

HOUSING CONTRACT
2012-2013 Academic Year

Implicit is the belief that the residential experience plays a vital role in the overall education and development of all students. Residence Life at Clarkson seeks to establish an enriching living-learning community that supports the main mission of the University, especially in the areas of creating academic excellence, promoting diversity, and alumni engagement.

I understand that this contract obligates me for the entire academic year (exclusive of University vacation periods) with the exception of withdrawal from school or academic separation from the University. I understand that students assigned to University residence halls are required to contract for food service. I understand that housing/dining charges are payable in advance, by the semester, and that these fees are due and payable with other University fees as billed by the SAS Office.

UNIVERSITY RESIDENCE REGULATIONS (subject to update — see www.clarkson.edu/studentaffairs/regulations)
— Violation of Residence Regulations are subject to fine(s) and/or further disciplinary action. —

- 1. Residents are expected to conduct themselves in a mature, orderly manner at all times, with due regard for the rights of others.
2. Quiet hours must be observed during specific periods as determined by each living unit.
3. Any student living in University housing who is withdrawing from the University, whether permanently or for a leave of absence, must vacate and remove all personal possessions within 24 hours. All rights to the room cease after 24 hours.
4. The term of assignment to University housing for single students is for the academic year. University housing (unless otherwise specified) is closed during Thanksgiving, in between semesters and spring recess. Residence facilities must be vacated within 24 hours after the last exam at the end of the fall and spring semesters.
5. Request for change of housing assignment must be made through the Residence Life Office.
6. Students shall not lodge guests in their rooms or apartments for more than 24 hours without permission of the Area Coordinator, Resident Advisor, or Residence Life Office. Mutual consent of the roommates is required for any guests at anytime. Students are responsible for their guests' behavior. See Residence Regulations, www.clarkson.edu/studentaffairs/regulations.
7. Students are responsible for keeping their rooms and apartments in a sanitary condition. Administrative officials of the University will, as needed, conduct an inspection of the rooms in the interest of hygiene and safety. Rooms or apartments declared unsanitary and requiring the use of the custodial staff will be charged for the unscheduled cleaning.
8. Residents are held liable for damage to the rooms, apartments, furnishings and common area facilities. Charges for unclaimed damages will be shared jointly by students, and such decisions will be made by the individual damage committees. An appeal procedure is available to question charges made. Damage inquiries will be posted for each incident with a one-week appeal date. Assessment to individuals responsible for specific incidences will be made after an appeal period of one week.
9. Pets are not permitted in any University residence facility and may be subject to a fine for cleaning and/or removal.
10. To protect the lives and safety of those living in the Residence facilities, the use of fire extinguishers, and all other fire-fighting equipment, is to be limited to valid emergencies only. Turning in a false alarm endangers the lives of others and is a federal offense. Anyone caught tampering with fire equipment or turning in false alarms will be fined \$100* payable to Clarkson University and be subject to further action. Tampering with residence hall access control equipment subjects students to disciplinary action.

*subject to change

CLARKSON UNIVERSITY
2012-2013 Academic Year*
University Housing & Food Service Contract
(Transfer/Exchange/Readmit Students)

*Housing is not included during University vacation periods, as published.

OFFICE USE ONLY
DATE REC. _____
ASSIGNMENT _____
FACILITY _____ ROOM NO. _____
BOARD PLAN _____
BOARD EXEMPTION _____

NAME (print) _____ STUDENT NO. _____

LAST FIRST MIDDLE
M F BIRTHDATE _____ CLASS _____ MAJOR _____
MO DAY YR YEAR

HOME ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

E-MAIL ADDRESS _____ COMMUTER Yes No PHONE NUMBER _____

Do you smoke? Yes No Do you object to a roommate who smokes? Yes No Please note: Smoking is prohibited in University housing.

UNIVERSITY HOUSING PREFERENCE (honored if possible)

1ST CHOICE _____ 2ND _____ 3RD _____

REQUEST FOR ROOMMATE(S) (honored if possible). Please give full name(s).

1. _____ 2. _____ 3. _____



FOOD SERVICE CONTRACT: Students residing in residence halls are required to dine in University dining facilities. Students residing in University apartments are not required to contract for board, but may elect to do so if desired. Please indicate your choice (see Housing & Dining facilities rate sheet for board plans): I elect to contract for the _____ Meal Plan.

I am a member of Clarkson's recognized _____ IN FULL fraternity/sorority and request permission to dine at the chapter house.

If assigned to an area where a meal plan is not required (check one): I elect to be exempt from food service. I elect to contract for the _____ Meal Plan.

I HAVE READ AND UNDERSTAND THE ATTACHED HOUSING CONTRACT AND HAVE COMPLETED THE INFORMATION ON THE REVERSE SIDE OF THIS CARD.

SIGNATURE OF STUDENT _____ STUDENT NO. _____ DATE _____

SIGNATURE OF PARENT OR GUARDIAN (if under 18) _____

11. Stoves, hot plates, candles, incense, space heaters, and halogen lamps shall not be used in the rooms due to fire hazards.
12. Firearms, explosives or chemicals shall not be brought into any room or residence facility at any time.
13. The owners of motorcycles, motorbikes and other similar equipment shall not house or repair their vehicles and related equipment in any residence facilities, nor store associated combustible fuels.
14. **The University does not carry insurance of any kind on the property of students and accepts no responsibility for loss or damage to such property. Students are urged to lock their rooms at all times and carry their own personal property insurance. Students are asked to keep access doors to residence halls closed.**
15. The use of alcoholic beverages is subject to policies regarding alcoholic beverages contained in the *Clarkson Regulations*.
16. Students must be properly attired in public areas at all times. According to Public Health Code, bare feet are not allowed in the dining halls.
17. Boiler rooms, basements and roof areas are OFF LIMITS at all times. No antenna or aerial attachment may be made on the roof of any University residence.
18. Civil law defines the possession of unauthorized keys or access cards as being in possession of burglary tools. Those individuals having or using such keys or cards are subject to disciplinary action.
19. Unauthorized possession of federal, state, local or other public agency signs is not permitted in University housing.
20. The University may for good and valid reasons require a student to move from University housing as a disciplinary measure. In such instances there will be no refund of monies to the student.
21. Fees will be charged for the replacement of lost I.D. cards, access cards, and room keys.
22. For keys not returned **at the termination of room occupancy**, a fee of \$50-\$70* will be assessed to change the door lock.
23. Furniture cannot be removed from lounges, study rooms, cafeterias, etc., for the private use of students within their own rooms. Students possessing unauthorized furniture will be fined \$20* and be subject to further disciplinary action. University furniture must remain within the room or apartment.
24. No solicitation is permitted in University housing, unless approved by the Dean of Students.
25. The basements of Riverside Apartments are prohibited for personal use or as living quarters.
26. The University cannot and will not condone any illegal act involving the possession, manufacture, use, or sale of controlled substances (drugs) on campus, except where properly authorized by a physician.
27. Students should refer to *Clarkson Regulations* for information on the University refund policy if they should withdraw.
28. Full-sized refrigerators, air conditioners, pools, hot tubs and spas of any kind are not permitted in University housing.
29. Smoking is not permitted in University housing.
30. No flammable substances may be stored inside residence facilities. LP tanks for gas, lighter fluid and the like must be a minimum of 30 feet from buildings. Those creating a fire hazard in residence facilities are subject to disciplinary action including expulsion from campus housing.
31. Stairwells in Woodstock Village apartments are not to be used for storage of any kind as this poses a safety issue.

*I understand and accept the rules enumerated herein and also understand I am responsible for adherence to all other University regulations as specified by Clarkson University Student Regulations 2012-2013. The University will provide a room and a board plan where appropriate for the academic year 2012-2013 in University housing operated by the University subject to these preceding terms and subject to the general rules and regulations of the University with respect to its students. **The right to make University housing assignments and changes in room assignments for the benefit of the student, or the University, remains with the University.***

Retain this part of the contract for your records.

*subject to change

PARENT(S) TO BE NOTIFIED IN CASE OF ACCIDENT OR ILLNESS:

NAME _____ RELATIONSHIP _____

ADDRESS _____ PHONE () _____

EMERGENCY CONTACT, if parents are unavailable _____ RELATIONSHIP _____

ADDRESS _____ PHONE () _____

IMPORTANT MEDICAL INFORMATION: Please note any personal medical alert information that will be helpful in case of emergency (attach medical information if necessary).
