

HOUSING LICENSE AGREEMENT

STUDENT INFORMATION (Please print)

Name (Last, First)	Andrew ID	Gender
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Permanent Address (including city, state, zip and country)	Contact Phone Number
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DATES OF OCCUPANCY: Full Summer, Sessions 1 & 2: May 18 - August 8, 2020

This Housing License Agreement (“Agreement”) provides for the occupancy of an assigned accommodation in campus housing and is a binding agreement between you, the Student, and Carnegie Mellon University (“University”), and governs your occupancy for the session(s) you have elected during the dates listed above for the relevant session. Students may not take up residence for a session prior to the commencement date listed above for that session. All residential areas must be vacated and all personal belongings must be removed at the close of the session(s) you have elected in accordance with published schedules.

ROOM CHARGES:

Unless otherwise specified, this Agreement covers the session(s) you have elected. Do not send payment with this Agreement. By signing this Agreement, you agree to pay the housing rate as published by the Department of Housing Services for the type of accommodation to which you are assigned.

STUDENT HOUSING TRANSITION:

Summer housing assignments will be emailed by mid-May. Students living in campus housing for the spring 2020 semester will be asked to stay in their spring assigned rooms until their assigned summer move over date, which will be determined by Housing Services and communicated to individual residents directly. Students living in fall 2020 housing will stay in their summer assigned space past the summer move out date until directed to move into their fall space. Students will be notified via email from Housing Services with direction on moving dates and times.

CANCELLATION POLICY:

Students who apply for summer housing should notify Housing Services if they wish to cancel their summer application prior to May 18, 2020. Once assignments are made, you will be required to either accept the space by signing your Housing License Agreement or decline the space by canceling your summer application. Students who move into summer housing but then need to cancel and vacate should notify Housing Services in writing on the day that they have completely vacated their housing assignment and returned their keys. Housing charges will be pro-rated based on the day that the resident has moved out, notified Housing Services, and keys were returned (if applicable).

ROOM ASSIGNMENTS/LEAD BASED PAINT DISCLOSURE:

Housing Services has the sole right to make room assignments in campus housing, determine the occupancy of any room, fill any vacancies, consolidate room assignments and approve room changes. Housing Services may change a student’s room assignment at any time if the University feels it is in its own best interest or in the best interest of the student. A person who has not been assigned a room by Housing Services is not permitted to reside in campus housing.

The University does not have any report or records pertaining to lead-based paint hazards in campus housing. Information on lead-based paint can be reviewed online at <http://www.epa.gov/lead/pubs/leadpdf.pdf>

RULES AND REGULATIONS; AGREEMENT:

You agree to abide by all rules and regulations established by Housing Services, the Division of Student Affairs, and the individual living units relating to your assigned accommodation. Copies of “The Word,” the University’s undergraduate student handbook, and all housing policies are available through the University’s website and in hard copy upon request. This Agreement goes into effect when your signed Agreement is received by Housing Services. By affixing your electronic or written signature to this Agreement, you acknowledge and agree that you have read and understand the terms and conditions specified in this Agreement (including the terms and conditions specified on page two) and agree to them, with the intent to be legally bound, and certify that you are 18 years of age or older.

Student Signature	Date	Parent/Guardian (if student is under 18)	Date
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HOUSING LICENSE AGREEMENT TERMS AND CONDITIONS

1. **GENERAL:** The University grants to the Student the personal right, license and privilege to occupy and use an assigned accommodation in University housing together with at least a bed, desk, dresser and chair situated therein on the date the Student takes possession of the accommodation, subject to the terms and conditions set forth in this Agreement (including those terms and conditions specified on page one of this Agreement).
2. **IMMUNIZATION STANDARDS:** The University requires all students entering the University to show proof of immunization. A failure to meet immunization requirements may prevent the Student from checking in and/or being asked to vacate housing.
3. **CANCELLATION OF AGREEMENT AND HOUSING CANCELLATION FEE:** Students who apply for summer housing should notify Housing Services if they wish to cancel their summer application prior to May 18, 2020. Once assignments are made, you will be required to either accept the space by signing your Housing License Agreement or decline the space by canceling your summer application. Students who move into summer housing but then need to cancel and vacate should notify Housing Services in writing on the day that they have completely vacated their housing assignment and returned their keys. Housing charges will be pro-rated based on the day that the resident has moved out, notified Housing Services, and keys were returned (if applicable). No cancellation fee will apply for Summer 2020 cancellations.
4. **QUIET LIVING AREAS:** Designated University-operated apartments in the Oakland Community and other designated residence hall buildings or floors are expressly quiet living areas. The Student agrees to abide by a 24-hour quiet hour policy in these designated quiet living areas and agrees to be responsible for ensuring that the noise generated within their apartment or residence hall room is not audible at a distance of ten feet from their apartment or room.
5. **SMOKE-FREE LIVING POLICY:** By policy, the residential areas within the campus housing system (except for Fairfax and Webster Hall apartments) are smoke-free living environments. The smoking of tobacco or any other substance in residential areas by the residents or their guests is prohibited. Residents are responsible for ensuring that any violation of this policy is reported to the proper University authorities.
6. **VACANCIES:** The University has the right to assign an occupant to any vacant space in campus housing. When vacancies occur during the term of this Agreement in a multiple-occupant accommodation, at the discretion of the Department of Housing Services and based on availability, the Student may request to be given the option to pay for the vacancy and reduce the occupancy of the room. During the period of reduced occupancy, the room furnishings must remain in place and become the responsibility of the remaining occupant(s).
7. **KEYS:** All keys issued to the Student by the Department of Housing Services are the property of the University and cannot be exchanged with or given to another person. If the Student departs prior to the end of the term of this Agreement, the Student must return all keys, including Student ID card access, to the Department of Housing Services within 24 hours of vacating their assigned space or a fee (as published by the Department of Housing Services) will be assessed to cover costs of a lock change and key replacements. Students may not duplicate residential keys under any circumstances.
8. **HOUSEKEEPING:** The University will provide daily bathroom cleaning for all communal bathroom facilities and public areas of the residence halls. The University will also provide weekly bathroom cleaning for some semi-private bathrooms. Students residing in apartments or accommodations with private bathrooms are responsible for cleaning their own bathrooms.
9. **COOKING:** The University provides working kitchens in all apartments and house accommodations. Public kitchen facilities are provided in select residence halls. In all other areas, cooking is only permitted with a University-approved MicroFridge or similar microwave unit.
10. **SPECIAL NEED:** Medical or special need to alter this Agreement will be evaluated by a Disability Services professional staff member. To begin this process, visit <https://www.cmu.edu/disability-resources/students/service-requests.html>.
11. **AIR CONDITIONERS:** Only a student with documented medical necessity, approved by the University's medical accommodation process, will be authorized to have an air conditioner in their room. Students with medical accommodations on file will be placed in an air-conditioned room. Accommodations received mid-year will be prioritized for a room change to an air-conditioned space. Any necessary window units must be provided, installed, and removed by Housing Services' personnel. Refer to the Accommodations Policy: <https://www.cmu.edu/housing/resident-services/special-accommodations.html>.
12. **TELEPHONES:** The University provides community telephones in designated areas within the residential community.
13. **PROHIBITED USES AND ACTIVITIES:** None of the following are permitted in student accommodations: water beds, refrigerators larger than 4.3 cubic feet, unauthorized air conditioners, unauthorized home-constructed loft units, unauthorized pets, exterior radio/television aerials, controlled substances, ammunition or other explosives, firearms or other weapons, and highly combustible substances. Additionally, the operation of any business venture within the accommodation is expressly prohibited. Students interested in seeking exceptions to this policy may contact the Department of Housing Services.
14. **UNIVERSITY RIGHT OF ENTRY:** The University reserves the right for authorized representatives of the University to enter an accommodation at any time to plan or perform maintenance, whenever a clear and present danger exists or whenever the University's policies, rules or regulations requires or authorizes such entrance.
15. **FURNITURE:** University provided furniture, window screens, and other University furnishings are not to be removed from their assigned locations. Non-University furnishings must be removed from the accommodation at the earlier of the close of the Spring Term or when the Student leaves the University or campus housing. The University will not be responsible for furniture or other personal property left in an accommodation (see **PERSONAL PROPERTY** below).
16. **RESIDENCE HALL DAMAGE:** The Student is responsible for all damage in the assigned Residence Hall or loss of furniture or equipment therein caused directly or indirectly by the Student's negligent or intentional acts or omissions and will be charged for the cost of any resulting repairs and/or replacements and/or custodial services not normally provided. The Student is also responsible for leaving the assigned area in reasonably clean condition (broom swept with no articles of any kind left remaining in the accommodation) at the conclusion of occupancy. The University reserves the right to charge the Student a fee for custodial services not normally provided in the event that the assigned area is not left in a reasonably clean condition, free of articles. Further, unless responsible individual(s) are held accountable, each Student in the Residence Hall is jointly responsible for and will be charged a prorated share of the cost of any loss or damage from any cause to the public and semi-public areas of their Residence Hall (excluding ordinary wear and tear).
17. **PERSONAL PROPERTY:** The Student is responsible and liable for, and shall hold the University harmless from, any and all injury and damage to persons or property caused, directly or indirectly, by the Student's negligent or intentional acts or omissions (including injury or damage caused by Student's defective property). The Student is responsible and liable for insuring the Student's own personal property, including for losses due to fire, smoke, water and theft. The University is not responsible or liable for any loss or damage to the Student's personal property and does not provide any property or liability insurance coverage for Student's benefit. The University reserves the right to store at no liability for a limited period of time (for a period not to exceed 90 days), discard or donate personal property or any other belongings remaining in an accommodation after the accommodation has been assigned to another student or has not been vacated by a prescribed time. The University reserves the right to charge the Student a fee for any storage of personal property or other belongings provided by it.
18. **RULES AND REGULATIONS:** The Student must comply with the rules and regulations of the Residence Hall in which he/she resides and the University, which are now or hereafter in effect. These rules and regulations are specifically made part of this Agreement by reference. The right, license and privilege granted in this Agreement is subject to such additional rules and regulations governing the conduct of occupants of specific Residence Hall areas which are promulgated by the University and/or University-recognized student government groups. Violation of such rules and regulations or the terms of this Agreement may result in whatever disciplinary and punitive action the University believes is reasonable and warranted, including immediate cancellation of this Agreement and removal of the Student from campus housing.
19. **ELECTRONIC SIGNATURE:** The Student's submission and signature of this Agreement takes place on-line and involves an electronic signature via authentication using University WEB Initial Sign-on protocol. The electronic signature serves as the Student's official signature to this Agreement and is kept on file by the Department of Housing Services.
20. **STATEMENT OF ASSURANCE:** The University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, the University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

For more information, please refer to "Policies" section of the Housing website (<https://www.cmu.edu/housing/our-communities/policies.html>)