

# WARREN WILSON COLLEGE HOUSING CONTRACT 2010-2011

Please read this document carefully. This housing contract sets out specific conditions between you, the student, and Warren Wilson College.

The College agrees to provide accommodations under the conditions of this contract and as described in the *Student Handbook*, published by the Office of Student Life at Warren Wilson College. Violations of any of the requirements of this contract, those set forth by Housing or those described in the *Student Handbook*, could be considered a violation of this contract. Violations will be referred to appropriate College officials for conduct action that may include termination of this contract and/or loss of housing. Each student will receive a copy of this agreement, and with their signature, accepts all terms and conditions as described herein and those policies and practices included in the *Student Handbook*. All residence halls, and other spaces that might be used as campus student residences on a temporary basis, are private property and are for the exclusive use of residential students, invited guests and authorized College personnel.

## Terms and Conditions

### 1. Contract Period, Eligibility Requirements

This contract provides the student a living space in campus housing for the entire academic year (2 semesters). It is not to be occupied prior to, or following, official opening and closing dates as announced by the College, unless written permission is requested and given by Housing, at least 10 days in advance of the announced date. Dates as listed below, will be published on the inside page of the College web site and other announced locations. Eligibility for on-campus housing is only for those students who are enrolled in a full-time academic course load (minimum 12 hours) for the duration of each semester.

#### Occupancy Dates and Break Housing Check In and Check Out

- New student check in: begins 8:00am on Monday, August 16.
- Returning student check in: begins 1:00pm on Saturday, August 21. (Meal plan begins 5 pm on Sunday, August 22.)
- Fall break checkout deadline: 1:00 pm on Saturday, October 16.
- End of fall break return: begins 1:00 pm on Sunday, October 24.
- End of fall semester checkout deadline: 1:00pm on Saturday, December 18.
- Spring new student check in: begins 8:00am on Thursday, January 13, 2011.
- Winter break return: begins 1:00 pm on Saturday, January 15, 2011. (Meal plan begins 5 pm on Sunday, January 16.)
- Spring break checkout deadline: 1:00 pm on Saturday, March 12, 2011.
- End of spring break return: begins 1:00pm on Sunday, March 20, 2011.
- End of spring semester checkout deadline: 4:00 pm on Saturday, May 14 for non-graduates; 1:00 pm on Sunday, May 15 for graduates.

Residence halls are closed to students during break periods, except for those students who have on-campus work contracts through the Work Program Office, or who are part of a College-sponsored program (e.g., Academics, Study Abroad, Service trip, Athletics) and whose department has pre-arranged for housing through Housing. Other exceptions must be approved, in writing, by Housing at least one week before the last day of classes leading up to a break. Room and board rates for break periods will be announced prior to the break.

### 2. Winter Break

Over Winter Break, for security reasons and to conserve resources, students with on-campus work contracts may be asked to move into one residence hall. Graduate students and faculty in the Master of Fine Arts Program in Creative Writing (MFA) also stay in the residence halls during winter break. Students who live in Sunderland, Vining, ANTC, Sutton, Shepard, or Stephenson and have a winter break work contract will be asked to move to a different residence hall during the MFA residency. If your room is going to be used by a WWC student or MFA faculty or student (most rooms are needed), you will be asked to clear one side of your room.

### 3. Room Assignments, Changes, Checkout

New student are assigned to rooms based on available space and the information submitted on the Student Housing Questionnaire. Continuing students have the option of living in their room for the next year or entering the room lottery to select a different room. Those who wish to stay in their current rooms have first

preference; class seniority is then followed for room sign up. While every effort is made to honor preferences and match roommates, no guarantees can be made.

Students are expected to reside in their assigned rooms. All room changes must be approved by Housing, in advance, by completing a Room Change Permit. Students who fail to obtain such approval before changing rooms will be charged a \$50 administrative fee and/or required to return to their original room assignment. Changes in assignment may be requested only after the first week of each term. Anyone changing rooms must complete the checkout procedure with their Resident Director, including returning their room key. Any student who fails to complete the proper checkout procedures when moving will be fined \$50. Housing reserves the right to change a student's room assignment, when it is deemed in the best interest of the College, at any time during the academic year.

#### **4. Contract Termination at the End of Fall Semester**

This contract may be terminated without penalty due to the following reasons: graduation, withdrawal or leave of absence, academic suspension, failure to enroll for second semester, participation in any College-sponsored program so that the student is unable to reside on campus for the semester, approval of day student status. Upon termination of this contract a student has three (3) days to vacate and check out of their room.

#### **5. Vacancies and Room Capacity**

Rooms must be occupied only by the person(s) officially assigned to the room by Housing. Occupancy by a student or other person is not permitted without authorization. If vacancies exist in campus housing at the beginning of a semester, residents without roommates may be required to move together (consolidate) as deemed necessary by Housing. In the event one of the occupants of a room moves from their assigned space during a semester, the remaining occupant agrees to accept an assigned roommate or move to another space upon request. If occupancy allows, a room may be offered as a single room for the remainder of a semester for an additional charge.

#### **6. Room Keys and Access Cards**

Entrance to the residence halls is gained through access card system via student IDs that allow only members of the Warren Wilson community and their guests to enter. All resident students must check out a room key upon initial check in at their residence hall. Do not loan or give your key or ID card to anyone. Report lost or misplaced room keys and ID cards immediately. Do not prop open doors. Any time that a student changes rooms, and at winter break, the room key must be returned to the RD as part of the check out process. There is a \$50 fine for lost or non-returned keys.

#### **7. Privacy**

The College respects the privacy of students living in its residence halls but reserves the right to enter and/or search rooms, suites or other locales designated as common areas, if there is reason to believe that someone is seriously ill, injured or in danger, that College property is being damaged, that maintenance or repairs are necessary, or that College policies, or State or Federal laws are being violated. Health and safety inspections are conducted at least once per semester, and can be held more frequently if necessary. These will be announced 24 hours in advance. Rooms may also be entered during breaks to conduct damage assessments, and to prepare for the MFA residency.

#### **8. Student Rooms/Furnishings**

All residence hall rooms are furnished with single beds, mattresses, desks, chairs, closets or wardrobes and/or dressers. All college-owned furnishings must remain in the room unless permission is given by Housing to do otherwise. Such permission shall be given only when there are circumstances of ADA or conversion of a space from double to single and all furnishings will be removed, stored and replaced by Facilities Management.

#### **9. Damages**

The student is responsible for all damages to a room and its furnishings not listed on a Room Condition Report, which should be completed immediately upon occupancy of a room. The student understands, and agrees, that the cost of repairs and replacements not listed will be charged to all residents of the room if the responsible party cannot be identified. Residents are also expected to ensure that communal property or areas (e.g., bathrooms, hallways, suites) are not abused. ***In the event that individual(s) who are responsible for damage to communal property or areas cannot be identified, all residents of a specific floor or residence hall will be held responsible for paying a prorated share of the cost of repair.*** Any appeals of room or common area damage fines must be made, in writing, to Housing within 10 days of billing date. No appeals will be accepted

after that time. Being cleared for checkout by an RA or RD does not absolve student of any unreported damages discovered during post-semester inspection.

## **10. Community Policies**

Warren Wilson believes that the residence halls should be environments that support learning, build community, respect diversity and encourage responsibility. **Living in a residence hall is a privilege.** This privilege may be lost through conduct action if it is necessary to protect the rights and privileges of others. Violations of good judgment and concern for others, which may not be explicitly stated, may also be cause for loss of housing privileges. All residence halls are smoke free and smoking is only permitted in designated areas on campus.

### **Alcohol and Controlled Substances (Drugs)**

Consumption or possession of alcohol by students under the age of 21 is not permitted. Consumption and possession of open containers of alcohol is not permitted on campus EXCEPT in student rooms, and in designated areas when an approved event has been scheduled. This includes common areas, kitchens and porches of all residence halls. Common source containers of alcohol (kegs, beer balls, etc.) are never permitted in residence halls. Students who choose to drink are responsible for their own behavior and any illegal use of alcohol that is associated with behavior that is disruptive to the community will be considered a violation and could result in housing restrictions, re-assignment, probation or suspension.

The possession, use, manufacture, sale or delivery of controlled substances or paraphernalia on campus is strictly prohibited. Violations could result in loss of housing. Controlled substances include all of those listed on Schedules I through V of the Federal Controlled Substances Act, and include but are not limited to: marijuana, hallucinogens, opiates, barbiturates, and amphetamines. This also includes prescription medication being used in a manner not consistent with the prescription or by someone other than prescribed.

### **Fire Safety**

The use or storage of candles, incense, halogen lamps, oil lamps, kerosene heaters, electrical heaters, space heaters, flammable liquids, fireworks, paint, ammunition or other flammables is not permitted in the residence halls. Fire safety equipment (alarms, extinguishers, smoke detectors, sprinklers) is to be used only in the event of a fire. When a fire alarm sounds, everyone must immediately evacuate the building and remain outside until permission is given to reenter. Violations of these and other fire safety practices which are outlined in the *Student Handbook* could result in fines and loss of housing privileges.

### **Pets**

Cats and dogs are not permitted inside any residence hall at any time. Fish and small caged animals including hamsters, gerbils, domesticated mice and rats, guinea pigs, lizards, non-venomous snakes and spiders, and non-snapping turtles (no rabbits, ferrets or birds) are permitted with a written contract including the signature of the roommate. The contract must be filed with the residence hall director (RD). One small tank or cage is permitted per person. Tanks and cages must be kept clean and provide enough living space for the animal(s) they house, but be no larger than a 10 gallon size or 3 ft. X 2 ft. X 2 ft. Having a prohibited pet in the residence hall may result in the loss of college housing. Violations of the guidelines outlined in the pet contract will result in the immediate revocation of pet privileges. Students will be required to pay for any damage or additional maintenance associated with the presence of a pet in the residence hall and conduct action may also be taken if problems arise.

### **Harassment and Intimidation**

It is unacceptable to engage in any action or course of actions aimed at a specific person or person in order to threaten, harass, intimidate or gain advantage. This covers all verbal and written communication regardless of medium (telephone, electronic, etc.) Harassment prompted by bias, where a person is targeted in whole or in part because of the person's perceived race, national origin, ancestry, gender, religion, age, disability, sexual orientation or gender identification is viewed as a serious violation of the student code of conduct and could result in loss of housing privileges.

## **11. Liability**

The College assumes no responsibility, and the student or other party to this contract shall indemnify and hold harmless Warren Wilson College and its agents and employees, for any and all claims arising from the loss, damage or theft of personal property belonging to, or in the custody of the student(s), including items placed in storage, for any cause whatsoever whether such losses occur in student rooms, public areas, or elsewhere in or around the residence halls. Students are encouraged to have insurance protection against such losses.