The focal point of the Offices of Residence Life and Housing & Event Management at Moravian College (hereinto referred to as the College) is the growth and the development of the individual student. The goal of the College is to provide more than a housing assignment, but to provide students with the opportunity to be part of a residential community. The development of a viable residential community carries with it certain obligations and responsibilities assigned to all members of that community. By striving to meet these obligations while observing standards of good citizenship, each member of the community can both benefit from and give to the residential experience.

The responsibility for the overall operation of the residence system rests on the the College. College staff members are available within each residential area. These individuals are responsible for various phases of the day to day operation of the residence areas and speak with the of authority of the College.

The primary purpose of the following contract is to provide a framework for the occupancy agreement between Moravian College and an individual resident student. In addition to the provisions outlined, resident students agree to abide by all regulations outlined in the Student Handbook as well as any other adopted and distributed policies.

Specific Provisions

1. The College reserves the right to enforce any regulation relating to the proper property maintenance or the general well being of its residents. Violations of the College or residence hall regulations or expectations may result in disciplinary action according to the procedures outlined in the Moravian College Student Handbook.
2. In the enforcement of College or residence hall regulations, the College reserves the right to dismiss any student from the residence halls. The College may terminate the contract and take control of a living space when the violation of regulations warrants. When a contract is terminated for disciplinary reasons, no refund of room charge will be forthcoming.
3. The College reserves the right to reassign any student to a new residence space for safety and/or maintenance concerns, or when such is judged to be in the best interest of the residential community
4. Resident status is limited to full time students making satisfactory progress towards graduation requirements and who are regularly attending classes during the period of this contract.
5. The provisions pertaining to student occupancy of residence hall rooms (and related issues) of the residence halls are subject to change as deemed necessary by the College.

Provisions Pertaining to Contract

1. Residency Requirements: All full time students at Moravian College are expected to live in College residence unless they are specifically approved by the College to maintain commuter or off-campus housing status. A commuter must reside with a legal parent or guardian within 50 miles of Moravian College.

Resident students eligible to commute can request a change from resident to commuter status for the following academic year as part of Housing Selection in the spring semester. Electronic requests must be submitted by the published deadline otherwise students maintain resident status for the following academic year Changes from resident to commuter status outside of the published timeframe will not be permitted.

2. Term of Contract: The term of contract will correspond to the schedule of the regular academic year of the College. The contract is in place from the scheduled opening day of the fall semester to the final day of examinations in the following spring semester. Resident students in the

fall semester are automatically required to maintain resident status in the following spring semester, including responsibility for charges to live on campus, provided they remain a full-time student at the College.

Residential rooms may not be occupied prior to the indicated opening day of the term, after the last indicated day of the term, or during official break periods unless authorized by the College. A charge of \$100.00 per day may be imposed for those arriving early or departing late without proper authorization from the College.

A student is responsible for knowing and abiding by all the College regulations. If a student does not sign a residence hall room contract at the start of the academic year, they are still responsible for abiding by all guidelines in the contract.

3. Housing Assignments: Assignment to College residential rooms will be done under the direction of the Office of Housing & Event Management.
4. Information: Residents are responsible for knowing the content of all materials and publications developed and distributed by the College and Student Affairs.
5. Sub-Leasing: Sub-leasing of residential spaces or other housing locations within the residence hall system is prohibited.
6. Break Occupancy: All students living in College residential units are expected to vacate their assigned spaces by closing dates indicated for each official College break period and are not to return to these spaces until the indicated opening time. Exceptions to this policy may be granted on an individual basis by the College. Requests to stay in residential spaces during breaks must be requested online through AMOS by the designated date published. A \$100 per day charge may be assessed for break occupancy not associated directly with sponsored College activities or programs. Students found in residential units without authorizations may be subject to disciplinary action.
7. Termination of Occupancy: Residential spaces must be vacated and personal property removed within 24 hours after the resident's last scheduled final examination/academic commitment or within 24 hours after the withdrawal of an individual from the College.
8. Right of Entry: The right is reserved for authorized personnel to enter any room at any time for the purpose of inspection, repair, maintenance, ensuring the health and safety of residents or when there is a reasonable cause to believe that violations of College regulation(s) or civil law(s) are taking place. Campus Safety and Police officers reserve the right to enter any room at any time when there is imminent risk of harm or reasonable cause to believe that a violation of law has or is about to occur.
9. Refunds: Refunds of room charges will not be made once classes begin.
10. Temporary Living Accommodations: The College reserves the right to assign students to temporary living accommodations when necessary.

Provisions Pertaining to Occupancy

1. Student Conduct: Residents and guests are expected to understand and abide by all Residence Life and College policies as outlined in the Student Handbook. All students are expected to respond to directives issued by the College. These include, but are not limited to the Office of Residence Life, Student Affairs, Campus Safety and Police, and members of the residence hall staff. Failure to maintain proper standards of behavior will be handled through the judicial processes of the College.

Respect for the rights of others is expected at all times. Actions which ignore these rights or which demean/harass others are unacceptable and may lead to disciplinary action.

2. Permitted and Prohibited Appliances: Appliances such as cell phones, computers, and televisions are permitted within residential spaces provided they are used properly. Special consideration is expected for the rights of others especially as those rights can be impacted by high volume levels. Requests for lowering the volume should always be honored. Abuse of the rights of others through use of these items may necessitate their removal.

Other electrical appliances that are permitted include electric razors, hair dryers, clocks, microwaves, personal computers/laptops/tablets, and small refrigerators with a capacity of less than 3 cubic feet. Heat producing appliances such as hot plates, toaster ovens, frying pans, halogen lights, etc. are not permitted.

Room air conditioners are not permitted in residence halls. Installation of room air conditioners, except for in approved overflow and Greek locations, may result in a fine. Students needing air conditioning accommodations should contact the Office of Housing & Event Management.

Other appliances or equipment that may cause damage to residential spaces are not permitted. A more comprehensive list of approved and prohibited items can be found in the Student Handbook.

3. Room Decorations/Alterations: Rooms may be decorated to the individual tastes as long as such decoration does not damage the space or present a safety hazard. Items may be hung on walls but only in a way that will not damage wall surfaces. Large flammable ceiling drapes, candles, and halogen lights are not permitted. Residents may not paint their individual rooms. Unauthorized painting of a room will result in the repainting of that area by Facilities (FMPC) with the cost being billed to the residents of that space. Other policies on room decorations and alterations can be found in the Student Handbook.
4. Furniture: Furniture supplied by the College is not to be removed from the room unless a request for "Furniture Removal" has been filed through an iService request. Only specific certain items may be removed. Lounge furniture may not be moved from the space in which the furniture resides. Individual room furniture may be rearranged when components are movable. Residents of a room are responsible to ensure that all College owned furniture supplied at the beginning of the year is present at the end of the year. Missing or damaged items will be billed to the room residents.

Personal furniture, in reasonable condition, may be added to an individual room during occupancy. Exceptions include water beds and bed-lofts not provided by the College. All such items must be removed at the end of the academic year and may not be stored in any residential space over the summer. Requests for exceptions should be addressed to the College. Abandoned items will be discarded and may result in a charge to the residents of the space.

All College furniture and personal property may not block heat and/or air conditioning passages.

5. Prohibited Activities: Certain activities within the halls are inconsistent with the maintenance of a proper environment are not permitted. These include any activities which may lead to damage to personal or College property, the use of hallways for hall sports, food preparations in areas not designated for that purpose, or activities which may present health and safety concerns to any residents. If a residential unit has a roof accessible through a door or window, the only authorized use of that roof is for emergency exit only. Access to the roof may result in disciplinary action.
6. Custodial Services: Custodial services are provided in the common areas of the residential units only. Cleaning of student rooms is the responsibility of the residents. Special cleaning required by reason of students' carelessness or neglect will be billed to the appropriate residents. Weekend custodial services are not provided. It is expected that excessive trash not accumulate in residential units and be removed by the residents of that space.
7. Pets: Pets other than non-carnivorous fish are not permitted in any College residential space. Violations may be subject to disciplinary action.
8. Solicitation: Solicitation by persons not associated with the College is not permitted within residential spaces. Solicitations by individual Moravian College students or student organizations must be approved by the College.

9. Quiet Hours and Visitation: Information regarding Quiet Hours and Visitation policies can be found in the Student Handbook. All residents and guests are expected to understand and abide by these policies. Violations may result in disciplinary action. Residents are responsible for their guests at all times.
10. Social Functions: All social functions must be conducted according to applicable College policies. Proper conduct and respect for the rights of others is expected at all times. Concerns with a function may result in disciplinary action.

Provisions Pertaining to Safety and Security

1. Security: Within a residential community, security is to be a concern of all residents. Full cooperation with Campus Safety and Police, College staff, and residence life staff is expected from all residents in matters of security and safety. Action that compromises the security or safety of residents or residential areas will be handled through the disciplinary process.
2. Keys and/or Moravian College ID Cards: Keys and/or Moravian College ID cards to assigned residential spaces will be distributed at the start of each academic year. The security of these is the responsibility of the person to whom they were issued. Keys are not to be duplicated or given to any other individual. Possession or exchange of an authorized key, duplication of a key, or the illegal entry into a room by any means may result in disciplinary action.

If a room key is lost during the semester, a charge of \$50.00 will be assessed to change the lock. If a room key is not returned within 48 hours of a student withdrawing, completing a room change, or leaving for the summer, a charge of \$50.00 will be assessed for the replacement of the lock core and issuance of new keys to the person(s) assigned to that room, until the Monday of Finals Week at which point the charge will increase to \$200 due labor and demand to access the facilities. If a front door key to a residential space is lost, the front door lock will be replaced at a charge of \$50.00 plus \$5.00 for each key needed over two.

When a student leaves, campus keys must be returned to the Office of Housing & Event Management or Campus Safety and Police. Keys returned through the mail should be addressed to the Office of Housing & Event Management. Credit for keys returned cannot be given unless the procedure described above is followed.

Replacement of keys should be done at the Office of Housing & Event Management. Moravian College ID replacements are done through the Office of Campus Safety. A charge of \$10.00 will be assessed for any lost Moravian College ID. Any Moravian College ID that is damaged or not working properly may be brought to Campus Safety and Police and replaced at no charge. The Office of Campus Safety and Police is open 24 hours per day, seven days a week to handle such requests.

It is expected that a student will report the loss of a key or Moravian College ID as soon as this takes place. Additionally, possession and/or use of any key or Moravian College ID by an individual other than those directly issued to that person is not allowed and may result in disciplinary action.

3. Exterior Door Security: For security purposes, all exterior doors of the residential areas will be locked at all times during the day and evening. Doors are not to be propped open for any reason. Exterior door security within apartment, suites, and houses is the responsibility of the residents of the unit. Failure to cooperate in keeping doors secured may result disciplinary action.
4. Fire Safety: Fire equipment is to be used only in the case of fire. Tampering with fire bells, alarm boxes, smoke detectors, fire extinguishers, exit signs or other pieces of fire or safety equipment is strictly prohibited. Any tampering with or misuse of fire or safety equipment including discharging a fire extinguisher or reporting a false alarm, may result in disciplinary action. In rooms equipped with special security screens, the red plastic safety tabs are not to be removed.

For protection of all residents, fire drills will be held periodically. All residents are expected to participate in these drills and cooperate in every way possible. The College reserves the right to allow authorized officials to enter and inspect any room at any time for safety violations. Violations or hazards identified must be corrected immediately by the residents of the space. When an alarm sounds you must exit the building.

Combustible materials such as gasoline, kerosene, cleaning fluids, chemicals explosives, and fireworks are not to be stored or used within the residence halls under any circumstances. Smoking is not permitted in any residential area of the College at any time.

5. Restricted Items: To assure personal safety and prevent damage to property, possession of dangerous items or materials is prohibited within the residence halls. These items include, but are not limited to, firearms, ammunition, pellet guns, slingshots, bows and arrows, martial arts weaponry, explosives fireworks, and hunting knives. Such items are subject to confiscation and possession of restricted items may result in disciplinary action.
6. Trash: It is expected that excessive trash not accumulate in individual rooms, corridors, common areas, or any other areas of a residential unit. Removal of trash or discarded furniture may result in a charge being levied against the residents of the area concerned.
3. Damage Reporting: Residents are expected to report damages to property they observe and to fully cooperate in determining who was responsible for such damage.
4. Student Property: The safekeeping of personal property is the responsibility of each individual student. Rooms should be double locked when not occupied and proper care should be exercised at all time. The College is not responsible for loss or damage from any cause to the personal property of residents. Residents should determine if personal possessions are covered by their parent's homeowners' insurance policies and are encouraged to purchase additional coverage as needed.

Personal property left in student rooms at the end of the academic year is considered to be abandoned and may be discarded by the College with the appropriate charges being levied. The College does not provide storage for personal belongings during the summer or academic year.

Provisions Pertaining to Property

1. Room Condition Inventory: Each resident upon moving into a room is required to complete a Room Condition Inventory. More information about this process will be shared by the residence life staff and/or Facilities (FMPC). Students that do not complete a Room Condition Inventory are unable to appeal repair and damage charges that may be assessed by the College.
2. Damage Assessments: Residents will be held responsible for any damage to their rooms, other areas of the residence hall or contracted equipment or furnishings. Damages to individual rooms or room furnishings will be billed to the room residents unless the damage was caused by other identified parties. Damage to general areas of a hall or floor will be prorated to all floor residents unless assigned to the responsible individual. Damages to general areas of a building such as lounges, stairwells, kitchenettes and laundry rooms will be prorated to all building residents unless assigned to the responsible individual.

A security deposit of \$150.00 will be charged to each resident at the start of the first term. This deposit will be returned to a resident when final occupancy has been terminated (graduation or withdrawal from the College) minus any withdrawals for damage charges.

Provisions Pertaining to Dining Services

1. Meal Plan Requirements: Residents residing in the following halls: Bernhardt-Wilhelm, Rau-Hassler, Jo Smith, Main, Clewell, Nitschmann, and Spangenberg, are required to participate in the Silver or Gold meal plan. Residents of the HILL, Hillside, Beck & deSchweinitz, Townhouses Fraternity/Sorority houses, and Overflow houses, are permitted to select any of the Residential meal plans. Requests for meal plan releases must be directed to the Office of Housing & Event Management. Meal plan exceptions will be considered on a case-by-case basis.
2. Identification: Admission to the College dining venues will be granted only after the presentation of a Moravian College ID Card. Moravian College ID cards may not be exchanged or used by other individuals. Use of a false ID may result in disciplinary action.
3. Conduct: Proper conduct is expected at all time within the dining venues. Disruptive or destructive behavior may result in disciplinary action.