

Southwestern College Graduate Assistant Housing Contract

Terms and Conditions

Southwestern College here in after called “the College”, agrees to provide housing accommodations to the provisions of this contract. The Student agrees to abide by all terms of this contract. Housing accommodations are rented for the purpose of personal residence. They may not be sublet or used by residents or outside agencies for any commercial purposes without the written permission of the Director of Residence Life. Graduate assistants must be on track for continued enrollment in their degree program to retain campus housing.

Check-in and Check-out- Graduate assistant may move into campus housing up to 10 days before their employment start date and must move out of campus housing within 10 days after their graduation date.

Guests – Anyone not assigned to a specific room/suite/apartment is considered a guest. The student host is responsible for guests observing hall and college regulations. All guests must be escorted through the building by the resident host. Guest must be over the age of 18. Residents may have overnight guests of same gender in their room or apartment for a maximum of three nights and with the permission of the director of residence life. All policies regarding guests apply to family members. Babysitting is not permitted in residence halls and on campus apartments.

Upkeep - The student is responsible for keeping the assigned room and its furnishings clean and orderly, for cooperating with roommates in the common protection of property, and for advising the college through established procedures of any deterioration or malfunction of facilities. The student shall neither disassemble nor remove any furniture or fixture provided with the room/suite/apartment. Further, the student agrees to utilize public areas of the campus and campus equipment and furnishings in a careful and proper manner and to contribute to its cleanliness and orderliness.

Damage - The student is responsible for the assigned room and its contents and will be charged for any damage occurring during the term of occupancy. Students who damage college property through negligence or willful actions will be financially liable and subject to disciplinary and legal action. If the identity of the person responsible for damage to college property in public areas cannot be ascertained, the Director of Residence Life may prorate the cost to repair such damages among all or any portion of the residents of the hall or apartments. All damage charged.

Room Search Policy – The Director of Residence Life and/or their designees as well as hall directors and security personnel has the right to enter any room or apartment and search its contents when there is reason to believe that there is potential danger to a person or property or when a violation of policy has occurred. The student will receive verbal or written notice to indicate his or her room was entered.

Health and Safety Checks - Housing staff will conduct regularly scheduled health & safety inspections each semester in campus housing (including individual student rooms) for the purpose of detecting situations that might cause health or safety concerns. Items of concern may include prohibited items, fire safety concerns, and maintenance issues. At these times a student may be found in violation of school policy.

Pets – All pets must have prior approval from the Director of Residence life. A staff pet agreement must be completed. Dogs and cats must have all required vaccinations up to date and must be spayed or neutered at the appropriate age. Dogs and cats must be licensed with the city. (A copy of licensing with the city, spaying and neutering, and vaccinations records must be on file with the Director of Residence Life). Cats must be declawed in front and socialized for indoor living only. The number of pets permitted in one apartment/room is subject to approval.

Prohibited Items - Toaster/toaster oven, hot plate, electric skillet, Instant Pot, Air fryer, space heaters, halogen lamps. Candles that have been burnt/Incense/Candle Warmers (including Scentsy). Fireworks or explosives of any kind. Weapons (including paint Guns, air soft guns, bb guns, decorative swords or knives). Alcohol and Drugs.

Facilities and Properties

Use of Facilities- The College will, when necessary or desirable;

- a) Require students to move to other accommodation in order to vacate a building, floor, or wing.
- b) Control the use of rooms, with medical direction, in the event of an epidemic.
- c) Have a staff member inspect all rooms for purposes of inventory, fire protection, sanitation, safety, maintenance, and policy enforcement.
- d) Change room assignment (1) for reasons for health, safety, or repair services; (2) for disciplinary reasons caused by Student; or (3) for reasonable incompatibility of roommates.

Services by College

The College agrees to provide utilities (including computer network service) at no additional charge to the student. The student agrees to use the utilities in a conservative, economic and efficient manner.

Disruption in Service - The College will not be liable for disruptions in service which are beyond college control and which are restored within a reasonable period of time.

College Liability

Property - The College will not be liable for theft, loss, or damage to any property belonging to, or in the custody of the student, including loss from fire, flood or wind storm. This applies whether such losses occur in student rooms, public areas, storage areas, or elsewhere in the hall or apartments. The student should keep doors locked to secure

private property. Further, the college will not be liable for any property left in the building after a student vacates or is expected to vacate. The college reserves the right to dispose of such property through sale, donation, or in any other manner it deems appropriate. Students are encouraged to carry appropriate insurance (i.e. renters insurance).

Personal Injury - The College will not be liable for injuries (including death) which occur in its buildings or on its grounds. Students and their parents are encouraged to carry appropriate insurance.

Rules and Regulations

Upon the signing of this contract, the student agrees to abide by all college and residence life office rules, regulations and policies, including those contained in the Residence Policies section of the student handbook and the college catalog. These rules, regulations and policies, along with any reasonable alterations, additions and modifications as might be made by the residence life office and properly communicated to residents, will be considered a part of this contract with the same force of effect as though written herein. Failure to observe residence life policies or general campus rules may result in eviction, when deemed necessary by the Director of Residence Life. Notice of revocation of contract will be made to the student in writing. After the college has made a reasonable effort to contact the student, and the student is not available to receive notice of revocation of contract, the notice may be posted on the door to the student's room.

Violation Penalty Agreement - In the event that I incur penalties or fines associated with violations of campus policies (for example, \$150.00 fine for failure to complete assigned judicial sanction) or damage to campus property, I hereby give permission to Southwestern College to place said charges on my student bill.

I further acknowledge that I will read the student policies found on the Southwestern College web site: (<http://www.sckans.edu/policy>).

Contract Enforcement

Waiver - The failure of the college to insist upon a strict performance of any term or condition of this contract or to exercise any right conferred by this contract will not be considered a waiver or relinquishment of the right to do so.

Validity - If any section or subsection of this contract becomes invalid, the validity or enforcement of the remainder of the provisions of the contract will not be affected.

Renewal - This contract shall automatically renew at the end of each fall semester unless the student notifies the residence life office by the semester end.

Violation Penalty Agreement - In the event that a student incurs penalties or fines associated with violations of campus policies (for example, \$150.00 fine for failure to complete assigned judicial sanction) or damage to campus property, the College may place said charges on the student's bill.