

# 2019-2020 MORAVIAN COLLEGE RESIDENCE HALL ROOM CONTRACT

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.

\_\_\_\_\_  
Student 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 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 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 student conduct 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.
3. 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 student conduct reasons, no refund of room charge will be forthcoming. 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 undergraduate 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.

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 Period Access: Resident students are not permitted to occupy rooms in any residential area earlier than the day prior to the first day of classes in any semester or special session, nor for any period longer than 24 hours after the student's last academic commitment. Exceptions to the policy will be determined by the Office of Housing & Event Management. Students who return to residence early or fail to vacate by the published closing date without approval may be referred to the Office of Student Development.
- Residents who request and are approved to stay through the Office of Housing & Event Management are expected to vacate their space by the deadline. Unauthorized occupancy may lead to referral to the Office of Student Development. A daily residency charge of \$100 per day may be assessed for authorized occupancy during break periods. Additionally, students granted permission to stay during vacation periods may be required for safety reasons to move from their regular location to designated spaces.
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 48 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 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 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 Police, and members of the residence life staff. Failure to maintain proper standards of behavior will be handled through the student conduct processes of the College.
2. Prohibited Items: A comprehensive list of approved and prohibited items can be found in the Student Handbook.
3. Decorations & Personalization: Rooms may be decorated to the individual tastes as long as such decoration does not damage the space or present a safety hazard. Other policies on room decorations and personalization can be found in the Student Handbook.
4. Furnishings: The College provides a basic set of furnishings for each resident. Students may employ additional furnishings and decorations, provided there is adequate space available, items fall within the guidelines for room personalization, and damage to College property does not result. Other policies on furnishings can be found in the Student Handbook.
5. Cleaning & Trash Removal Expectations: Custodial services are provided in the common areas of the residential units only. Cleaning of student rooms is the responsibility of the residents. The complete Cleaning & Trash Removal Expectations can be found in the Student Handbook.
6. Animals: Animals, other than non-carnivorous fish, are not permitted. The complete animal policy can be found in the Student Handbook.
7. Solicitation: Solicitation for external organizations is not permitted in residence halls. Any external organization soliciting or attempting to conduct business in the residence halls should be reported to a Residence Life staff member, the Office of Student Affairs, or Campus Police. Students and organization seeking solicitation in residential areas should refer to the Student Handbook.
8. Quiet Hours: A minimum quiet-hour policy has been established for all residential areas. Information regarding Quiet Hours policies can be found in the Student Handbook. Violations may result in student conduct action.

9. Visitation: Visitation on the Moravian campus is a privilege, not a right. Thus the College reserves the right to cancel the privilege if it is abused. Enforcement of the visitation policy is the responsibility of all residents of a unit. Information regarding Visitation policies can be found in the Student Handbook.
3. Keys: Room keys are issued to residents when they move into the unit. Some units may also require a front door key, which will be issued to students when they move into the unit. The loss of a key must be reported to the Office of Housing & Event Management as soon as possible. The Office of Housing & Event Management issues replacement keys. Charges for core replacements are assessed each time a lock change becomes necessary and will be added to the student's account. Possession or use of any key by anyone other than the person to whom it has been issued is not allowed and may result in referral to the Office of Student Development.

#### **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. Damages: The College expects all members of the community and their guests to respect the physical facilities of the institution. Repairs necessitated by normal wear and tear will be undertaken without charge. Repairs necessary because of inappropriate behavior or improper use of facilities will be billed to those responsible. Information regarding damage and damage billing policies can be found in the Student Handbook.
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.
4. 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 student conduct action.
5. 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 student conduct 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. The residents of the space must correct violations or hazards identified immediately. 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.

#### **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 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 student conduct process.
2. Electronic Access: All residential areas except various overflow houses are accessed using the student ID card rather than a regular key. For these areas, loss of the student ID card must be reported immediately to Campus Police so that the lost card can be deactivated and a new one issued. It is a violation of institutional policy to leave your ID Card unattended in a public place accessible for other individuals to use to access a residence hall.

#### **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.
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 student conduct action.