**Temporary Housing Contract**

Colby-Sawyer College Department of Residential Education

_____ Early Arrival (Fall _______ January _______)
_____ Extended stay (prior to vacation period; spring break; end of year)

**Students will only be given access to their residence hall under the following conditions:**

1. Their coach, advisor, or employer has notified the office of Residential Education that it is necessary for the student to be on campus for the designated period of time
2. The student is financially clear with the Business Office
3. The student signs this contract and abides by its contents during the designated period of time

**Student Section:**

Name: ____________________________ Hall: ___________ Room # ________ Contact Phone # ___________

Purpose for temporary housing: ________________________ Dates needed: ___________________________

I understand and agree to the following conditions:

1. Residential Education is **NOT** making arrangements for my meals. I will work with my coach, advisor, or employer to make the arrangements.
2. Due to minimal staffing in the residence halls, if I am found in violation of the Code of Community Responsibility or this contract, I will be removed from the residence halls until halls open for all students, and will be referred to the Office of Citizenship Education for judicial action.
3. I may not consume or possess alcohol in the residence hall during the break period, regardless of my age.
4. The only guests I may have during this time are other Colby-Sawyer students who have signed temporary housing contracts.
5. If damage occurs in the hall during the break period, it will be charged to all students assigned there for that time.
6. I may stay in the residence hall only during the dates agreed to through this contract.

Student signature: ______________________________________________ Date: _________________________

**Advisor Section:**

1. The student listed above is involved in an athletic team, internship, or other college-related program under my supervision, which cannot be completed during the course of the regular academic year.
2. I understand that arrangements are **NOT** being made by Residential Education for this student to eat in the dining hall. I will make arrangements for and coordinate payment of this student’s meals.

I understand that due to minimal staffing in the residence halls, if this student is found in violation of the Code of Community Responsibility or this contract (see student section), s/he will be removed from the residence halls until halls open for all students.

Coach/Advisor/Employer Name: _______________________________________________________________

Permission granted: Date: ___________________ Signature: _________________________________________

White copy return to Residential Education Department
Yellow copy for student