

Doane University Housing Contract 2017.2018

This is a binding agreement. By signing the housing selection form, you agree to abide by all Doane University guidelines, policies, and procedures. Please refer to the student handbook and Doane Residential Life website for a complete discussion of the Doane University housing guidelines. Failure to read this agreement, the information provided on the Doane Residential Life website, or other distributed materials do not excuse you from complying with the terms and conditions, rules, policies, and procedures of Doane University.

Terms of Occupancy

1. This contract covers the entire Academic Year 2017-2018. Fall occupancy begins the first day of approved early arrival and ends on December 15, 2017. Spring occupancy begins on January 15, 2018 and ends on May 11, 2018 at 9am. Winter Break housing (the period between fall and spring semesters) will be permitted until December 22, 2017, with prior approval. Winter Break housing will resume on January 3, 2018 for approved early arrival students. No Winter Break housing will be offered from December 22, 2017 to January 3, 2018.

Liability and Insurance

2. Residents are financially responsible for any damage they may cause in public or private areas of residence halls.
3. Residents understand and acknowledge that insurance carried by the University covers University property only and should provide for their own protection against loss or damage to property, personal injury, or liability. In consideration for receiving permission to utilize and reside in Doane University residence halls you release, waive, discharge and covenant not to sue Doane University, its officers, servants, agents and employees (hereinafter referred to as "Doane University") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by the negligence of the Doane University, or otherwise, while utilizing Doane University residential facilities.

Termination of Housing Contract by the Resident

4. In order to terminate this contract *prior to Census Day on September 5th, 2017*, written notification must be given to the Office of Residential Life and Education via email to doanehousing@doane.edu. Termination of the contract by a resident prior to Census Day will result in the following penalties:
 - **Prior to June 1st 2017**, a fee of \$150.00 will be assessed to their account.
 - **June 1st, 2017 through July 31st, 2017**, a fee of \$300.00 will be assessed to their account.
 - **August 1st, 2017 until Census Day on September 5th, 2017**, a fee of \$450.00 will be assessed to their account.
 - The termination fee may be waived if the resident is transferring from Doane University, withdrawing, or fulfilling military service. If exigent circumstances apply, the resident may file a written appeal of their termination fee to the Director of Residential Life and Education. Appeals will be considered on a case-by-case basis.
5. In order to terminate this contract *after Census Day on September 5th, 2017*, written notification must be given to the Office of Residential Life and Education no later than *two weeks* prior to the intended date of termination. Upon termination, the resident will be responsible for paying the remaining balance of the housing rate for the semester. Failure to provide timely notice may result in a \$25.00 processing fee.
6. If a resident terminates their housing contract without permission from the Office of Residential Life and Education, the student will continued to be billed for housing and meal plan costs until such time they are approved as exempt from the residential housing policy.

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Termination of Housing Contract by the University

7. Doane University reserves the right to terminate this contract should violations of University policy, law violations, and/or this contract occur. Should this contract be terminated by the University, there is no financial obligation to the student. Students may dispute a termination in accordance with the University's grievance procedure, outlined in the student handbook.

Student Responsibility

8. Students must be able to care for themselves at all times. Doane University has limited resources for students unable to care for themselves. Incidents in which students demonstrate a lack of care for themselves, e.g. alcohol poisoning or suicidal threats, may result in the affected student's immediate removal from campus housing.
9. Students involved in instances like the ones listed in (8) may be required to provide documentation from health professionals that they have completed any assigned disciplinary requirements from such incidents.
10. Failure to provide proof of completion may result in removal from campus housing with no refund of student room costs.
11. Every student shares the responsibility to notify their Community Director (CD) of maintenance needs. Students who have failed to communicate maintenance issues to their CD may be held responsible for the repairs at check-out.
12. Students who leave windows open in the room may be found responsible for any damages resulting from frozen and/or burst pipes, including remittance to the University for labor and material cost of repairs, and to students whose belongings are damaged due to the pipe bursting or freezing.

Students with Disabilities

13. Doane University is committed to providing accommodation to students with disabilities in the residence halls. Students who require reasonable accommodation must have an accommodation on file with the Disability Services personnel. In order to ensure that appropriate arrangements can be made, students with documented disabilities who need reasonable accommodation in the residence halls should contact the Director of Residential Life and Education by July 1, 2017 for the fall semester or November 1, 2017 for the spring semester.

Gender Inclusive Housing

14. Gender inclusive housing allows for students of different sexes or gender to room together.
15. Although suites and/or quads that register are gender neutral, they are gender inclusive within the quad or suite – the individual rooms are still separated by sex.
16. Students may register for gender inclusive housing in Colonial or Hansen Hall. Registration must be unanimous, and students intending to live in gender inclusive housing must complete the appropriate registration form.
17. Colonial and Hansen residents may transition to gender inclusive housing during the year by registering. Students interested should contact the Office of Residential Life and Education at doanehousing@doane.edu.

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Residential Living Standard

18. Doane University is a residential campus because we believe that residence halls are the most conducive environments for academic achievement and personal growth. Each residence hall is a unique community. Factors that comprise these communities are the commonality of interests, respect for others' rights and privileges, self-governance, and diversity of personalities. Each member of a residence hall community has a responsibility to enhance the development of the environment. Whether it is through participation, learning to compromise, or voicing suggestions, each individual can play an effective role in improving the living atmosphere. As a member of this unique community, members have a responsibility to do their part to make the environment as safe, healthy, and peaceful as possible. The first step in achieving this goal is for each resident to take personal responsibility for the living environment in which they reside. Issues of concern include:

- Conditions that create an unhealthy environment within a personal room, suite, quad, or hall.
- Students who act in a manner which creates the opportunity for injury to members of the Doane University community.
- Disruptive behavior in rooms or halls which is not conducive to a peaceful study environment due to violation of Doane University policy.
- Doane University makes every effort to provide a healthy and safe environment, and a strong partnership with students is necessary to make that happen.

Vacancies and Housing Needs

19. The Office of Residential Life and Education reserves the right to assign or reassign students as needed. Housing need is determined by the Director of Residential Life and Education.
20. If a resident's roommate(s) leaves, it is the remaining resident's responsibility to find a new roommate.
21. If space allows, a resident may request to pay a private room rate and buy out the room.
22. If the student cannot find a new roommate, the student may be consolidated with another resident. Consolidation will necessitate a room move.
23. Remaining spaces within the residence halls are available to use by the Office of Residential Life and Education as needed. This may mean students are assigned new roommates with limited notice.

Room Moves

24. Residents wishing to change rooms during the year must contact their CD to make the necessary arrangements. Room moves must be approved by the Office of Residential Life and Education.
25. Room moves for returning students may incur a \$25.00 administrative fee.
26. First year students interested in moving rooms must first make a good faith effort in a mediation process facilitated by their Community Director or designee.
27. Unapproved room moves may result in an administrative or facilities fee of \$75.00 or more.

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Check-In

28. Check-in procedures for the fall and spring are detailed in the Student Handbook. The Office of Residential Life and Education will also email residents over the summer with accurate instructions for checking in. Failure to adhere to check-in policy may result in delays or administrative fees.
29. The Room Condition Report (RCR), signed by the resident and Residential Life and Education staff, serves as complete documentation of the room's condition and any existing damages at check-in. Residents who fail to complete an RCR may be held responsible for pre-existing damages. This may result in maintenance fees for material and labor costs of repair.
30. Residents may be held responsible for any damages not recorded in the RCR at check-in. This may result in maintenance fees for material and labor costs of repair.
31. Residents who move in without checking in, or who move into an unassigned room, may be subject to administrative fees and disciplinary action.
32. Early arrivals for fall and spring semester must be approved by the Director of Residential Life and Education. Requests to check in early must be tendered at least two weeks prior to the anticipated check-in date.
33. **A charge of \$75 a day will be assessed to students moving in early.**
34. Students who move in early without approval will be charged a \$100 fee in addition to the daily charge.
35. Students with approval to move in who allow their roommate to move in early may also be charged \$100.

Check-Out

36. Check-out procedures apply when a resident changes rooms, withdraws from Doane, or leaves at the end of the semester or academic year.
37. Check-out procedures are outlined completely in the student handbook.
38. Failure to follow check-out procedures may result in forfeiture of the resident's room deposit and an improper check-out fee of \$125. A lock change fee may also apply.
39. Doane University reserves the right to contact the Crete police department and have students removed from campus if they refuse to check out on time.
40. Unless the responsible party is identified or takes responsibility themselves, damages that occur in a residence hall will be charged equally to the residents of the room or all the residents of the hall, depending on the location and severity of the damages. Charges may be incurred during the operational year; they are not limited to check-out times.
41. As members of a suite-style living environment, residents in Burrage, Colonial, and Hansen are responsible for their respective suite and its surroundings. This includes, but is not limited to, windows, window screens, and balconies.

Appliances and Restricted Items

42. The following are not allowed in the residence halls: sun lamps, hot plates, candle warmers, electric skillets, toaster ovens, George Foreman grills, ice machines, microwaves, refrigerators over 4.3 cubic feet, space heaters, or any other high energy appliance. Questions about item restrictions should be directed to the Office of Residential Life and Education.
43. The Office of Residential Life and Education reserves the right to modify and/or extend the list of restricted items at any time. During the year, changes to the list will be communicated via email and updated on this contract.
44. Burrage and Colonial quads are allowed one microwave each in their respective common rooms.

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Communication

- 45. Residential Life and Education and Doane Housing will contact students via email and/or telephone.
- 46. It is the student's responsibility to check these at least once a day to ensure prompt communication.
- 47. Students who do not check their email or voicemail run the risk of adverse actions.

Contract Changes

- 48. The Office of Residential Life and Education reserves the right to make changes to the terms and conditions of this contract at any time.