

# RESIDENCE LIFE HOUSING CONTRACT

FALL 2009 – SPRING 2010

## TERMS:

Agreement entered into between Park University, Parkville, Missouri and

**Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State Zip Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

Park University agrees to assign living accommodations for the above student in accordance with the following Residence Life Housing Agreement. It is understood that this agreement will be effective as long as s/he is a resident in Park University housing. It is also understood that the Residence Life Handbook contains community policies and regulations with which the above student and his/her guests must comply.

## GUARANTEED HOUSING DEPOSIT

All residents must submit a deposit of \$100 with the initial agreement. This deposit will remain with the resident as long as they remain in the residence halls. (If you are a prospective student and have chosen not to attend Park University, you have until June 1st to request the return of your deposit). During their last semester in the hall, the resident is responsible for requesting the return of the housing deposit. The resident forfeits the return of their deposit if they leave the halls without requesting refund of the deposit or has outstanding balances on his or her account.

## OCCUPANCY

All residents must be full-time (12 or more credit hours) enrolled students who have paid for campus accommodations.

1. All full-time single students under the age of 21 are required to live in a campus residence hall unless you have a submitted a *Request for Off-Campus Living / Housing Exemption Form* and it has been approved by appropriate staff, based on: a. You are living with your parents, legal guardians, or dependent children b. You have more than 58 credit hours prior to the first semester of attendance.
2. Initial occupancy is required on the first day of classes. Rooms unclaimed at the beginning of a semester will be forfeited and reassigned unless the Chief Housing Official has received a timely written request for late arrival.
3. The student agrees to retain occupancy in the residence hall for the entire academic year (Fall and Spring semesters). Students receiving written permission to withdraw from Park University will be entitled to a refund of room rental according to the policy stated in the most current Park University catalog.
4. A \$500 fee will be assessed to all students wishing to “buy out” or be released from the contractual obligations of this housing agreement at any time prior to the end of the agreement term. This option is available only to those students who do not fall within the Park University Residency Requirement, as noted above.
5. Students who meet the requirements to live off campus, but have signed the yearlong agreement, will not be released from the agreement except in cases of marriage or dependent children. All other students are subject to the buyout fee detailed in Section 4 of this agreement.
6. Park University reserves the right to make all room assignments and reassignments as considered necessary.
7. Manufacture use, possession, or distribution of illegal and/or illicit drugs is forbidden on the campus, in campus facilities and at Park University sponsored activities. Violations of this policy could lead to dismissal from the residence halls or the institution without refund of fees. Confirmed illegal drug use and /or manufacture possession, or distribution of illegal or illicit drugs may result in immediate dismissal from the residence hall without refund of housing fees.
8. Smoking is prohibited in all rooms and public areas of the residence halls with the exception of designated smoking areas.
9. Possession of any type of firearms, explosive devices, ammunition, etc. (see the Student Conduct Code) will result in confiscation and immediate dismissal from the residence hall without refund of housing fees.

## **SINGLE OCCUPANCY**

Single rooms are available only to a limited number of students. Priority is given to students on a seniority basis by class standing and hours completed (i.e. Seniors, Junior, Sophomore). Any student requesting a single room must pay an additional single room charge, which is due at the time of confirmation for the semester. The charge associated with single room requests varies by hall.

## **CONSOLIDATION**

The consolidation of residents is necessitated when residents who are paying the double occupancy rate are, for various reasons, actually in a room by themselves. If this situation occurs, the Residence Life Staff will contact the resident in writing. The resident will then have two weeks to choose one of the following options: 1) request to be assigned to a single room, if available, and agree to pay the additional single room residency charge, 2) move in with an assigned student, or a roommate of the student's choice, 3) remain in the current room and accept a roommate as assigned by the University.

## **BREAK PERIODS**

Fall, Thanksgiving, and Spring Break are periods included in the residence hall agreement. Therefore, there is no additional charge for staying in the residence hall during these break periods. You will be asked to confirm that you will be staying in the residence hall during these break periods for security, meal, and emergency purposes.

Winter Break and Summer Break are not periods included in the residence hall agreement. As a result, a nightly charge will be assessed for students wishing to remain in the residence halls during these break periods. Pre-payment of these charges is required prior to residents receiving a break entrance key. Students may be asked to relocate to a centralized floor during winter and summer break periods for their safety and security.

## **HEALTH HISTORY RECORD**

All residential students are required to submit a Health History Record to Residence Life Staff. This information will be provided to medical staff in case of an emergency, but otherwise will be kept confidential.

## **TERMINATION OF AGREEMENT**

This agreement may be terminated under the following conditions:

1. If a student is denied admission, withdraws, or graduates from Park University.

2. A student who requests to terminate the agreement due to medical reasons must provide documentation from a licensed physician stating that the termination of the agreement is a medical necessity.

3. This agreement may be terminated by The University at the discretion of the Chief Housing Officer or an authorized designee. Reasons for the termination may include, but are not limited to: failure of the student to comply with the terms of the agreement; failure of the student to comply with any Park University rule or regulation; engaging in actions or activities detrimental to the health, safety, welfare, or security of self or others; or engaging in conduct that is disruptive to the residence hall community. Students who are dismissed from the halls for disciplinary reasons will not receive a refund and will forfeit their deposit.

## **BOARD**

All residents are required to purchase the board plan. Each student must display his/her campus ID to the food service staff before entering the dining room. Students will be held accountable by both the Park University Student Code of Conduct and all Residence Life policies while in the Dining Center.

## **CONTITIONS OF PREMISES/DAMAGES**

1. Furniture and equipment may not be moved from quarters assigned or taken from the building without prior written authorization from the Residence Life Senior Staff.

2. No painting or alterations of facilities or equipment may be done without prior written authorization from the Residence Life Senior Staff.

3. The student understands that s/he is liable for damage to or the defacing of Park University property. Damage charges will be assessed against individual student accounts. Residence hall damage, in areas other than individual rooms will be charged on a pro-rated basis to all students of a floor or entire residence hall as determined by Park University on a case by base . Residents are responsible at all times for the actions of their guests. If a guest of a resident damages Park University property that responsible resident may be disciplined in the same manner as if the resident was responsible for the damage.

## **LIABILITY**

Although Park University makes every effort to protect student property, it cannot accept responsibility for the theft or loss of students' property. All residents are encouraged to purchase and maintain renter's insurance during their time in Park University residence halls. Many dependent students are covered by a parent's home insurance policy. Park

University is not responsible for injury to the students or their guests that might result from use of the residence hall.

**ROOM ENTRANCE**

1. Park University officials (residence hall staff or other officers) reserve the right to enter student rooms at any time for the purposes of maintenance, health inspections, investigations of disturbances, or upon the reasonable suspicion of violation of Park University policies. If possible, notice will be given prior to entering residence hall rooms and every effort will be made to enter the premises in the occupants' presence. However, in certain specific situations (necessity determined by authorized Park University staff), entry may be made without prior notice or consent.
2. Residence hall staff will not unlock a room unless a resident is locked out of his/her room.
3. Searches may be conducted of residence hall rooms, as authorized by the Chief Housing Official, his/her representative, or other Park University official.

**VISITORS**

1. Visitors to residence halls and students' rooms are permitted only as authorized by hall regulations.
2. All students and their guests agree to abide by residence hall policies, the Park University Student Code of Conduct, and State and Federal Laws.

**Violation of any of the foregoing statements in this housing agreement or statements in official Park University publications will subject the undersigned to disciplinary action. The undersigned agrees to and accepts the terms and conditions of the agreement.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (required if student is under the age of 18)

\_\_\_\_\_  
Date

Please return to:

Office of Residence Life  
Park University  
8700 NW River Park Dr  
Parkville, MO 64152