COLLEGE-OWNED APARTMENTS and THE COMMONS

TERMS AND AGREEMENT

ACADEMIC YEAR 2021-2022

# We agree as a group and as individuals to accept the following conditions for living in College-Owned Apartments and the Commons for the 2021 – 2022 Academic Year. We understand that if we fail to abide by these conditions, the privilege of remaining residents of the Apartments or Commons, either as a group or as individuals, may be terminated by the Residential Life Office.

# **Housing Agreement:** We will abide by all terms of the housing agreement. This includes complying with and abiding by the *Student* *Code of Conduct* and all College and Residential Life policies (go to http://www.lycoming.edu/residentiallife).

**Staff Liaison:** We understand that the Residential Life Office will provide guidance and support if/when problems arise. Your liaison will contact you through email.

**Re-Assignment/Termination of Apartment Housing:** We understand that the Residential Life Office maintains overall responsibility for the assignment, reassignment, and/or termination of housing. We understand that the Residential Life Office has the right to reassign an individual resident of an Apartment or Commons unit or all the residents of a unit if she / he / they do not comply with and abide by the conditions set forth in this document.

**Occupancy and Vacancies:** We are aware that our Apartment or Commons unit must be filled to capacity at all times. As vacancies occur, we (the remaining residents of the Apartment or Commons unit) will be contacted by the Residential Life Office. We understand that we must notify the Residential Life within 5 working days of the individual whom we would like to move into the vacancy. We understand that the Residential Life Office will consider the new applicant and either grant approval or deny the request. We understand that if we are unable to maintain 100% occupancy, the Residential Life Office has the right to assign another student or relocate the remaining individuals to any other available residence hall spaces.

**Gatherings:** We understand that the number of individuals allowed at an Apartment or Commons gathering (including porch areas) varies based on the specific Apartment or Commons unit. (Note: For exact number listed by building, go to: http://www.lycoming.edu/residentialLife/guidelines.aspx) We understand that failure to comply with this regulation may result in our reassignment to residence hall spaces.

**Attics and Basements:** We understand that, due to safety and facility issues, all attics and basements are off limits at all times (except for the community laundry room). We understand that if a space is locked, we are not to have access to it.

**Reminders on Living in a “Neighborhood”:** We understand that, although we live in campus housing, we also live in a neighborhood. We understand that causing public disturbances may result in our removal from the Commons or Apartment and reassignment to residence hall spaces.

**Cleaning:** We understand that general cleanliness, including bathrooms and kitchens is the responsibility of the residents. This means that we will establish our own cleaning schedules and follow all regulations and guidelines regarding trash removal, recyclable materials, etc.

**Meal Plan/Kitchen Use:** We understand that although kitchen facilities are available, we are required to participate in a College meal plan. We are further aware that use and cleanliness of the kitchen is our responsibility as a group.

**Laundry Rooms / Other Common Areas:** We understand that the community areas (Commons) and laundry rooms (Commons/Apartments) will be cleaned by Custodial Services. We understand, however, that we are not permitted to store items in these areas, and that we are responsible for keeping them reasonably clean.

**Outside Areas/Other regulations:** We understand that no inside furniture is permitted on the porches or outside the residence. We understand that no temporary lights (string, holiday, festival) may be hung or placed on the outside of an apartment/Commons Unit or area surrounding it. We understand that no pools or containers holding more than 10 gallons of water are allowed to be constructed or set up in any Apartment/Commons unit or on the surrounding property.

**Security:** We understand that the security of the units is in large part a function of the precautions we take to maintain a safe environment. We therefore agree to keep the outside door(s) locked at all times.

**Parking:** We understand that we must register our vehicles with the Office of Safety and Security. We are aware that registration is needed to park in any of the campus lots including the ones directly behind/beside the apartments. We also understand that we may apply for the limited number of parking stickers given to the College by the City by going to the Office of Safety and Security.

**Work Requests:** We understand that, to make a request for maintenance or repairs, as well, requests relating to phone, cable, TV, computer, or internet, we should complete work requests through Web-Advisor.

We are also aware that IT Services (570-321-4150) should be called for **Cable Television (Apartments)**: We understand that there is only one cable hookup for the apartment in the main living space (living room area). We understand that there are no cable hookups in individual rooms. We understand that splicing cable cords is against the law and that Comcast, the cable company, has the right to check the apartment if they suspect misuse. We understand that splicing cable will also result in College disciplinary action.

**Cable Television (Commons**): We understand that there are cable jacks in each room (bedrooms as well as the common living area).

**Air Conditioners:** We understand that air conditioner units are not permitted in the Apartments. (Note: The Commons has central air conditioning.) We understand that failure to comply with this regulation may result in fines and other disciplinary action.

**Disclaimer:** We understand that, in the event of a crisis, the College reserves the right to use the Apartments and / or the Commons. If such an extraordinary event were to occur, we understand that we may be asked to relocate for a temporary amount of time so that the Apartments and / or the Commons can be used by others.

**AGREEMENT:**

We have read, understand and agree to comply with the “2019-2020 College-Owned Apartments and the Commons Terms and Agreement.” We are aware of the responsibilities involved and agree to abide by this document.

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| **RESIDENT Name(S)**  | **Signature** | **Apartment/Commons Unit #** |
|  |  |  |
|  |  | **Staff/Witness Signature** |
|  |  |  |
|  |  | **Date** |
|  |  |  |

 Updated 04/21