RESIDENCE HALL AGREEMENT
UNDERGRADUATE HOUSING
Summer 2018

This residence hall agreement is a binding agreement between Case Western Reserve University ("the University") and the individual student. It entitles the student to the use of the residence hall accommodations only in such manner as set forth herein and in the University policies and Student Code of Conduct (hereby incorporated in this agreement). In the event of any inconsistency between this agreement and the university policies/student code of conduct, the terms of this agreement will prevail. Subject to the terms, conditions and reserved rights contained in this agreement, the University will permit the student to occupy for residential and academic purposes a unit in a residence hall designated by the Case Western Reserve University Office of University Housing ("Housing"). The student agrees to accept any accommodations assigned, agrees that he or she has no right or entitlement to occupy or select any particular room under this agreement, and agrees that the University may reassign the student to a different room or residence hall at Housing’s sole discretion.

The parties do not intend by this document to create any leasehold or other estate or rights in real property. This agreement is a license to use the residence halls and shall not be construed as a rental agreement. This agreement shall apply to occupancy of rooms. Buildings occupied by Greek letter organizations or any other University-sponsored organization are deemed residence halls for the purposes of this agreement, unless governed by some other agreement. Failure to observe any of the terms and conditions of this residence hall agreement may result in the termination of this agreement. Actions may include, but are not limited to, eviction from the residence halls or room transfer to another location within the campus residential system. For further information, see the University policies/student code of conduct (http://students.case.edu).

The student’s signature on a housing application form or online acceptance during completion of a housing agreement or application form binds the student to this Residence Hall Agreement and signifies that the student has received, read and agrees to abide by all terms, conditions and policies contained in this agreement, and the applicable portions of the University policies/student code of conduct, and the CaseCard Terms and Conditions. Copies of this agreement may be obtained from Housing (24 Thwing Center, 216-368-3780, housing@case.edu, housing.case.edu/docs). A copy of the CaseCash Terms and Conditions can be obtained from Auxiliary Services (35 Yost Hall, 216-368-2273, mealplan@case.edu, www.caseonecard.com).

RESIDENCE HALL AGREEMENTS ARE BINDING FOR THE SUMMER TERM SELECTED.

1. ELIGIBILITY
   To be eligible for residence in University residence halls, a person must be registered as an undergraduate student at the University for the previous spring 2018, summer 2018, or fall 2018 semester.

2. OCCUPANCY PERIOD
   The student may occupy the assigned room during one of the time periods listed in this section. The occupancy period may be subject to change by the University based on unforeseen alterations in the summer calendar or for other reasons such as, without limitation by example, an energy crisis. The student agrees to occupy only the room assigned.

   Summer semester terms are as follows:
   - May Term
     - May 11 – June 2
   - 4-week session (1)
     - June 2 – July 1
   - 5-week session
     - June 2 – July 8
   - 8-week session
     - June 2 – August 1
   - 5-week + 4-week sessions
     - June 2 – August 5
   - 6-week session
     - June 16 – August 1
   - 4-week session (2)
     - July 7 – August 5
   - Entire summer
     - May 27 – August 5

   Transition Housing
   Students with a spring housing agreement can apply for transition housing which starts on May 11 through May 26, 2018. Students will move into their summer housing assignment between Monday, May 14 and Saturday, May 26, 2018, once their room is available.

   Students with a fall housing agreement can apply for transition housing which starts on August 1 or August 5 (depending upon their summer term) through August 21, 2018. Fall transition is only available for summer residents with a fall assignment. Students stay in their summer assignment until they move into their fall assignment between August 5 (9 a.m.) and August 12 (9 p.m.), 2018, once their room is available.

3. PAYMENT
   The student agrees to pay the published room charges for the assigned room to the Office of Student Financial Services with other registration charges.

4. AGREEMENT TERMINATION
   ALL AGREEMENTS ARE BINDING FOR THE SUMMER TERM SELECTED UNLESS TERMINATED AS PROVIDED HEREIN.

   Pursuant to Ohio Revised Code Section 5321.031, the University may terminate this agreement and require the student to vacate the residence hall unit only upon a determination that the student has violated a provision of this agreement or violated an applicable standard of conduct (including, but not limited to, the standards contained in this agreement and the University policies and student code of conduct), the University may immediately terminate this agreement and expel the student from University residence halls or transfer the student to a room in a different residence hall. In the event that this agreement is terminated as a result of such violation, the student will be responsible for the daily rate through the date of checkout or for the rate for the entire semester/year, dependent upon the sanction from the student conduct board or officers.

   Students with a fall housing agreement can apply for transition housing which starts on August 1 or August 5 (depending upon their summer term) through August 21, 2018. Fall transition is only available for summer residents with a fall assignment. Students stay in their summer assignment until they move into their fall assignment between August 5 (9 a.m.) and August 12 (9 p.m.), 2018, once their room is available.

   Early Arrivals
   Written requests to arrive before the occupancy date for the summer semester will be granted at the sole discretion of Housing. The room charge for an early arrival is $50 per day.

   Late Departures
   Written requests to leave after the occupancy date for the summer semester will be granted at the sole discretion of Housing. The room charge for a late departure is $50 per day. Unapproved late departures will pay a $100 improper checkout fee in addition to daily room charges.

   Withdrawal, Separation or Leave of Absence
   A student who is notified of a university separation after summer housing begins must vacate the residence halls within 48 hours of receiving notification of their status change from the appropriate department. Residents who appeal their separation through the Office of Undergraduate Studies will be eligible to remain in housing pending the outcome of the appeal. Room charges will accrue during this period. The student is responsible for room charges up until date of checkout.

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to any article of personal property anywhere on the premises caused by fire, water, steam, insufficient heat, the elements or actions of third persons. Personal property of students is not covered by University insurance. Students should carry their own insurance protection against loss or damage to their personal property.

7. RENOVATIONS AND MAINTENANCE PROJECTS

It is sometimes necessary to undertake residence hall refurbishing and renovation projects while students are in residence. The continued use of facilities during this type of construction period is required. In some instances, building or room reassignment may be required. Reassignment to another room due to renovation or for any other reason is not grounds for release from this agreement, for reimbursement of moving expenses or for any other release or reimbursement.

8. ASSIGNMENT OF AGREEMENT

Students are prohibited from sharing rental space with others. A student may assign new occupants to fill vacancies. In order to accommodate a potential new roommate, the resident of a partially filled room is required to make one set of furnishings available for use and to keep the rest of the room reasonably clear and ready for occupancy. In a partially filled room, suite, or apartment, Housing may, at its sole discretion:

- a. allow the resident to find a suitable resident to fill the vacancy;
- b. assign a new resident to fill the vacancy;
- c. allow the resident to find a suitable resident(s) to different accommodations.

9. REMAINING OCCUPANTS OF ROOMS WHERE VACANCIES OCCUR

When vacancies occur, the University reserves the right to show rooms and assign new occupants to fill those vacancies. In order to accommodate a potential new roommate, the resident of a partially filled room is required to make one set of furnishings available for use and to keep the rest of the room reasonably clear and ready for occupancy. In a partially filled room, suite, or apartment, Housing may, at its sole discretion:

- a. allow the resident to find a suitable resident to fill the vacancy;
- b. assign a new resident to fill the vacancy;
- c. allow the resident to find a suitable resident(s) to different accommodations.

10. CHECK-IN REQUIREMENTS

The student must check in at the area office before occupying a room. At that time, building and room access will be arranged by the office using key or card access as appropriate for the assignment. Students must also review an online room condition report by the designated deadline for this check-in. This form is the basis for assessment of any damage of loss attributable to the resident at the termination of the occupancy period. Failure to review and submit the form by the designated deadline will result in the student assuming responsibility for the condition of the room at check-in.

11. CHECK-OUT REQUIREMENTS

At the termination of the occupancy period, the student must complete the check-out procedure through a Residence Life or Greek Life staff member. A student check-out consists of:

- a) removal of personal belongings and refuse so the room is as clean as it was at the time of check-in, b) scheduling in advance and keeping a check-out appointment with a building staff member, c) reviewing the room condition as recorded on the room condition report, d) signing the room condition report, and e) returning all keys/key cards for the room, suite, or building to the staff member.

Failure to complete the proper check-out procedure will result in an improper check-out fee of $100 in addition to any lost key/key card and room charges that may accrue until the room is inspected in absentee by a staff member.

12. ROOM CHANGES

Students may request a room change after the official no-show date for each summer term. Students may move only after receiving written approval from their residential community director or central housing office. Students that do not complete a room change (by checking out of the current room) within three days of its initiation will be charged the daily rate for both rooms for the entire duration of the change.

13. RESPONSIBILITIES FOR ROOM USE

Each residence hall bedroom contains a bed, desk, chair, drawers and closet space, a network access faceplate, window treatment and trash/recycle cans. Students must provide their own linens, including pillows and blankets, and task lighting. Students may not move University furnishings from one room to another. It is the responsibility of residents to secure all keys/key cards and Case ID cards. The transfer of an ID and/or keys/key card to another individual is prohibited.

Housing recognizes students’ right to privacy in their assigned room. However, authorized University officials may enter a student’s room for inspection or maintenance after reasonable notice or in the case of emergency. Staff members are required to identify themselves prior to entering a room.

Residents are responsible for room cleaning, regular waste removal and maintaining satisfactory sanitation and life safety standards as determined by Housing. Custodial staff clean the lounges, suite/apartment common areas, corridors and bathrooms in each residence hall. These common areas are also inspected on a regular basis by the university maintenance staff to identify routine maintenance concerns.

14. DAMAGE, LOSS OR EXCESSIVE CLEANING

Students are liable and responsible for any damage, excessive cleaning charges or loss to their room or room furnishings and for any other damage or loss they cause to any part of the residence halls.

Charge Appeals

Once checkout materials are processed, a notice of final charges for the semester will be emailed to any student who was assessed additional fees or damage charges. The notification will be sent to the student's Case electronic mail account. It is the student's responsibility to have mail to this address forwarded to an alternate address for receipt, if necessary. Additionally, students can access a full description of all charges on the Housing web site (http://housing.case.edu). The student has fifteen days to appeal disputable charges in writing as described in the notice.

15. AIR CONDITIONERS

Air conditioners may be requested for medical reasons only subject to medical verification and approval from the Office of Disability Resources (470 Sears Building, 216-368-5230, disability@case.edu). The approved student must provide their own free-standing AC unit, per Housing guidelines.

16. SPECIAL PROGRAMS

Housing establishes special program floors and buildings (i.e. gender inclusive housing, coeducational suites) to accommodate the diverse needs of the student population. Students assigned to a space falling under one or more of these programs agree to follow established community standards and additional policies and procedures related to that program.

17. SUMMER CASE CASH

Students can sign up for CaseCash with the summer housing application, which is deposited into the student’s individual account and available on the student’s CaseOneCard. The CaseCash selection cannot be changed after a summer housing application has been submitted.