
Agreement and Addendum to Room Lease & Board Contract

Resident Name: ____________________________________  Building: ____________________ Room: _______

You were selected to reside in off-campus college owned/lease properties based on your perceived maturity, decision making skills and independence. It is expected that you will conduct yourselves in this manner. You are a reflection of the college in the community and even more importantly you represent yourself and your peers. It is expected that the way in which you presented yourself during the off-campus selection process is the way you will continue to conduct yourself throughout the year. Students who exhibit an inability or an unwillingness to meet that requirement will likely forfeit the privilege of living in the off-campus properties.

1. Colby-Sawyer College agrees to assign and lease to the student space for living in an Off-Campus College Owned/Leased Property for one academic year. If one or more residents leave the college or the apartment space, either prior to or during the academic year, the college reserves the right to fill the space.

2. Colby-Sawyer College’s obligation to perform under this contract is conditioned upon the ability of the resident to fulfill the admissions requirements of Colby-Sawyer College and to maintain full-time student status during the term hereof.

3. This agreement may be canceled by the student in writing before July 1st, 2014 after this date no refunds will be honored.

4. This agreement may be canceled by the college:
   • After semester I, if the student is not registered for classes for semester II after the November registration period.
   • At any time if the student is no longer a full-time student, with no refund of college housing fee.
   • If student is removed from housing after an appropriate disciplinary process, with no refund of college housing fee.

5. The room and board charge for each semester is reviewed periodically. Colby-Sawyer College reserves the right to adjust the charges from time to time whether or not within the terms of this agreement. Additional charges apply to singles within an apartment.

6. Colby-Sawyer College shall accept no responsibility for the theft or loss of moneys, valuables, or other personal effects of the resident stored in his/her room or otherwise kept on the premises. It is the responsibility of the resident to determine if any personal/family insurance covers personal property kept on the premises, or to obtain any such insurance.

7. Damage: Excess damage in the Off-campus College Owned/Leased properties will be billed to the individuals responsible for the damage. In cases where responsibility for damage cannot specifically be assigned, all residents occupying the living unit will be responsible for the damage.

8. The resident agrees that the rooms shall be used only as living spaces. Rooms may not be subleased by the resident and are not to be occupied by anyone other than the approved residents assigned to the room.

9. Move in date: Sunday, September 7, 2014 (If you need to arrive on campus prior to this date for a college related activity such as OL or pre-season sports, we may provide a temporary housing assignment for you on campus until your apartment is available). Keys to the apartment will be distributed at returning student check-in.

10. Occupancy throughout the year: Tenants may remain in off campus apartments only during the times and under the conditions listed below. You may not house other Colby-Sawyer students as guests during these times. Campus Safety will do regular checks and report any issues to Citizenship Education.

<table>
<thead>
<tr>
<th>Event</th>
<th>Housing Status</th>
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</thead>
<tbody>
<tr>
<td>Fall Recess (Oct 13-14), Thanksgiving Recess (Nov. 26-28), Winter Recess (Feb. 17)</td>
<td>Housing Included in regular Housing Cost</td>
</tr>
<tr>
<td>Winter Break (Jan 5 – Jan 17) &amp; Spring Break (March 14-21)</td>
<td>Housing Available at an additional cost</td>
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Last Revised: August 6th, 2014
11. **End of Year**: Tenants will be expected to move out of the apartments following the same schedule as on campus residents. Non-seniors must move out within 24 hours of their last final, or by 7 pm on Monday, May 4, 2015. Seniors must be moved out by 7:00 p.m. on Saturday, May 9, 2015.

12. **Once you do move in, you should expect to find the following:**
   - Basic furnishings are provided by the college, to include: beds, mattresses, desks, chairs, table, sofa and/or loveseat, etc. You may bring your own additional furniture, however basic furnishings cannot be removed from the apartment.
   - Cable television service, with one television provided with basic furnishings.
   - Wireless internet service through Comcast. Technical support will be provided by the college.
   - One land-line telephone provided for each living space. Numbers will be provided at the time you take residency.
   - Kitchen with range and refrigerator.
   - Each apartment will have access to a washer and dryer, either within the apartment, building, or to an on-campus hall.

13. **As the “landlord:”**
   - The college will take care of the grounds. Snow removal will be done by the college, provided that the residents of the apartments coordinate to have the parking area cleared for plowing. Otherwise, residents will be responsible for clearing the area of snow.
   - The college will provide pick-up for trash that it is securely bagged and accessible in the designated space on the established pick-up days.
   - The college will pay all of the utility charges associated with the house, to include a local phone line, basic television service, wireless internet, electric, heat, water, sewer, taxes, as well as building and liability insurance.
   - The college will provide mailboxes and the delivery of mail through the regular campus address. Students in off campus housing do not have separate mailing addresses.

14. **Your responsibilities as “tenants:”**
   - To keep the apartment in good, clean condition.
   - All housekeeping of the interior of the apartment.
   - To notify Campus Facilities at 526-3699 of any items in need of repair. If an immediate or emergency repair is needed after regular hours, contact a Community Advisor to reach the appropriate assistance.
   - Call 911 in case of true emergency.
   - While you certainly may have guests, no additional people may reside in the apartment on a continuing basis. **Non-Student Guests** who are visiting campus, to include College owned or leased buildings, at any time must register with Campus Safety (whether sleeping here or not) immediately upon arrival and may do so until the start of quiet hours Sunday-Thursday, 10:00 p.m.; Friday and Saturday, 1:00 a.m. A student hosting a non-student guest who will be arriving after quiet hours must contact Campus Safety at x3675 during regular business hours (M-F, 8a-5p) prior to their guest's arrival and request a special exception. No non-student guest will be registered after quiet hours without having made prior arrangements. All registered non-student guests are only permitted to stay 2 nights in a 7 day period.
   - **No pets** are permitted.
   - **No smoking** in any part of the building. Any smoking must be done 20 feet away from any building.
   - **No open fire/fire pits** are allowed.
   - **Grills** must be used off of any porches or overhangs.

15. **Students residing in College-Owned/Leased Property will adhere to the Colby-Sawyer College Code of Community Responsibility as well as local, state and federal law.**
   - Student behavior occurring in college owned or leased properties which violate the Code of Community Responsibility are addressed by Colby-Sawyer College Campus Safety and adjudicated by Citizenship Education; local, state and federal law will be enforced by the police and violations will be adjudicated through the criminal justice system.
   - Functions must be registered when they involve AT LEAST 6 people in a single, 8 people in a double, triple, or quad, or 10 people in an apartment, including the residents of the room, and when alcohol will be present. For the Cottage Lane duplexes to host a social function in the shared common space would be a minimum of 10 people, and in your single room a minimum of 6 people, including the residents. (Total capacity of the room or apartment may never exceed 25 people) Functions with fewer people and functions that will not involve alcohol do not need to be registered. **College-Owned/Leased Property Social Function Registration Forms** must be completed and turned in to Campus Safety prior to 7 pm the evening of the function per College policy.
   - If a student living in an off campus college owned/leased property is found responsible for a policy violation that would typically result in Housing Contract Probation, it is likely that he or she will lose the privilege of living in the off campus college owned/leased property and will return to housing on-campus at the discretion of the college. (This could include, but is not limited to, policy violations in the following areas: Social Functions, Alcohol, Disorderly Conduct, Failure to Comply, Occupancy/trespassing, Drugs, Violence, Weapons/Fire arms, and Hazing)
16. **Access to off-campus College-owned/leased Property**: In order to provide a safe academic and living environment, a Colby-Sawyer College Authorized College Representative has the right to inspect College owned/leased property at any time for the proper operation of the facility, for reasons of health, safety, security, and if they have reason to believe that a violation of College policy, state, or federal law is occurring. Normal, requested, and emergency maintenance will be accomplished from time to time without prior notification. At all other times, Authorized College Representatives may enter upon twenty-four (24) hours advance notice for the purposes of making repairs, decorations, alterations, and improvements. In addition, Authorized College Representatives may make an inspection upon twenty-four (24) hours advance notice once a semester to determine the general condition of the residential property.

17. **Access to on-campus Residence Halls**: Residents of off-campus College owned/leased apartments have access to all residence halls with their ID Smartcard: Sunday – Thursday from 7:00am to 9:30pm and on Friday – Saturday from 7:00am to 7:00pm.

18. **Meal Options**: Off-campus students have the option of electing not to participate in the meal plan at the college dining hall. Students electing that option must notify Financial Services by e-mail, in writing, or in person. An $800 credit, per semester, will be issued against the student’s account. This fee cannot be pro-rated, so students must decide before classes begin. Students may choose to change their meal status for the spring semester.

19. **Parking**: There is limited parking on site and it is recommended that you bring your vehicle only if necessary. In most cases, it is a “stacked” parking situation, especially if many residents plan to have a car. Parking is **not** permitted on the lawn. College owned/leased property tenants must request commuter parking decals or will be subject to parking citations. Students residing at Gould and Seamans Rd who possess a current commuter sticker have been given permission to park overnight (7 PM through 6 AM weekdays and 24 hours Saturday and Sunday) behind Sawyer Arts Center.

20. **Cost**: Included in comprehensive fee. (Singles cost an additional $700 per academic year and the Cottage Lane Duplexes have a premium housing fee of an additional $400 per academic year)

Colby-Sawyer College reserves the right, from time to time, to cancel this contract without any refund in the room fee for violation of college policy. Colby-Sawyer College also reserves the right to make changes in room assignments as required, at its sole discretion. For any violation of the terms and conditions of this contract, the college may terminate this contract without refund and require the resident to vacate his/her assigned space within 24 hours of receipt of written notification of termination.

My signature on this document indicates that I have read, understand and agree to the terms described above. Failure to comply with the policies set forth may result in my loss of housing and/or further disciplinary action. I understand the expectations and responsibilities in living in these off-campus college owned properties and agree to behave with independence, maturity and respect for myself and the greater community.

Resident Signature: _______________________________ Date: ____________________

Colby-Sawyer College by: __________________________ Date: ____________________