

**2021-2022  
Residence Hall Room Contract  
Office of Residence Life**

Please Print

Present MC Box # \_\_\_\_\_

Name \_\_\_\_\_ ID# \_\_\_\_\_ Hall \_\_\_\_\_ Room# \_\_\_\_\_  
          LAST                    FIRST                    MI

Home Address \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
                                    STREET

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Male  Female

**Terms of Agreement**

**Eligibility:** To occupy Monmouth College residence halls, the student must be enrolled at Monmouth College. This agreement is between the College and the student only. No other individual is allowed to occupy the campus housing room/space.

**Assignments:** The College will attempt to honor the preferences expressed by the student for a room assignment but reserves the right to (re)assign the student to other halls or rooms when necessary. The college reserves the right to change room assignments for health, safety, or repair services, economy or disciplinary reasons involving the student or for unresolvable incompatibility of roommates. The College reserves the right to consolidate vacancies by requiring a student to move to a different location. In the event this occurs it will be done in consultation with the parties involved. Unauthorized room changes will result in a \$100 charge and a move back to the originally assigned room.

**Consolidation:** If a student is assigned to a double room and has no roommate during the first and second week of a semester, the student will be notified about the consolidation process. See the consolidation process on the back of this sheet.

**Term:** The term of agreement is for the ENTIRE ACADEMIC YEAR or for the remainder of the academic year if entered into subsequent to the beginning of the academic year. The academic year consists of Fall and Spring semesters. Student housing may be occupied and must be vacated in accordance with the schedule issued by the Office of Residence Life and Housing.

**Residence Hall Closing:** All residence halls, campus houses, and Greek houses close 24 hours after the last final exam and at noon the day after the last class before breaks. (Exception: Halls remain open for Fall and Easter breaks) Students remaining on campus during closed breaks without approval of the Office of Residence Life and Housing x2113, will be assessed a charge of \$100.00 per day.

**Early Return from Breaks:** Students arriving early on campus without approval of the Office of Student Affairs will be assessed a charge of \$100.00 per day.

**Room entry:** The College reserves the right for authorized College representatives to enter all rooms for housekeeping purposes, repair or maintenance, health, safety, or disciplinary reasons.

**Key procedures:** When a student loses a key, he/she will be charged \$20.00 for the replacement of a keycard to an outside door and \$28.00 for the replacement of a room key. If the student wishes the room lock changed, he/she will pay \$78.00. See Scots Guide for further information on key procedures.

**Housekeeping and Maintenance Regulations:** Residents are responsible for the general condition of their rooms at all times and for reimbursement for damage to the room, furnishings, windows, and doors. Residents are held collectively responsible for damages in common areas of the building such as hallways, bathrooms, and lounges. See Scots guide for more details on Housekeeping.

**Lofts/large furniture:** Students are not permitted to bring their own lofts nor other large furniture items such as couches, chairs, or futons.

**Halogen Lamps:** Halogen lamps are prohibited. Lamp will be confiscated and a fine of \$100.00 will be assessed.

**Storing College owned furniture:** College-owned furniture is to remain in student rooms. Students will be billed by the Office of Student Affairs for removed, lost, or damaged College furniture.

**Personal Property:** The student hereby agrees that any and all personal property or the property of third parties in the student's possession present on College premises shall be the sole responsibility of the student. All property must be removed from the student's room no later than the last day of occupancy. The student hereby surrenders all claims to any property remaining on the premises after such date. The student agrees to be responsible for any cost of defacement or damage to the room or rooms, common areas, and all College furnishings or property that are damaged or destroyed during the term thereof.

**Fire Code:** Students are required to strictly adhere to the fire code below in their housing units. The numbers below include residents of rooms, apartments, quads, suites and theme houses. Violation of the fire code will result in disciplinary sanctions:

- **Single Rooms** across campus----A total of 4 students including residents of the room.
- **Triple/Double Rooms** across campus----A total of 6 individuals, including the residents of the room.
- **Founders Village Apartments**----A total of 12 individuals in the entire apartment with a maximum of 6 individuals in a room. This includes residents of the apartment (it was 10 individuals in the past).
- **Bowers Hall Quads**----A total of 12 individuals in the entire suite with a maximum of 6 individuals in one room. This includes the residents of the suite (it was 10 individuals in the past).
- **Peterson Hall Suites**----In a quad with a double/triple room combination can have a total of 12 individuals with a maximum of 6 individuals in a room. This includes the residents of the quad. In a quad combination of a double/single room, a total of 10 individuals are allowed. This will include the residents of the quad. A maximum of four persons should be in a single room and a maximum of 6 persons in the double room.
- **Pattee Hall Quads**----A total of 12 individuals in the entire quad, including the residents of the quad. With a maximum of 6 individuals in each room.
- **HD/HR apartments**----A total of 12 individuals.

**Single Room Charges:** Students signing up for a single room will be charged an additional \$125.00 per semester.

All policies and procedures concerning campus housing are outlined in the Student Handbook (i.e. the Scots' Guide), which is found at <http://www.monmouthcollege.edu/offices/student-affairs/student-handbook> All students living on campus are required to read this handbook and make themselves aware of these policies and procedures. Failure to comply with College policies will result in judicial action.

## Room Consolidation Process

There **are no room changes** until the start of **Week 3** of the fall semester and the start of **Week 3** of the spring semester when most “no shows” are established. **Unauthorized room changes will result in a \$100 charge and a move back to the originally assigned room.**

For the **fall** semester a student living in a double room alone (called a double/single) may continue to live in that room alone at no additional charge until the close of the fall semester. The College, however, reserves the right during the semester to assign the student a roommate at any time should the space be needed OR a roommate change is deemed necessary. A student, who does not wish to room with another student, should sign a double/single contract to secure the room as the only occupant for an additional fee of \$465 for fall semester. The student can also choose the following option: Student may move to another student’s room or have another student move in with them. **The option to live alone in a double room without the additional fee of \$465 per semester ends by Week 3 of the semester.**

If you have no roommate by the beginning of the spring semester, please know that **you must choose one of the following options within the first two weeks of the 2022 spring semester:**

1. Sign a double/single contract for the spring 2022 semester. You will therefore secure the room alone for spring semester with an additional charge of \$465. **Please know that the College does reserve the right to void double/single contracts should our enrollment for spring semester warrant the need for space.**
2. Find a roommate of your own choosing or move in with another student by Week 3 of the semester.
3. If you do not select option #1 or #2 a new student may be assigned to the space in your room for spring semester. **If the open space in your room is not cleaned and ready for a new student your possessions will be moved to your side of the room and you will be charged a cleaning fee of \$100.**

### **Special Notice:**

1. If for some reason you are not returning to Monmouth College in fall 2021, you must notify the Student Affairs Office **IN WRITING** by **July 1, 2021** in order to receive a **refund** of your housing deposit. Students who decide not to return to College for Spring 2022 **MUST** also notify the Office of Student Affairs by January 1, 2022. Students withdrawing after these dates **WILL NOT** receive the housing deposit refund.
2. If you change your hall/room during the course of the academic year, the terms of this agreement will be applicable in full for your new housing assignment.

**My signature below acknowledges that I have read and understood the terms of this contract.**

Student Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hall \_\_\_\_\_ Room \_\_\_\_\_