

# Valparaiso University Short Term Housing Agreement

## 1. Residence Fees

Value of Room: The value of the Room, including the use of the room and the utilities, is \$35 for one guest per night.

## 2. Keys

Keys: The Office of Residential Life will provide a key to be used as a key to the Student's Room for the term stipulated. If a key is lost the student will be responsible for the replacement of the key, a \$25 charge to their student account.

## 3. Occupancy

Valparaiso University reserves the right to change or cancel assignments in the interests of order, health, safety, or discipline with appropriate written notice. Residential Life does not discriminate on the basis of race, color, gender, disability, sexual orientation, or national or ethnic origin in the assignment of rooms or in the assignment of persons as roommates and rejects all requests for change of assignment based upon such reasons.

## 4. Vacancies and Room Capacity

Rooms must be occupied only by the person(s) officially assigned to the room by Residential Life. Occupancy by a student or other person without authorization is not permitted and may result in disciplinary action.

## 5. Responsibility for Damage and Loss

Guest accepts the condition of the room and contents at the time of occupancy and establishes the standard for the condition of the room and contents at the termination of occupancy. Student specifically agrees to be liable for damage or other loss incurred to the building, room, furniture and equipment which is not the result of ordinary wear and tear. Damage within a student's room is the responsibility of the students assigned to the space.

Students are expected to take every precaution to assure that communal property is not abused. In halls or floors where the University has determined that there is theft or undue abuse of university property and the responsible individual(s) cannot be identified, all Students will be held responsible for paying a prorated share of the cost of repairing such damages.

## 6. Use of Facilities.

Responsibility for Student's Room: The Student agrees to pay for all missing items, damages, or cleaning caused to the Student's Room by the Student.

Move-Out Condition: The Student agrees to leave their room in a condition that is equal to or better than that of the condition when they moved in. All items in the Room must be returned to their original placement or the Student is subject to an extra labor charge on their student fees account.

Pass Along Facilities Concerns Promptly: Any Student with concerns about any physical aspect of the Residence agrees to submit a work request promptly. Students are a key information provider in Residence and are expected to pass along any observations they make in the physical condition of the Residence that may cause problems for the safety, security or proper functioning of University property. Students can submit a work request through the Office of Residential Life.

Removing Items From Room: All furniture & equipment found in the Room must remain in the room for the entire term as specified or the Student is subject to an extra charge on their residence account.

Cleanliness: Students are responsible for maintaining their Rooms in a clean and orderly state. Students must further ensure that their Rooms are left in a clean and orderly state and free from all refuse upon vacating the Room or the Student is subject to extra cleaning charges assessed to their residence account.

## 7. Rules and Regulations

Students will comply with and abide by all of the University's existing rules and regulations and such future reasonable rules and regulations as the University may, from time to time, adopt governing the use and occupancy of Residential halls. The University reserves the right to make changes to the existing rules and regulations and to adopt additional reasonable rules and regulations in its sole discretion, giving due notice in accordance with policy. It is the responsibility of the student to become familiar with the University rules and regulations. Ignorance of the rules and regulations does not exempt the student from the responsibility of abiding by them. While fulfilling their administrative responsibility to enforce University regulations, members of the Residence Life Staff may enter student rooms at any time.

Observe & Record Behavior: Housing & Residence Life reserves the right to observe and record a Resident's behavior for the purpose of ensuring the safety of the Student and the community and that applicable policies are followed.

The Student Guide to University Life Online: The full Student Guide to University Life is available online at:

**8. General**

Excessive Needs: The Office of Residence Life does not have the facilities, resources or expertise to deal with serious behavior, emotional issues or illness. If a Student engages in harmful behavior, or behavior that is reasonably perceived to be a threat to himself or herself, or to others, or compromises his or her personal safety (including, but not limited to underage drinking, drug use, bulimia, cutting, abusive behavior); or, where a pattern of behavior by a Student is sufficient to create significant disruption to another Student(s), the Office of Residence Life reserves the right to terminate the tenancy of the Student.

**9. Cancellation of Agreement by the Student**

Cancellations must be made 24-hours in advance, and submitted in writing to [reslife@valpo.edu](mailto:reslife@valpo.edu). Failure to cancel in the required time period will result in a charge for the night-stay. All modifications must be made in writing to [reslife@valpo.edu](mailto:reslife@valpo.edu).

**10. Agreement Cancellation by the University**

The University reserves the right to terminate this Agreement at any time for good cause.

**11. Insurance**

Student shall be solely responsible for insuring any of his/her personal property located or stored within University owned or managed housing against the risks of damage, destruction, or loss resulting from theft, fire, weather, water damage, and all other hazards and casualties. Regardless of whether student secures such insurance, student assumes responsibility for his/her own personal belongings.

**12. Dispute Resolution**

Any dispute arising pursuant to this Agreement shall first be addressed to Residential Life. Any appeal to decisions therefrom shall be resolved through the Office of the Dean of Students. These procedures shall be followed prior to student instituting any other action.

**13. Entire Agreement**

By signing this agreement, you agree to follow all University rules, regulations, policies and procedures, including, but not limited to, the Residential Policies found on the University's website. Any violation of this Agreement may result in termination of this Agreement and/or judicial action. No modification of this Agreement will be enforceable unless reduced to writing and signed by both Student and the Assistant Dean of Students for Residential Life or their designee.

**14. Acknowledgment**

I acknowledge that I have read and understand, and I hereby agree to be bound by this Agreement. I agree to pay the rates as established by Valparaiso University for the type of room to which I am assigned. I understand that by signing this Agreement is binding for the term of occupancy.

Contract Term: \_\_\_\_\_ to \_\_\_\_\_.

Value of Room: The value of the Room, including the use of the room and the utilities, is \$35 for one guest per night.

I confirm that I have read and understood the contents of this Contract and the contents of the Student Guide to University Life. I understand that by signing this Housing Agreement I will be bound by the terms and conditions contained herein.

Student Number	First Name	Last Name

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date