

Guests

- Residents are responsible for the actions of their guests.
- Overnight guests may not stay for more than three consecutive nights and no more than three visits per semester.
- Guests are only permitted with consent of the roommate(s).

Substance Use

- The resident agrees to comply with state, county and town laws, regulations, and ordinances as well as college policy regarding the possession or use of alcohol and illegal drugs, and agrees that his/her room shall not be used for any purpose contrary to the intent of such laws, regulations and ordinances. No alcohol is allowed in the public areas. Any violation of drug and alcohol policies may lead to dismissal from college housing. (See the Student Handbook for details.)
- Alcohol is only allowed in the Suites and Apartments and then only if a resident is 21 years of age or older. Those consuming or in possession of alcohol must be of legal drinking age. Apartments and/or Suites of residents who are all minors are to be alcohol-free at all times.
- Empty alcohol containers are not allowed in rooms or common areas if occupants are under the age of 21.
- Common-source alcohol such as kegs and wapatulis, are not permitted. Instruments that promote abuse of alcohol such as beer bong s are not permitted and may be confiscated. The playing or being in the presence of a drinking game is also not allowed.
- The selling of alcohol beverages is prohibited.
- Illegal drugs are not allowed on campus at any time. The college reserves the right to refer individuals who are found with illegal drugs to the Sheboygan County Sheriff’s Department for legal action. The misuse of prescription medications, including, but not limited to, sales and distribution is prohibited. The misuse of over-the-counter medications is also prohibited.
- Smoking is not permitted in any campus building.

**Solicitation** Solicitation and selling of items in the residence halls must be in accordance with Wisconsin State law and Lakeland policies. No sales or solicitation is allowed outside groups. The college prohibits solicitation, sales or door-to-door canvassing by students or non-students except with the permission of the Director of Residence Life.

**Use of Information Technology** Residents are required to comply with college policies for appropriate and fair use as detailed in the Information Technology Use Guidelines. Personal routers are never allowed in the residence halls as they interfere with the wireless system in the halls.

**Cell Phones/Electronic Devices** Residents may not capture the image of another student in the residence halls without that student’s permission. Transmission of such images also requires permission from the person.

**Gambling** State laws concerning gambling will be enforced. Residents cannot take part in games of chance where money or property has the potential of being won or lost.

**Vandalism** Residents or guests of residents cannot destroy, damage, deface or mar property belonging to the college or another student or guest.

**Residents who are found responsible for the violation of the following will face severe disciplinary action,** which may include removal from the residence halls, suspension or expulsion from the college.

- Tampering with fire sensors, detection or abatement equipment.
- Setting of fires either intentional or accidental.
- Inflicting mental or bodily harm upon another or reckless behavior that could potentially cause harm to another.
- Possession or use of any firearm or other dangerous weapon.
- Possessing, using or intending to deliver illegal drugs or misuse of prescription medications.
- Theft or misappropriation of another person’s or the college’s property.
- Harassment. Harassment is defined as any verbal, written, electronic or physical conduct that a person knows, or has reasonable grounds to know, would intimidate, demean or degrade an individual’s or group’s self-worth or dignity. Behavior that will not be tolerated includes, but is not limited to, physical force or violence, stalking, intimidation and threats.

**Changes to the rules and regulations may be made by the Department of Residence Life during the term of this contract by placing notices on hall bulletin boards or in common areas one week before the changes become effective. In cases where health and/or safety are concerned, such changes may take place immediately.**

**Dining Services** A food service plan is required for all resident students. Dining Service is available for resident students, but residents are required to show college identification before receiving each meal. Dining Service privileges are non-transferable. An upgrade can be made for an additional charge. No refunds will be made for missed meals due to temporary absence from the residence communities. Students who are required to live off-campus in order to fulfill their academic responsibilities during the May term are eligible for a Board refund upon application to the Director of Residence Life.

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# HOUSING CONTRACT TERMS AND CONDITIONS

## 2015-2016 ACADEMIC YEAR

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**This document and those referred to within it constitute the Lakeland College contract for student housing. The housing services described are being offered under the terms and conditions contained in this contract. Nothing in this contract constitutes a landlord/tenant relationship as described in Chapter 704, Wisconsin Statutes.**

**Eligibility** Resident must be an enrolled full-time student at Lakeland College. The Department of Residence Life reserves the right to terminate this contract if a resident’s credit load falls below 12 credits.

**Residency Requirement** Lakeland College requires that all full-time students under the age of 21 and regardless of ranking must live on campus. The only exceptions will be: (a) if student is living with a parent; (b) if student is married; (c) if student is a former member of the armed services; or (d) if student is a single parent with a child. If you meet the requirements to live off campus, but sign this contract, it is still a binding contract.

**Contract Term** This contract is for the academic year and cannot be terminated at any other time unless first approved by the Director of Residence Life.

**College Agrees** The Department of Residence Life agrees to provide housing in the residence halls under the conditions of this contract and the Lakeland College Student Handbook.

**Resident Agrees** The resident agrees to observe all rules and regulations of Lakeland College found in this contract and the Lakeland College Student Handbook and make timely payment of all housing fees.

**Payment/Fees** The student will pay the college the prescribed room and board rate for each semester during the term of the contract. The initial rates are guaranteed for the academic year, barring extraordinary economic changes. Charges will begin the first day the residence communities officially open. Semester charges for room and board will be billed to the student’s college account in two equal installments, with payments due at the beginning of each semester. **Housing agreements are binding for the entire academic year or portion thereof.** Failure to complete the agreement for any reason, including suspension or dismissal from the college or residence communities, may result in a forfeiture of all room and board fees plus a \$100 Contract Breakage Fee. No transfer of the agreement to another student is permitted.

**Deposit** All resident students are required to pay a \$200 housing deposit. Any fines or charges will be deducted from this deposit. Residents are required to be current with their deposit at the start of each contract period. This deposit, minus fines or charges, will be refunded after the last semester of contracted housing at Lakeland College. If housing is not needed, this deposit is refundable up until July 1st.

**Assignment Policy** The Department of Residence Life will not discriminate in room assignments on the basis of race, color, gender, sexual orientation, gender identity, religion, disability, national origin or ancestry. New students who submit applications and

pay the appropriate deposit are assigned based on preferences. Failure to honor those preferences does not void this contract. If a student receives a temporary assignment, the student must accept a permanent assignment when offered and this contract cannot be voided for that reason.

The Department of Residence Life reserves the right to change hall and room assignments, to assign roommates or to consolidate vacancies requiring a resident to move from a single occupancy of a double room to a double occupancy of a double room in the same hall. The Department of Residence Life also reserves the right to temporarily assign students above the designed occupancy of rooms until permanent space becomes available. This contract is in effect only for signee, and signee cannot sublet any part of the premises.

**Hall/Room Changes** All hall or room changes requests must be initiated by filling out a “Room Change Request Form” and be approved by an Area Coordinator or the Director of Residence Life.

**Room Entry** The college reserves the right to enter any room at any time for the purpose of routine maintenance or repairs; inspection for inventory, control of fire, health, and safety regulations; responding to other emergencies, including life and/or health-threatening situations; investigating reasonable information that a crime is being or has been committed; and/or responding to reasonable evidence that a college regulation is being or has been violated.

**Contract Termination** A resident wishing to terminate this contract during any part of the academic year must do so in writing by filling out a “Request to Break Housing Contract” form with the Department of Residence Life, and contract will only be terminated once approved. This contract is for the entire academic year and release at semester will only be granted for study abroad participation, entering active duty in the military and/or graduation of resident. This contract may be terminated by the college if a resident falls below 12 credits. The college may also terminate a student’s residency in the housing community and take possession of the room at any time for violation of housing policies, violation of college rules/regulations or for reasons of health or safety.

**Liability** Lakeland College assumes no liability nor legal obligation to provide reimbursement for a resident’s personal property resulting from loss, theft, damage or other perils. Residents are encouraged to carry personal property insurance.

**Damages** Each resident agrees to pay for any damage to the building, room, common area(s) or college-owned furniture or belongings, including fire damage, caused by that resident’s negligent actions or intentions. Where damage to a common area cannot be ascertained by the Department of Residence Life, the costs will be split evenly between assigned occupants. At the beginning of each contract period, each resident is required to fill out a Room Condition Report and return it to hall staff. Failure to do so will prompt the college to assume the room and belongings are in satisfactory condition.

**Break Housing** Residents with valid reasons as determined by Residence Life staff may stay in their same room over break

periods at no extra cost. Limited meals are available at a nominal cost. Residents must sign up with hall staff prior to break periods or they will not be allowed access to rooms. All residents are required to vacate their rooms within 24 hours of their final exam or at posted hall closing time, whichever comes first, unless previous arrangements have been made.

**Check-out** Students who leave the residence communities must complete all checkout procedures, clean the room/unit, return all the furniture to its original site/condition and remove all belongings before 7:00 p.m. of the day the housing community closes at the end of the term. Failure to complete the aforementioned checkout on time may result in some combination of the following charges: a) cleaning fees; b) a \$50 improper checkout fee; c) reassembly fees; d) daily room and board rental fees; and e) possible assessment of storage fees.

**Early Arrival/Late Move-out** Unless required by the college, students wishing to arrive on campus before the prescribed move-in date each semester or wanting to stay on campus past the last day of the contracted semester will be required to pay the per day rental fee. All residents wanting to move into their residence halls early or leave late must have approval from the Director of Residence Life.

**Personal Property** Residents are required to move all personal property from their living areas upon checking out of their room. The college reserves the right, without liability, to discard any property left behind after 30 days of the termination of the contract period unless it is in approved storage.

**RULES AND REGULATIONS**

Students living in residence communities are expected to conform to standards of conduct which are consistent with the educational objectives and priorities of Lakeland College. Respect and consideration for the rights of others and their needs for study time and rest must receive priority over individual desires. The residence life staff is responsible for helping to create an atmosphere conducive to study, enjoyment and learning how to live responsibly with other individuals. Each student is expected to comply with requests from residence life staff and fellow students.

**Safety and Security**

- Residents are not to allow others to use their room keys at any time.
- Room, hallway doors and exterior doors are not to be propped open. Tampering with any lock or door is prohibited.
- The tampering or disabling of any fire safety equipment is strictly prohibited.
- Candles, incense, fireworks, smoking, motorized vehicles and flammable/combustible materials are prohibited in all residence halls. Tampering with electrical outlets, cameras or wiring is prohibited.
- Use of grills is limited to exterior areas no less than 10 feet from any building and never allowed on patios or balconies.
- Building evacuation is required when fire alarms sound.
- Screens must remain on windows at all times. Expelling any

- item from a window or balcony and/or presence on the roof of any campus building is prohibited.
- Guests must be escorted at all times.
  - Student ID cards cannot be used by any other person than the student it has been assigned to. Students are required to produce their college ID cards when requested by staff member.
  - Individuals may only use designated restrooms for the gender in which they identify.
  - All residents are required to keep their room doors locked to prevent theft or unauthorized entrance.
  - Dangerous weapons, including firearms, and explosives of any nature, including fireworks, are not permitted in the residence halls or any campus building. Paint ball and air soft guns are also not permitted. Violations of this policy may result in dismissal from the college residence communities.

**Room Use**

- Residents are responsible for the consistent care and cleaning of their living spaces which includes bedrooms and common spaces. All garbage must be disposed of in a neat and timely manner and in designated dumpsters. Personal garbage may not be disposed of in common areas. Oversized items, like furniture, shall not be disposed of in the dumpsters without approval of the Residence Life staff. Care shall be taken not to dispose of actively combusting material in the dumpsters.
- Room decorating that does not damage walls, furniture, doors, etc. is permitted as long as it does not compromise hall security or safety. Nails, tacks or any items that damage walls cannot be used. Windows or doors cannot be “blacked out” due to safety reasons. Black lights cannot be installed in existing fixtures.
- Appliances with open coils or exposed heating elements are not allowed. Air-conditioners are not allowed unless medically necessary and/or approved by the Director of Residence Life. Full-sized refrigerators and freezers are not allowed.
- Pets are not allowed except for fish in an aquarium of no more than 20 gallons.
- The building of any loft is not permitted.
- College-provided furniture may not be removed from the room and stored elsewhere.
- Items may not be hung from ceilings, fire sprinklers or sensor outlets. Modifications to walls, ceilings, floors or the paneling or wallpapering of walls is prohibited.
- Waterbeds are prohibited.
- Patios and balconies can only be furnished with weather-proof furniture. College-owned furniture cannot be used as outdoor furniture.
- Live wreaths and trees are not permitted.
- Residents may not paint resident rooms unless approved by the Director of Residence Life.
- Residents are responsible for any telephone calls made or received on common area college telephone lines.