

**2024-2025
Residence Hall Room Contract
Office of Residence Life**

Name _____ ID# _____ Hall _____ Room# _____
 LAST FIRST MI

Cell Phone _____

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.

Term: The term of the agreement is for the ENTIRE ACADEMIC YEAR or the remainder of the academic year if entered into after the beginning of the academic year. The academic year consists of Fall and Spring semesters. Student housing must be vacated by the schedule issued by the Office of Residence Life.

Housing 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.

Room Change: The College reserves the right to change room assignments for health, safety, repair services, financial or disciplinary reasons involving the student, or for unresolvable incompatibility of roommates. Unauthorized room changes will result in a **\$100** charge and a move back to the originally assigned room.

Room Consolidation: 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.

Housing Buy-Out Process: If a student has been 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 Housing Buy-Out process. The Housing Buy-Out, at **\$950** per semester, will guarantee a student will not have a roommate for the rest of the current semester. This fee will be added to the student's college account.

Single Room Charges: Students signing up for a single room will be charged an additional \$275.00 per semester.

Residence Hall Closing: All residence halls, campus houses, and fraternity/sorority 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 the approval of the Office of Residence Life 309.457.2114 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 Residence Life 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: A charge of **\$35.00** will be charged for the replacement of an ID to an outside door and **\$50.00** for the replacement of a room key. A charge of \$100 will be applied to a student's account for a room lock change. See the Scots Guide for further information on key procedures.

Check-In/Check-Out Process: Upon Check-In, students will retrieve their keys, complete an RCR, sign it, and return it to the Residence Life Staff. Upon Check-Out, students will complete an RCR, sign it, and return it to the Residence Life Staff, along with their keys. Failure to follow these processes will result in fees being assessed to the student's account. This also pertains to any room changes that might happen in between.

Traditional Halls Housekeeping and Maintenance Regulations: McMichael, Winbigler, Graham, Fulton, ATO, Champion-Miller
Students are responsible for the general condition of their rooms at all times and will be held responsible for damages to the room, furnishings, windows, and doors. Students are held responsible for damages in common areas of the building such as hallways, bathrooms, and lounges. Custodial services in individual rooms/suites/quads are the responsibility of the student. Cleaning supplies can be requested from the RA/HM on duty.

Premium Halls Housekeeping and Maintenance Regulations: Bowers, Peterson, Pattee, Grier, KKG, Pi Phi, AXD
Students are responsible for the general condition of their rooms at all times and held responsible for damages to the room, furnishings, windows, and doors. Students are held responsible for damages in common areas of the building such as hallways, bathrooms, and lounges. Custodial services in individual rooms/suites/quads are the responsibility of the student. Cleaning supplies can be requested from the RA/HM on duty. See the Scots guide for more details on Housekeeping.

Room Décor: Scotch Tap must not be used on the walls or molding. Do not make holes in the walls or molding within the room/suite/quad. It is highly recommended to **NOT** use the adhesives on LED string lights. Upon removal, the wall paint will be damaged and students will be responsible for the repair cost for each wall damaged.

Halogen Lamps: Halogen lamps are prohibited. The 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 Residence Life for removed, lost, or damaged College furniture.

Property Damages: As stated in the SCOTS' GUIDE, Students will be billed along with the other suite/quad/room residents for damage to common areas in the building if the student responsible for the damage is not identified. This also includes damages to the physical structure in the suite/quad/room or other parts of the building including stairwells, and laundry room. Installing ceiling fans, bars, poles, beds, shelving, etc. are not prohibited.

Personal Property: The student hereby agrees that any 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.

Pets: Not permitted on campus. I understand that if I violate this condition, I will be billed an amount of \$100 plus the cost to remove the pet, as stated in the SCOTS' GUIDE. ESA accommodations are available through Office of Student Support and Accessibility Services office in the ACE.

Smoking: All college buildings, including residence halls, are smoke-free environments. Students violating the smoking policy will be fined \$100.

Underage Drinking: Monmouth College follows the State of Illinois drinking laws. Underage drinking is not permitted. Students on campus found violating this policy will be fined \$100 and subject to discipline sanctions and assessed a fine.

Fire Code: Students are required to strictly adhere to the fire code stated in the SCOTS' GUIDE. Violation of the fire code will result in disciplinary sanctions.

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 disciplinary sanctions.

I have read, understand, and will abide by all policies stated in this contract.

I understand this is a binding contract for residential living accommodations between Monmouth College and myself.

X _____
Student Signature

