

WESTERN OREGON UNIVERSITY  
UNIVERSITY HOUSING AND CAMPUS DINING  
RESIDENTIAL CONTRACT - TERMS AND CONDITIONS  
SUMMER 2024

**DEFINITIONS:** For the purposes of this contract, the following definitions shall apply:

**HALL/APARTMENT/COMPLEX:** Summer Housing students will be housed in the Arbor Park Apartments.

**DIRECTOR OF UNIVERSITY HOUSING:** The chief fiscal and facilities/operations officer for the residence halls. Reports to the Vice President for Student Affairs.

**DINING DIRECTOR:** Responsible for all dining locations on campus. Supervises campus Foodservice Managers and develops Campus Dining policies. Maintains the dining access computer system. Reports to the Vice President for Student Affairs.

**ASSISTANT DIRECTOR, RESIDENCE LIFE:** Supervises the Resident Directors (RDs). Prepares for academic year events. Reports to the Housing Director. Assists with Summer Housing for students.

**COORDINATOR OF HOUSING OPERATIONS & CONFERENCE SERVICES:** Responsible for coordinating check-in and checkout of Conference guests. Supervises Residential Service Center operations and employees, CA's & DA's. Reports to the Housing Director.

**RESIDENT DIRECTOR (RD):** Works closely with the Assistant Director and the Coordinator of Housing Operations & Conference Services and other professional staff in the service of conference guests and summer housing students. Assists with check-ins and checkouts, acts as resource person and emergency response person to students. Resident Directors report to the Assistant Director of Residence Life.

**CONFERENCE ASSISTANT (CA):** Upper division or graduate student who lives in the halls, assists with check-ins, checkouts; acts as a resource person to summer students. Conference Assistants report to the Coordinator of Housing Operations & Conference Services.

**DESK ATTENDANT (DA):** Upper division or graduate student who is hired to manage the Summer Conferences Information Desk in the Residential Service Center (RSC). The Desk Attendants reports to the Coordinator of Housing Operations & Conference Services

**THE GUIDE TO RESIDENTIAL LIVING (THE GUIDE):** The Guide contains important information about opportunities, questions, procedures, policies, and sources of information regarding residential living at WOU. The Guide to Residential Living is an extension of this contract. A copy of The Guide is posted on the University Housing website. <http://www.wou.edu/housing/printed-documents/>.

**UNIVERSITY PROPERTY:** Property, equipment and materials which Western Oregon University owns and for which the University has responsibility.

**TERMS AND CONDITIONS:** To make your stay more comfortable and to maintain the residence halls properly for future occupants, you should be familiar with the obligations placed upon you. The contract, with its terms and conditions of occupancy is designed so that the residents who abide by the contract receive the greatest benefit. These terms and conditions are based on the established educational goals of the University, consideration for other residents, health and safety standards, and compliance with established laws and the Code of Student Responsibility. If you do not comply with the terms and conditions of occupancy, you may be subject to eviction from the residence halls with financial penalties. If you have questions concerning any of the terms and conditions, or any other aspect of residence hall life, speak with a residential staff member.

- University Housing and Campus Dining:** Housing is provided to students who agree to contract for the entire Summer Session or for the duration indicated on their summer application. One of the amenities provided to summer students is a full-sized kitchen. As a result, there is no meal plan offered for summer housing. Valselt Dining Hall may be open limited hours depending upon Summer Conference attendance. For more information please contact the Dining Office at [dining@wou.edu](mailto:dining@wou.edu).
- Application for University Housing:** A Summer Housing Application must be completed electronically from the Housing Overview.
- Cancellation of Application:** If you need to cancel your Summer Housing Application please email [housing@wou.edu](mailto:housing@wou.edu).
- Room and Board Charges:** The Western Oregon University Board of Trustees has authority to modify charges if cost expectations on which charges are based substantially exceed present estimates. Your housing fees will be charged to your student account. Summer 2024 rate: \$25.50/day.
- Breaking Contract:** Students who find it necessary to move out prior to the end of their session must first submit a Petition requesting to be released from their contract to the office of University Housing. Room and board charges will be prorated and a cancellation fee of \$10/day for the remaining days in your session will be charged to your student account.
- Check-out:** At the end of your occupancy, you must follow checkout instruction given by staff. Failure to follow check-out procedures may result in a minimum \$150 improper check-out fee. A late check-out will result in a \$25 charge for each ½ hour past the assigned checkout time that the resident/belongings remain in their room.

- Payment:** Room and board payments are to be made at the Cashier's window of the Business Office in the Administration Building or on your Wolf Web Student Account. Payment needs to be made on, or before, the due date to avoid penalties. Please contact the Cashier's office for updated office hours as they are subject to change. Payments are due on the first of each month or as soon as it shows on your account. For short term stays, your student account will be charged upon check-in.
- Room Assignments:** Assignments are made in priority order of the date the application is received and not all room requests may be accommodated. Summer students will be assigned together in the Arbor Park Apartments; 4 students per apartment. Each apartment has 4 private bedroom, 2 bathrooms, full size kitchen and living room. University Housing reserves the right to make room changes at any time, based on the administrative needs of the housing program.
- Late Arrivals:** If you plan to arrive after the designated check-in time, you must notify the office of University Housing in writing (email [housing@wou.edu](mailto:housing@wou.edu)), or your assignment may be cancelled. In the email, please be sure to include the approximate date and time you plan to check-in so we can best plan for other arrangements.
- Liability:** The University and the State of Oregon shall not be held liable for loss or damage to personal property in student rooms, laundries, storage rooms, or other public areas. It is the responsibility of the undersigned to keep his/her room locked at all times. It is recommended that a private insurance policy covering personal property loss by fire, theft, vandalism, or other casualty be obtained by the undersigned at his/her own expense to cover such loss.
- Use of Residence Hall Equipment:** Residence hall equipment, supplies, and furnishings must not be dismantled or removed from their designated area. Charges may be assessed for injurious misuses or removal.
- Residence Hall Security:** All Residence Halls are locked 24 hours per day. A fob is required to enter the building and each apartment. A pin code is required to enter each individual bedroom.
- Eviction:** If you are evicted for conduct proscribed by WOU, OUS, or this document, you will be responsible for full room and board charges through the date of your eviction, and \$10 per day for every day of service remaining in the contract. If you are evicted for nonpayment of residence hall fees, cancellation of contract provision will apply. Your subsequent academic registration may be precluded for not paying room and board charges. However, before registration is denied, you are entitled to present to the Business Office evidence on the issue of nonpayment.
- Unpaid Debts:** Interest will be charged each month on any unpaid balance at the rate of one percent per month, or fraction thereof (12% APR). In the event of unpaid debts the University and State of Oregon collection procedures will prevail and collection charges will be assessed. You will be responsible for attorney fees and any other costs and charges incurred in the enforcement of collection. The debt may be assigned to a commercial collection agency and/or the Department of Revenue, and will be assessed a 15% - 25% referral charge. In addition, the collection agency will add the cost of their service to your account. The collection fees could range from 20% - 33% of the amount referred. You are responsible for keeping the University Business Office informed of any name or address change until all liabilities and claims, if any, have been met satisfactorily. Unpaid debts to the University may preclude subsequent enrollment in the University. Upon leaving the residence halls, the outstanding balance of this contract becomes due.
- Commercial Solicitation, Advertising, Promotion, and Transactions:** Commercial solicitation, advertising, promotion, and commercial transactions are prohibited in all areas where such activity will, or is likely to interfere with, impede or make more costly than normal, functions of that area. Such areas include, but are not limited to, student rooms, hallways, stairwells, and lavatories in the dwelling areas, and the interior and food service areas of dining rooms in the residence halls.
- Use of Facilities:** Unauthorized entry to, or use of, institutional facilities, including buildings and grounds is prohibited. Use of the Western Oregon University residence halls is limited to the residents, their escorted guests, and other persons specifically authorized by the office of University Housing and Campus Dining.
- Visiting Hours:** Guests are permitted in the presence of the contractor. However, if you expect to have an overnight guest, you must have approval from your roommate(s) and register your guest with a residence hall staff member 24 hours in advance of the guest's arrival.
- Guest Conduct:** You are responsible and accountable for the conduct of other persons while they are visiting you. This is true not only when they are there by your explicit invitation, but also when they are there simply with your current acquiescence in their presence. This section does not apply to conduct which occurred jointly, concurrently, in concert, or by common plan or design with you, or which was ratified by you, after the fact.
- Custodial:** You are responsible for cleaning your own room and shared living space. The University custodial staff will clean Arbor Park bathrooms every Wednesday between 9:30am and 2pm. Please remove personal items from showers and sinks prior to your custodian's arrival. Public areas will be cleaned on a regular basis. Residents are responsible for transporting trash to the dumpsters at the trash enclosure next to Sequoia Commons.
- Damage and Repairs:** You are financially responsible for any damage to your room and furnishings, other than normal wear and tear. Housing Maintenance will make repairs; you are not permitted to make or contract for repairs. You are also responsible for damage intentionally or negligently caused by you to other areas of the residence hall and its grounds, furnishings, or equipment.

21. **Electrical Appliances/Halogen Lamps:** Electrical appliances may only be used in their proper places (Arbor Park kitchens). Lamps with halogen bulbs are not allowed.
22. **Pets:** Pets are not permitted, except for fish in aquariums that are ten gallons or less. Feeding or harboring of animals, stray or otherwise, is also not permitted. Emotional Support Animals may only be allowed if they have been approved by the Office of Disability Services and an appointment with the Housing Director has been completed.
23. **Waterbeds:** Waterbeds are not permitted.
24. **Room Access:** Regularly scheduled and unannounced routine room inspections may be held by authorized Residence Hall personnel (or their delegated representatives) for maintenance, safety, health, and sanitation purposes. No drawers, wardrobes, or personal items will be opened. Authorized personnel may enter your room for purposes of maintenance or in response to emergencies, without notice.
25. **Doors:** Outside doors and fire doors must be kept closed at all times except for ingress and egress.
26. **Tampering with Fire Equipment:** A minimum \$25 charge may be assessed for tampering with fire alarms, smoke detectors, or other fire life safety equipment. University Housing may offer a reward for information leading to the arrest and conviction of persons responsible for false alarms.
27. **Flammable Materials and Candles:** Gasoline, kerosene lamps, paint thinners, burning candles, and other flammable materials are hazardous to the health and safety of residents and are prohibited inside residence halls. Candles used as decorations are approved as long as they are never used for burning.
28. **Alcoholic Beverages:** Alcohol is not prohibited on campus with the exception of Arbor Park, Butler and Gentle Halls where all residents of the room are 21 years of age or older and agree to allow alcohol in the room. Students under the age of 21 who are found in possession of alcoholic beverages or alcoholic beverage containers or remain in an area where alcohol is being possessed or consumed will face disciplinary action. Students who are 21 or older and provide alcohol to a minor will face disciplinary action.
29. **Dangerous Devices:** Possession, use, or threatened use of firearms, fireworks, ammunition, explosives, chemicals, or any other objects as weapons on University property or at University sponsored or supervised activities is prohibited.
30. **Controlled Substances:** Illegal use, possession, or furnishing of controlled substances as defined by Chapter 475 of the Oregon Revised Statutes and regulations adopted thereunder, on University owned or controlled property or at University sponsored or supervised activities is prohibited.
31. **Quiet Hours:** Quiet hours are established and outlined in [The Guide to Residential Living](#). Noise must be kept to a minimum and at a level which will not disturb other residents.
32. **Disorderly Conduct:** Conduct resulting from intoxication, unreasonable noise, or behavior that results in unreasonable annoyance is prohibited.
33. **Standards of Conduct and Policies Governing Student Life:** Disciplinary sanctions as serious as expulsion or suspension from the University or eviction from University Housing may be imposed against any student found guilty of committing, attempting to commit, or intentionally assisting in the commission of any of the offenses listed in the Student Conduct Code.
34. **Exceptions to any Provision of this Contract:** Exceptions may be requested by petition. Petition forms are available in the office of University Housing or on the website. Exceptions granted to one provision of this contract shall not be construed as waiver of any other provisions. The final determination on exceptions to contractual provisions lies wholly within the discretion of the office of University Housing.