

UPPER-DIVISION HOUSING CONTRACT
Washington and Lee University Office of Residential Life
2013-2014

This is a legally binding housing contract between Washington and Lee University, acting through the Office of Residential Life, and enrolled and enrolling students. In consideration of payments made, the student is entitled to occupy residence hall space and to utilize the services provided by the Office of Residential Life, subject to the terms set forth in this housing contract. This housing contract, when appropriately signed and submitted, becomes effective upon its acceptance by the Office of Residential Life and is binding for the full academic year. All on campus residents are required to comply with the policies, guidelines, and expectations for students outlined in the Washington and Lee Student Handbook.

1. So far as feasible, the University assigns to each student on a first-come, first-served basis via a lottery system, the particular room type he or she prefers. Indicate your preference for single or double room, but please note that the University cannot guarantee the availability of the type of room you request.

UNDERGRADUATE STUDENTS: Accommodations (Check one): ☐ Global Service House ☐ Outing Club House ☐ Chavis House ☐ Spanish House ☐ Gaines Hall
☐ Woods Creek Apartments ☐ Leadership & Engagement House ☐ Other _____

	Room Type (Circle one)		
Rates 2013-2014	Single \$6,750	Apartment/Suite #	Room#
	Double \$4,500		

Assignments to Residence Hall rooms can ordinarily be regarded as final and permanent. However, the Dean overseeing Residential Life reserves the right to make adjustments in room assignments when deemed necessary.

Initials: _____ Each student, regardless of the room assigned, will be provided the following furniture: a clothes closet or wardrobe, chest of drawers with mirror, study desk, bed, mattress, and chair. Rates include payment for ~~basic University telephone service, and~~ basic cable television. ~~Long distance charges are additional and will be billed separately.~~ Each student is to provide his or her own bed clothes, pillow and whatever additional furniture is desired. The following items are prohibited: non-approved loft beds, paint-ball guns, hand guns, rifles, shotguns, blow guns, funnelators, pets, ceiling fans, space heaters, cooking appliances, air conditioners (except on a physician’s recommendation), refrigerators of more than 2.5 cubic foot capacity, candles, incense, cinder blocks, alcohol for all students under age 21, and all drugs defined as “controlled substances” under Virginia state law. **University furniture may not be removed from University housing at any time.**

2. **DATES OF OCCUPANCY:** CONTRACT IS FOR THE ENTIRE ACADEMIC YEAR and is payable in two equal installments as billed in advance by the University. The academic year comprises the following calendar periods:
September 4, 2013–December 13, 2013; January 6, 2014–May 17, 2014.
Residents may obtain their keys between 9:00 AM and 4:30 PM Monday through Friday from Commons 247 after the earliest check-in date.
3. **Students may not move into the residence halls before the designated move-in date. Students who arrive earlier than the designated move-in dates will not be allowed to move into the residence halls or store belongings in their room and will be responsible for finding their own off-campus housing accommodation at their own expense.**
4. **Students must vacate their rooms 24 hours after the last scheduled exam before winter break. No students will be allowed to stay in University housing between December 15, 2013–January 3, 2014. Because the residence halls are officially closed, students will not be permitted to enter their room for any reason during this time period.**
5. **REFUNDS:** NO REFUNDS WILL BE MADE TO STUDENTS WHO LEAVE THE UNIVERSITY OR WHO VACATE THE RENTED PREMISES. The University will refund rents paid for University housing, less the security deposit (\$150.00), if the student gives written notice before **June 1, 2013** that he or she does not wish to occupy University housing. After that time, rents are NOT REFUNDABLE. If a student has executed a housing contract, and has not paid the required fees, he or she will be billed for payment in accordance with the terms of the housing contract.
6. **DEPOSIT:** THE UNIVERSITY REQUIRES PAYMENT OF A SECURITY DEPOSIT OF \$150.00 WHEN THE HOUSING CONTRACT IS SIGNED. This deposit serves as a reservation fee and year-end damage deposit. The deposit will be credited to the student’s University account, less any charges assessed for damages, at the end of the academic year. Residents are responsible for the full monetary value of all damages to the apartment/room/suite. Occupants of apartments and suites will assume individual responsibility for their bedrooms and equal, shared responsibility for damage to common areas and furnishings. Charges and damages during the academic year, including damages caused by vandalism, will be assessed at the time of occurrence. A \$25.00 charge will be assessed for a lost key.
7. Residents are responsible to complete a Check-in/Check-out Form to document any existing damage upon move in. Otherwise responsibility for the condition of the apartment/room/suite is assumed by the occupant. This process should also be performed at check out.
8. At the close of the academic year all rooms must be locked and left in a clean and acceptable condition. Keys must be turned into the Office of Residential Life (Commons 247), or staff member, before departure. Students who do not return keys before **June 1, 2014**, may forfeit their security deposit. All apartments/rooms/suites will be inspected at the close of the academic year and the occupants advised of any necessary charges for cleaning and repairs.
9. Students who are not graduating must vacate their rooms 24 hours after final exams for summer vacation. Students may not store any personal items in housing facilities for any reason at any time. Closets and caged areas are provided for storage during the academic year only. Any items left in the apartments/rooms/suites or storage areas will be removed by the University and the cost of removal will be deducted from the security deposit.
10. This housing contract is not transferable; any attempted assignment or delegation shall be VOID. Students are required to stay in the apartment/suite/room to which they have been assigned. Students may not change rooms within suites or apartments or move to other University housing without prior approval from the Dean overseeing Residential Life. Upon approval from Dean overseeing Residential Life, any student changing rooms during the academic year is responsible for the difference in cost.
11. In accepting the terms of this housing contract, the student agrees to abide by all University policies and state and federal laws. Use or possession of substances defined as narcotics or controlled substances will result in termination of University housing without refund. Students who are under the age of 21 are expected, in accordance with Virginia state law, not to possess or consume alcohol on premises. Violation of this condition and any other term of this housing contract as well as any University policy, may result in termination of University housing without refund.
12. Guests are permitted to stay in University housing no longer than three consecutive nights without permission of a Residential Life staff member. These visits should not exceed six days within a four week period, and must be pre-approved by all residents of the apartment/room/suite. Visitors must abide by all University policies and regulations. Students are responsible for all damages to the premises caused by their invited guests. By signing this housing contract, the student agrees to respect the rights of roommates, particularly the right to restrict visitors to the room and the right to a reasonable degree of privacy. All students should recognize that living in a residential hall requires compromises on lifestyles.
13. The University reserves the right to inspect the premises at any time during the contract period.
14. Smoking is prohibited in all Residential Life facilities.
15. I understand and agree that I am prohibited from climbing onto outside ledges, accessing the roof, and leaning out of balconies and windows.
16. I understand that the University assumes no liability for personal property lost through theft, fire or water damage, or other acts of God.
17. I further agree to rent the type of room I am assigned on the terms and conditions set forth, for the academic session 2013-2014. **I understand that I am required to live in University housing during my sophomore year.** Finally, I agree to abide by all regulations established for University housing occupancy

Date: _____ Student: _____ Student ID# _____
Please print your name

Student: _____ Gender: ☐ Male ☐ Female
Signature
Deposit: _____
Scanned: _____