

STUDENT INFORMATION

Student Name:
WesID:
Address:
Preferred Phone Number:
Preferred Email:

HOUSING INFORMATION

Address:
Check-In (Date; Time):
Check-Out (Date; Time):
*Total Fee: \$

PAYMENT INFORMATION

I have sent a check, in full, payable to **Wesleyan University** to the Graduate Liberal Studies office.

Graduate Liberal Studies, Wesleyan University, 74 Wyllys Avenue, Middletown, CT 06459

I have made the payment, in full, directly to my student account.

This Contract, once signed and submitted by the student with full payment, constitutes an agreement for the provision of housing for the stated dates and times by Wesleyan University in accordance with the terms set forth herein.

I have read, understood, and agree to abide by the policies in the GLS Student Handbook, including those that pertain to the Honor Code and the Code of Non-Academic Conduct, as posted at:

<http://www.wesleyan.edu/masters/pdfs/StudentHandbook.pdf>

I have read, understood and agree to abide by the terms and conditions set forth in this 2018 Graduate Liberal Studies Housing Contract.

Student Signature (required)

Date

Terms of Occupancy

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Students have access to rooms/units only during the time summer housing is open. These dates are based on the academic calendar and published on the GLS website, wesleyan.edu/masters. Failure to adhere to these dates may lead to administrative charges for early move in and/or moving out late. Additionally, the University reserves the right to refuse permission for the student to live in a University residence beyond the contract dates, and may charge an administrative fee to any student who resides in University housing prior to or after the published dates when summer housing is open each academic year. If the student fails to vacate housing at the end of the contract period, the University may charge an administrative fee and pack and store student belongings, billing the student for all applicable charges. The University may also discard, at the student's risk, any belongings left in the facility after the University housing closes.

Room Assignments

Only those students who have signed contracts for University housing may reside therein. Only the student to whom a particular room or unit has been assigned by Graduate Liberal Studies may reside therein. Overnight guests may not remain in residence for more than three (3) consecutive nights. Students are expected to respect the rights of their roommates, housemates, or apartment mates whenever guests are present. The University reserves the right to assign roommates, to consolidate vacancies within the same unit, to change room assignments for reasons of health, safety, incompatibility or other conditions seriously affecting the general welfare of the residents involved, and to make room assignments wherever there are vacancies. Students and/or guests are not permitted to reside in common areas, attics, or basements unless such areas are designated as bedrooms by the Office of Residential Life.

Liability

The University does not assume either risk or liability for loss of, or damage to, personal property. Since Wesleyan University cannot assume responsibility for loss of, or damage to, personal property of the residents caused by mechanical mishaps, theft, fire, wind, flood or other catastrophes, students are advised to maintain their own insurance for personal possessions.

Entry into Student Rooms

There are several circumstances under which student rooms may be entered, including a request by the occupant(s) of the room, immediate concerns regarding the safety of any occupants, an emergency situation, or to check health or safety conditions. Maintenance and custodial personnel may enter student rooms to provide services necessary to the upkeep of the units and unannounced room inspections may be conducted by University personnel at random times.

Keys

At the time of check-in, each student receives key(s) to a room, hall or house. All keys must be returned to the Graduate Liberal Studies office or Public Safety at the time of check-out. A student who fails to return the assigned key(s) to the Graduate Liberal Studies office or Public Safety within 24 hours of the termination of the housing contract or of checking out, will incur a charge for a lock change. If a student has misplaced her/his key(s) and believes they can be located, s/he may borrow key(s) from the Office of Residential Life. Borrowed keys not returned from to the Office of Residential Life within 3 business days will result in the lock being changed and an assessment for each key. The student will be held financially responsible for the expense. Duplication of keys by students is prohibited and is considered to be a serious violation of the Code of Non-Academic Conduct.

Lockouts

The Office of Residential Life will handle lockouts during business hours, Monday through Thursday, 8:30 am – 5:00 pm, Friday 9:00 am - noon. Students can retrieve Loaner Keys from the Office of Residential Life during the listed business hours. Loaner keys must be returned to the Office of

Residential Life within 3 business days from when they are checked out. Public Safety will handle lockouts during non-business hours. Lockouts during non-business hours are subject to a \$10 charge.

Check-Out

A student must vacate University housing by noon the day following termination of her/his student status in the event of withdrawal, resignation, graduation, completion of credit requirements, last final exam, official leave or disciplinary action; or by the last day of the contract term. Failure to do so will result in both a fine and room charge. Upon vacating her/his room, the student must follow the established check-out procedures provided in the check-in package.

Contract Cancellations

In the event of a contract release, a refund will be prorated to the date of the return of the key and the release. It is University policy that students in University housing may not sublet their rooms at any time during the contract term. The Office of Residential Life reserves the right to enforce an administrative move if continued residency by the student at the existing location is determined by the Director of Residential Life or the Director of Graduate Liberal Studies to be detrimental to any part of the University or Middletown community. The University may terminate the housing contract without notice in the event of an emergency that would make continued operation of University housing not feasible. The University reserves the right to terminate the housing contract/lease for reasons of conduct in violation of the Code of Non-Academic Conduct.

Lead paint Disclosure

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. The University recognizes that any housing built prior to 1978 may contain lead-based paint and/or lead-based paint hazards. Tenants must also receive a federally approved pamphlet on lead poisoning prevention. By accepting this contract, you are affirming that you have reviewed the pamphlet "Protect Your Family from Lead in Your Home." The pamphlet may be downloaded at:

http://www.hud.gov/offices/lead/library/enforcement/pyf_eng.pdf.

All Wesleyan housing was built before 1978 with the exception of the following: Bennet Residence Hall, Fauver Apartments, 19 Fountain Avenue, 20 Fountain Avenue, 25 Fountain Avenue, 231 Pine Street, and 14 Warren Street.

Operating a Business / Solicitation

Students are not permitted to use any Wesleyan facilities or services for business or personal profit activities. This includes, but is not limited to buildings, telephone system, and computer network, hardware, or software, etc. Only members of recognized student organizations, with permission from The Office of Residential Life, may conduct fundraising activities in the residence halls. Fundraising activities may not include door-to-door solicitation. No outside organization or person may solicit in residence halls or apartments.

Property

It is important for students and their guests to respect the property of your neighbors. Acts of theft, vandalism, littering, and trespassing undermine community relations and a common sense of well-being. Any instances of theft, vandalism, or trespassing should be reported to Public Safety immediately.

Doors

Doors within the residential units play a primary role in safety by preventing access from intruders and by enhancing the building's fire and smoke control capabilities. Propping open corridor or stairway fire doors or exterior doors, opening a secured outside door of a residential unit to allow access to an

unknown non-resident, forcing open a secured door, and tampering with door locks are prohibited activities. Room doors must be closed and locked when the room is unoccupied or when occupants are sleeping. Residents should not leave their keys in their room doors at any time.

Windows

Exiting or entering through windows is prohibited. Window screens are considered permanent fixtures and should not be removed for any reason other than an emergency. At no time should anything be hung, mounted, or placed on the outside of a window. Window locks, as well as window stops (where provided) should be used whenever possible.

Damage to University Property

Students are responsible for and will be charged for any damage made to University property within their rooms, apartments, or buildings. Damage costs in common areas of units, apartments, houses and buildings will be assessed to all residents of the unit, apartment, house, or building if specific individuals responsible for the damage are not identified.

Care of Facility

Students are responsible for basic care and upkeep of their residential areas in accordance with the guidelines below. Residential areas that are not found to be in acceptable condition will result in mandatory professional cleaning at your expense, a fine, and/or possible relocation. Students will be held individually responsible for damages or guideline violations in their assigned rooms and may be held collectively responsible for damages or guideline violations that occur in the shared common area of their living units or buildings. Fines for violations will be billed directly to students.

- All trash must be placed in sealed plastic bags and then placed in covered trashcans.
- Recyclable items should be placed in the appropriate containers.
- Trash and recycling should be placed at the curb on MONDAY EVENING. Trash and Recycling will be picked up on TUESDAY MORNING. Trashcans and recycling containers must be brought back to the house following pick-up. Trash receptacles should not remain at the curb more than 12 hours prior to or following trash removal. A \$25 fine may be assessed by the City of Middletown if trash and recycling containers remain on the curb for more than 24 hours.
- Trash receptacles should not be visible to a neighbor or from a sidewalk on days other than when a pick-up is scheduled.
- Debris should be removed from the outer areas of the house and the yard kept in presentable condition by the residents of the house. Failure to comply may result in fines and/or disciplinary action.
- The University will maintain the lawn.
- Indoor furniture is not permitted outside of houses or on lawns, decks, stoops, porches, etc.
- Cleaning service is not provided to wood frame houses. Students are responsible for cleaning the house. It is also expected that individual rooms and houses be left in a clean condition at the end of the summer (refrigerator cleaned out, stove and oven cleaned, bathtub/shower cleaned and all trash, personal furniture and effects removed.)
- Physical Plant should be notified immediately regarding any maintenance needs or concerns. If something breaks, is damaged or is not working properly, or if a student has any concerns about the safety or security of your house, it is the student's responsibility to call Physical Plant (X3400) during the day, or Public Safety (x3333) after hours, as soon as possible to report the problem. A little problem addressed quickly may prevent a bigger problem from occurring.
- For a list of fines for damages, please visit <http://www.wesleyan.edu/pplant/housingguidelines.html>

Smoking

The University prohibits smoking in all residence halls, program houses, apartments, wood frame

houses, faculty and administrative buildings (including offices, common areas, and classrooms), as well as within 25 feet of all University buildings.

Pets

Pets are not permitted in any student housing with the exception of fish in 10-gallon tanks or smaller. No other pets or animals are permitted in student residences at any time, even for a brief visit. Students and their roommates who have an unapproved pet or animal found in their residence are subject to the following:

First Offense: \$300 fine and referral to the Student Judicial Board

Second and Subsequent Offenses: \$500 fine and further judicial action up to and including suspension.

Regular follow up visits will be made to ensure the animal has been removed.

Students who, because of a disability, seek approval for an assistance animal must request a reasonable accommodation through Accessibility Services (<http://www.wesleyan.edu/studentaffairs/disabilities/index.html>). This is a formal process that requires appropriate supporting documentation. A determination is then made regarding whether it is reasonable for the animal to be on campus. For policies regarding service animals, please contact Accessibility Services.

Students must not bring the assistance animal to campus until they have received approval from Disability Resources and Residential Life. Any student who has an animal in residence prior to approval is subject to a fine and judicial action.

Fire Safety

- In the event of fire-alarm activation, students must evacuate the building by the closest exit and call 911. Students may also call Public Safety at (860) 685-3333, or, from a campus phone, X 3333
- Smoke detectors, carbon monoxide detectors, pull stations, horn/strobe devices, sprinkler heads, pipes, or fire extinguishers should not be covered or tampered with in any way. There is a \$500 fine for tampering with any fire/life safety equipment.
- The following items are NOT allowed in residence facilities, including porches:
 - Candles or incense, including decorative candles
 - Used smoking materials
 - Un-grounded extension cords, two-prong type; only grounded, three-prong type extension cords and fused power strips are permitted
 - Plug adapter, three-prong to two-prong
 - Tapestries hanging on walls or ceilings
 - Halogen lamps, both standing and desk lamps
 - Portable electric or space heaters
 - Cooking appliances, which includes any item with a heating element such as a hot plate, electric kettle, electric frying pan, wok, toaster, toaster oven, waffle maker, electric grill, popcorn popper, rice cooker, etc.
 - Cooking appliances are allowed in apartment, wood-frame, and program house kitchens
 - Coffee makers and water kettles are only allowed if they have an automatic shut-off
 - Charcoal or gas grills are not allowed in any University-owned houses or residences or on porches or balconies at any time. Grills cannot be stored on porches.
 - Vaporizers using a ceramic heating element to diffuse aromatherapy herbs and oils
 - Open burning: bonfires, camp-fires, fire pits, etc; these are also prohibited by City of Middletown ordinance

- Explosives, ammunition, incendiary devices, and fireworks (\$500 fine)
- Mercury thermometers: due to the potential environmental hazard and significant clean-up costs associated with a mercury spill or contamination, mercury thermometers are prohibited in any student residence
- Smoke/fog machines: a device which emits a dense vapor that appears similar to fog or smoke

Mail

There is no mail delivery for Graduate Liberal Studies students on campus. Graduate Liberal Studies students who wish to have their mail forwarded during the summer term may visit the USPS website to secure a P.O. Box at the Middletown Post Office.