

Summer Housing 2019 Information

Summer Housing is available in Burpee Hall, Friday, May 17, 2019 — Sunday, August 11, 2019 for full summer, monthly, or weekly rental, at a cost of \$25/night.

- *If necessary, current resident students are eligible to request Temporary Housing between the end of finals (Monday, May 6) and the start of summer housing (Friday, May 17). Please email residential@colby-sawyer.edu for information.*

Eligibility

- Current students who are enrolled as Colby-Sawyer students for the 2019 — 20 academic year;
- Graduates of the class of 2019;
- Approved non-CSC students participating in the DHMC nursing externship program;
- Summer Housing requests, including any changes in start or end date, must be made within three business days prior to occupancy;
- First/full payment, if applicable, made prior to occupancy;
- **The cost will be waived for CSC students, for the duration of the appointment, who are:**
 - *Participating in an approved internship (on campus or within a 30-mile radius of campus);*
 - *Working at least 20 hours a week in an approved summer employment position on campus;*
 - *CSC Nursing students participating in an approved externship or program.*
- **This contract is for Housing only. Meals are not included with summer housing.**

Registration, Cost, and Payment

- To register for Summer Housing, please fill out and submit the [Student Summer Housing Request Form](#)
***If you receive an error message, click “ok” and proceed to the form.*
- In this form, you will be asked to identify the following:
 - Primary Reason/program**;
 - Name of Advisor/Employer;
 - Housing start and end dates;
 - Any specific requests to consider.
- ***If you have selected an option eligible for a waiver of the housing fee, your request will first be reviewed by that department (Human Resources, Harrington Center for Career Development, or the nursing department), where the waiver will be approved or denied. Students choosing to remain on campus beyond the parameters of their internship or summer employment position will have the option to pay for additional summer housing at the established rate.*
- Upon review and approval of the request by the office of Residential Education, you will receive an email notice that will include the following information:
 - A dollar amount due, based on the selected start and end date, and will include instructions for submitting your payment on the Colby-Sawyer Storefront;
 - *If you are approved for a waiver of the summer housing fee (see above), the amount due will be removed from this notice;*
 - Your summer housing assignment and roommate (if applicable);
 - Details regarding check-in and parking.
- Given that summer plans can change, summer residents may request that the selected time period be expanded as needed with approval in advance by the office of Residential Education. *Summer residents choosing to remain on campus beyond the parameters of their internship or summer employment position will have the option to register/pay for summer housing at the established rate.*

- First summer rental payment must be made prior to occupancy. *There are no partial refunds should the summer resident leave before the end of the agreed upon rental period.*
- Summer residents are responsible for timely payments, and are expected to pay prior to their stay. Students behind in payments may jeopardize their summer housing, and limit their eligibility for Early Arrival Housing in the fall.

Occupancy

- Burpee Hall will house CSC students, as well as approved non-CSC students participating in the DHMC externship program.
- Preference will be given to students who:
 - Are registered for Colby-Sawyer summer credits;
 - Are employed by the college or a college-related employer for the summer;
 - Hold an approved summer internship or externship through the college (within a 30-mile radius).
- Housing will be available to eligible students who are working in the area for the summer on a space available basis.
- There are a limited number of single rooms available during the summer.
- Placement for summer housing will be based on the following criteria:
 - Housing start date(s) and housing end date(s);
 - Registration and verification of payment dates;
 - Availability of space;
 - Gender;
 - Summer program (student, employee, intern);
 - When necessary, seniority, as determined during the spring Room Draw process;
- Summer residents assigned to live in a room that is designated as a double, triple or quad during the academic year must leave complete sets of furniture open and readily available for a roommate to move in at any time
- The college reserves the right to change assignments if necessary;
- Student requests will be considered, but must coincide with the criteria listed above. Specific requests or information to consider in placement should be sent to Assistant Director of Residential Education, Karin Berthiaume at krberthi@colby-sawyer.edu
- Check-in is between 9 — 5 on Monday — Friday in the Residential Education office located on the 1st floor of the Ware Student Center. (Evening/weekend arrival by arrangement).
- Check-out is by 5:00pm. Keys/Access Cards may be left with Residential Education Staff or Campus Safety.

When completing your Summer Housing request, you will also sign your summer housing contract, which includes the following:

Terms and Conditions for Summer Housing (May 17, 2019 – August 11, 2019)

I understand and agree to the following conditions:

The College reserves the right to remove from campus housing any summer resident who does not comply with the terms of this Summer 2019 Housing Contract, with no partial refund.

The summer housing period as defined by this contract is determined by the start and end dates specified on the summer housing request once it is approved.

Residents who are here for summer housing must vacate their summer assignment by their specified date; students needing to stay past Sun., Aug. 11 must meet the requirements and apply for Early Arrival Fall 2019 temporary housing.

Summer Resident Responsibilities

Summer residents are responsible for knowing and adhering to the Residential Services and Policies, the Code of Community Responsibility, and other college policies at colby-sawyer.edu. In the event of a violation of any college policy, the college reserves the option to proceed with a hearing in the summer, or to hold the hearing in the fall when the academic year begins. Discretion is left to the Dean of Students or designee. For both CSC and non-CSC summer residents: The college reserves the right to request police intervention.

1. 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 summer resident to determine if any personal/family insurance covers personal property kept on the premises, or to obtain any such insurance.
2. Housekeeping and Facilities
 - Summer residents are expected to keep the bathroom, kitchen and living room areas tidy and free from excessive mess and/or clutter. The Resident Assistant or a member of the Residential Education staff will inspect common areas regularly;
 - Housekeeping will clean common areas on a regular basis throughout the summer;
 - Summer residents are expected to report any Facilities or Housekeeping needs to the Residential Education Staff, or to Campus Safety in case of an emergency;
 - Summer residents are responsible for reporting immediately any damage to their rooms, so that it may be repaired at the student's expense in an expeditious fashion;
 - Furniture cannot be removed from the rooms/buildings.
3. Hall Kitchens: Each hall has a common area kitchen with a refrigerator, stove, sink, microwave, and storage areas for food and dishes. Summer residents are responsible for:
 - Proper storage of food, to include the disposal of outdated or spoiled foods from refrigerator, freezer, or storage area; Cleaning dishes; Wiping down surfaces (stove, counters, table, etc.);
 - Any items (food or food prep) found to be a hazard will be discarded.
4. Guests: (Permitted during the summer housing period - May 17 to August 11) Summer residents must register guests with Campus Safety upon arrival on campus (a guest is considered anyone who is NOT an active summer resident).
5. Alcohol: Permitted during the summer housing period (May 17 – August 11) for summer residents of legal age within the following parameters:
 - Only individual rooms with the door closed will be considered private. The remainder of the hall is considered "common area", and as such, subject to access by staff;
 - Alcohol is NOT permitted in common areas of the hall, regardless of age;
 - Summer residents of age may host no more than three guests in their room if alcohol is present;
 - Adhere to all college policies.
6. Summer spaces may not be sub-let; (only summer residents who are assigned to the room may live there).
7. Summer residents will not be allowed to keep any pets in their room or hall.
8. Summer residents will be issued a key to the assigned room. Keys may not be transferred or loaned to any other person. Summer residents will be billed for lost keys at replacement cost for a new core and keys.
 - All keys must be returned at the end of the rental period;
 - **The cost to replace lost or unreturned keys is:** Single capacity rooms \$35; double capacity rooms \$45; triple capacity rooms \$55; quad capacity rooms \$65;
 - If lost, the cost to replace an ID (temporary or student) is \$10.
9. **Summer residents are expected to use good judgment and moderation** with respect to the use of stereo systems, maintaining noise levels that are not disruptive to neighbors or other summer residents or programs.

10. **Summer residents are restricted from interacting with other summer programs**, events, or guests, unless it is a direct function of their summer employment or internship.
11. **At check-out, rooms are expected to be free of debris and personal belongings and in good condition;**
 - Individuals will be held responsible for any damage found in the room and will also be billed if additional cleaning is required upon check-out;
 - Summer residents assigned to the hall will share the cost for any unidentified damage found in the common areas and for the cost of additional cleaning in the common areas (if required).
12. **The College reserves the right to remove from campus housing any summer resident who does not comply with the stated regulations.**

Additional information

Summer Housing status begins on Friday, May 17, and ends on Sunday, August 11. *Beginning Monday, August 12, any CSC student extending their stay will be considered an “Early Arrival” for the Fall semester and will be expected to abide by the Temporary Housing Contract and conditions until returning CSC students arrive on Sunday, September 8.*

The H.O.P.E. program (care for students found under the influence of alcohol) is not available for summer residents during the summer housing period. Summer residents found in violation of the college alcohol policy may be subject to protective custody or arrest by the New London Police Department.

Baird Health and Counseling Center is not open for medical appointments during the summer term. For emergencies, summer residents may access New London Hospital services directly.

During the summer months, the college hosts a number of outside events and guests. Upon registering for summer housing, you will receive more information about the guidelines and schedules for use of campus resources.

- Hogan Sports Center will be available during posted hours after Tuesday, May 28;
- Available parking for summer residents;
- Available pass for area beaches;
- Parkhurst dining options will be available on a limited basis for students to purchase meals.

Staffing: One CSC student will be hired to serve as a Resident Assistant (RA) and will report directly to the Assistant Director (Experience as an RA is strongly preferred).