

**SAMFORD UNIVERSITY
RESIDENCE HALL HOUSING AGREEMENT
(2009-10 ACADEMIC YEAR)**

NAME (Please Print) _____ PHONE # _____ Student Id # _____

CLASSIFICATION FOR 2009-10 (Please Circle One) - FRESHMAN SOPHOMORE JUNIOR SENIOR TRANSFER

- I. THIS AGREEMENT IS BINDING ON THE STUDENT FOR BOTH THE FALL AND SPRING SEMESTERS UNLESS THE STUDENT GRADUATES, WITHDRAWS, TRANSFERS, OR IS SUSPENDED FROM THE UNIVERSITY. By entering into this agreement with the student, the University is committing housing to the student for both the fall and spring semesters.**
- II. HOUSING POLICY**
- a. All students under age 21 are required to live in University housing unless they live at home with their parents or a legal guardian.
 - b. All residents enrolled in the University must receive authorization from the Residence Life Office to cease residing in University housing.
 - c. Residents approved to move off campus are subject to a substantial cancellation fee (\$500).
- III. ROOM ASSIGNMENT/OCCUPANCY**
- a. New students are assigned housing according to the date the University Enrollment Confirmation Deposit is received.
 - b. Entering freshmen will be housed together and must remain in housing in that area throughout their first year.
 - c. The University is not able to accommodate students arriving ahead of published opening dates or remaining after published closing dates.
 - d. A room reserved but not claimed before midnight of the first day of classes will be canceled unless Residence Life is notified of a student's late arrival.
 - e. **Residence halls are closed over holiday periods. (i.e., Spring Break, Christmas, Thanksgiving).**
 - f. A student may not change rooms without advance written approval of the Residence Life Coordinator (RLC). Students moving without permission will be subject to a fine.
 - g. The University reserves the right to change a student's room assignment in the best interest of the University and/or the students involved. The University has the right to enforce the consolidation policy as stipulated in the Student Handbook (<http://www3.samford.edu/ops/reslife>, click on Policies and Procedures, and then click on Student Handbook).
 - h. If space is available, a student may reserve a double room as a single, private room by payment of one and one-half times the per student fee. Students who occupy a double room as a single for any reason and who decline consolidation into another room with a roommate, will be charged the single, private room fee.
- IV. FOOD SERVICE**
- a. **All students who receive housing assignments from the Residence Life Office are required to purchase a meal plan.**
 - b. Entering freshmen, first year students, and students who have earned less than 24 credit hours are required to purchase the 19 meal plan. This plan includes three meals a day every day of the week, except breakfast Saturday and Sunday.
 - c. Students who have earned at least 32 credits or are in second year of residency have the option of either the 12 or 19 meal plan.
 - d. Upperclassmen with 64 or more credit hours have the option of either the 7, 12, or 19 meal plan.
 - e. Each fall and spring semester board plan includes a \$130 declining balance that may be used in either the food court or cafeteria. The declining balance must be used each semester. It will not roll over from one semester to the next.
 - f. **No food service is available over holiday periods. (i.e., Spring Break, Christmas, Thanksgiving).**
- V. FEES/CHARGES**
- a. All fees are due and payable before the start of each term. Current charges, such as library and traffic fines, will be placed on a student's account monthly and are due upon receipt of bills.
 - b. Students accept responsibility for their room and furnishings as of the date of occupancy and are responsible for any damages subsequent to that date including those damages caused by guests and visitors. Charges will be assessed and placed on the student's account.
 - c. In the event of damage to common areas, where individual responsibility cannot be determined, all students in the building, hall, etc., will be subject to share in the cost of repair.
- VI. PROHIBITED ITEMS**
- a. Items not allowed in or around the residence halls: candles, halogen lamps, small gauge extension cords, charcoal grills, guns (including air soft guns), knives with blades of more than four inches, volatile chemicals, alcoholic beverages, alcohol containers, and illegal controlled substances. The presence of any such item is considered sufficient evidence to process a Values Violation.
 - b. While students are permitted to have small refrigerators and microwave ovens, cooking meals in rooms is not permitted. Cooking instruments with exposed burners (i.e., toasters, toaster ovens) are not allowed.
 - c. Pets are not allowed. A small fish tank (less than 10 gallons), for fish only, is permitted.
 - d. Use or possession of firearms, weapons, or fireworks on campus is prohibited.

NOTE: READ FRONT AND REVERSE BEFORE SIGNING HOUSING AGREEMENT.

I have read the terms and conditions of the Residence Hall Agreement and hereby accept them and agree to abide by them.

Student Signature _____ Date _____

Parent/Guardian Signature (required for all new students)

_____ Date _____

(SEE REVERSE SIDE)

VII. QUIET HOURS/RECREATION

- a. Quiet hours are observed throughout all residence halls from 9:00 p.m. to 9:00 a.m. daily.
- b. Students should use designated areas and established recreation facilities for recreation. Students should not play inside University buildings or in congested areas.

VIII. VISITATION/GUESTS

- a. Samford University's inter-residence hall visitation policy does not allow members of the opposite sex to visit each other in a student's room or other non-public area of the residence halls or houses except on designated dates and at designated times.
- b. Special days and hours are designated each term in which inter-residence hall visitation is permitted. Students must follow the required procedures on these dates, and they must **register and escort** guests as set forth in the procedure.
- c. Students may have overnight guests of the same sex provided they have obtained advance approval of the RLC. Guests must register in the area office of the residence hall in which they will be staying and are not permitted to stay longer than three consecutive nights.
- d. A student may not allow another person to spend the night in the student's room when the student is not present without the prior written approval of the RLC.
- e. Samford students are fully responsible for the conduct of their guests. Violation of a Samford value by a guest will be considered as a violation by their Samford host student.
- f. Residence Hall lobbies close for visitation of the opposite gender at midnight.

IX. ROOM PERSONALIZATION

- a. Furniture and appliances in the residence hall rooms and public areas of each hall may not be removed or altered. Students may not substitute personal furniture for that provided by the University.
- b. Some rooms are equipped with beds that may be used as singles or bunks. Students who wish to reverse the bed arrangement should contact their Residence Manager (RM).
- c. Room decoration that does not alter or damage the room is permitted. Two nail holes per wall are permitted as long as there is no damage to the wall.
- d. Window screens may not be removed or raised.

X. KEYS/SAFETY

- a. Students are responsible for keeping up with their room & exterior door keys. Loss of a key will subject the **student to all charges** related to securing the student's room and if necessary the building unit in which the room is located.
- b. Propping open exterior doors or internal doors to any residence hall is forbidden. Doors found propped should be closed and reported to Campus Safety.
- c. Emergency safety procedures are established for every facility. Students should become familiar with the safety procedures for their residence hall and respond immediately when advised an emergency exists.
- d. In keeping with the University campus-wide policy, all residence halls have been declared smoke-free areas. Smoking is permitted only out-of-doors.

XI. INSPECTIONS/SEARCHES

- a. Student rooms are subject to monthly health, safety and maintenance inspections by members of the Residence Life staff.
- b. Individual student rooms may be searched under the University's Search Policy (see Student Handbook at <http://www3.samford.edu/ops/reslife>, click on Policies and Procedures, and then click on Student Handbook) at any time there is evidence of a potential safety, security, policy, or values violation.

XII. MISCELLANEOUS

- a. Students are responsible for the regular cleaning and condition of their room and of the suite bathrooms. They are also responsible for the common suite sitting room in Beeson Woods and in apartment units.
- b. Students are responsible for disposing of personal trash in designated dumpsters; failure to dispose of trash appropriately will result in a substantial monetary fine (\$100).
- c. The University does not assume responsibility for loss or damage of personal property. Students are urged to consider personal insurance for valuable property they bring to the residence hall.

