

Student # _____

Assignment _____

**MUSKINGUM COLLEGE
HOUSING LICENSE AND FOOD SERVICE PLAN AGREEMENT**

NAME _____

Last

First

Middle Initial

I hereby contract with Muskingum College for the following services for the Fall 07 and Spring 08 academic Year:

Housing accommodations for the academic year

Room Type

Single \$2100.00

Super Single \$2600.00

Double \$1800.00

Super Double \$2100.00

Triple \$1700.00

Quad \$1550.00

Board in college dining facilities

21 meals/week

14 meals/week

Student teacher fall spring

Essential Terms of Housing License Agreement

Residential Requirement

All Muskingum College students are required to live in College residential facilities, unless they meet one of the following justifications for waiver of this policy and apply for and receive written permission each and every year from the Coordinator of Housing Services or his/her Designee to live off campus during the academic year: 1) they have been awarded sufficient academic credits by the College to be qualified as Junior or Senior status, 2) they are married, 3) they are older than 25 years of age, or 4) they are commuting from a parent's home (30 mile radius of the campus).

Period

This housing license agreement shall be in force for the full academic year excluding break periods. This period begins on the official arrival date for the resident's classification prior to the first day of the fall semester, concludes on the last day of the student's final exam schedule in the spring semester, and excludes scheduled College breaks or vacation periods. In the event that a student signs the housing license agreement after the first day of the fall semester, the period shall begin from the date available for occupancy and conclude on the last day of the student's final exam schedule in the spring semester. College residence facilities will be closed when school is not in session. The times that the residence halls are closed are: Thanksgiving Break, Semester Break, Spring Break, and Summer Break. Students are not permitted to remain in college residence facilities during these times without advance written permission from the Student Life Office. Students who have not received prior approval to remain in campus housing during breaks may be charged a fine for late departures or early arrivals as well as a daily charge for the days they stayed (though this option may not be available due to staffing considerations, etc., and immediate removal from the premises may be necessary).

Food Service Plan

Accepting placement in a College residential facility obligates the resident to endorse a food service plan agreement. The College food service plan offers a 21 meal plan, a 14 meal plan, and a student teacher meal plan. All first year students must be on a 21 meal plan for their entire first year. Changes in the food service plan must be made by contacting the Student Life Office prior to the end of the add/drop period. Students must have a valid identification card to enter the dining facility and may not remove food from the dining areas unless in an approved "to go" container.

Laundry Facilities

A \$100 charge shall be applied for laundry facility use in the residential facilities. These facilities are open only to residential students.

Housing License Agreement Cancellation

A \$350 cancellation charge shall be applied if this housing license agreement is canceled after endorsement during the "room draw" period and prior to the last day of May preceding the term of the agreement, a \$500 cancellation charge after the first day of June of the year preceding the agreement. Additionally, after the first day of the Fall Semester, a pro-rated housing license and food service plan charge will be applied from the date of notification to the Student Life Office by the Student (no pro-ration of room charges will be applied after 60% of the semester term has passed).
Initial: _____

Room Assignments & Changes

Student Life retains the exclusive right to make housing assignments. This housing license agreement is for residential space and does not guarantee a student a specific room or a specific roommate. Assignment changes may be requested in writing by the student and are subject to the approval of Student Life for extenuating circumstances. Housing license agreements can not be transferred or sub-let by the resident. Students who assume residency in accommodations other than those assigned will be subject to fines and/or disciplinary action. Student Life reserves the right to use vacant housing space as required. Students agree to accept roommates as assigned or to move to another room upon request. **The College reserves the right to consolidate roommates, to change a housing assignment, or to terminate this housing license agreement at any time for disciplinary or other reasons.**

I acknowledge that I have read this entire agreement (including the information on the reverse), I have received answers to any questions I may have had, and I understand that by signing this document, I am entering into a binding housing license agreement and agree to adhere to all of the terms and conditions herein stated.

Student/Guardian in Minor Signature Date

Student Life Staff Date

Applicable Policies and Procedures

The following is a selected list of policies which are provided for your information and are subject to change as provided for in the annual Student Handbook and through its revision procedures therein addressed. The Policies and Procedures provided for through the Student Handbook shall supercede those herein enumerated. Other policies exist with which student residents are responsible for complying (including, but not limited to - alcohol, antennae, drugs/controlled substances, cooking/food preparation, electrical equipment, escorts, firearms/explosives/fireworks/inflammables/weapons, fire safety, guests, pets, quiet hours, roofs/ledges, security, smoking, sports/outdoor activities, soliciting/sales, visitation, waste disposal, and water-filled furniture. Complete student and residential policy information can be found at the following web address: <http://www.muskingum.edu/campus/secure/studenthandbook.pdf>

Removal from Housing - Continued campus residency is contingent upon maintenance of full time student status and compliance with College policies, procedures and regulations contained in, but not limited to the Student Handbook. Failure to comply will be considered a breach of this agreement and subject the student to a potential loss of housing privileges. Under those conditions a student is entitled to the hearing procedures outlined in the Student Handbook. However, interim measures up to and including an interim suspension may be applied by the Dean of Students or his/her Designee pending said hearing.

Alcohol - Limited quantities of beer or wine are permitted in individual rooms in designated areas by residents of legal age. Ohio's legal drinking age is 21.

Damage or Loss to Personal Property - Prior to, during and subsequent to the period of the housing license agreement, the College assumes no legal obligation to pay for the loss of or damage to items of personal property that occur on its grounds or in its buildings or storage areas. In the event that assigned accommodations are destroyed or made unavailable, and the College does not furnish other accommodations, the housing license agreement shall terminate. All rights and liabilities of the parties involved shall cease and payments previously made will be refunded on a prorated basis.

Right of Room Entry & Inspection - The College maintains the right to enter student rooms for the purposes of exhibition, inspection, maintenance, or repair. In addition, the Dean of Students or her designee may enter the room to retrieve stolen property, in case of emergency, or if there is an alleged violation of college policy.

Room & Facility Conditions - Rooms in each residence hall are minimally furnished with the following for each student: bed, mattress, desk, desk chair, and dresser space. College furnishings may not be removed from the room and each occupant is responsible for loss and damage of room furnishings. The student is responsible for the condition and proper care of the assigned accommodation and associated furnishings and will reimburse the College for all damages sustained to those items. Accommodations are available as is. The College cannot store, replace or supplement accommodations, furnishings and/or equipment on request, except in cases of verifiable disabilities where the College is fully committed to making/assisting in providing reasonable accommodations. Personal construction of any kind (i.e. shelves, lofts, platform beds and similar items) is prohibited

The student is required to maintain their accommodation in an acceptable, safe and sanitary condition and to refrain from causing damage to other parts of the building, including the common areas. Residents of a residential facility or sub-section of a facility may be held financially responsible for damages to common areas and equipment (e.g., hallways, lounges, lavatories, etc.), when the student(s) responsible for those damages do not claim responsibility and cannot be identified.

Safety & Security - Keys - Students are prohibited from duplicating College room keys. Fines will be imposed for key replacement and lock changes resulting from damage to locks and/or loss or improper duplication of keys. Students are responsible for using keys in an appropriate manner so as not to endanger the safety or security of individuals or property. Failure to abide by safety and security regulations will be considered a breach of this housing license agreement. See the Student Handbook for details.

Smoking - Smoking is not permitted in any residential facility. This includes residence halls, townhouses, program houses, and fraternity houses. Smoking is not permitted in common areas (bathrooms, hallways, lounges, stairwells, etc.) of any residential facilities.

Telecommunication Systems - Basic phone service and access to the computer system is provided for all residents in traditional residential housing. Voice mail and a long distance personal identification number (P.I.N.) are provided to all residence hall students. Students must provide their own telephone and computer equipment.

Vacating Room/Check-Out Process - Students are required to check in and out of their rooms with residence hall staff. Students who do not check out of their rooms may be assessed both a daily charge and a fine.