



Early Arrival Residence Hall Contract

Rocky Mountain College (RMC) and the undersigned student (student) enter into this Early Arrival Residence Hall Contract upon the following terms and conditions:

Premises: RMC provides on-campus housing accommodations to students required to report to campus per Coach or Supervisor before the start of the academic semester. Execution of this agreement does not guarantee that students will be assigned to their established fall assignment. Students whose conduct is not conducive to a group living and learning environment may be denied an assignment in the residence halls. Qualified students for whom space is not available will be placed on a waiting list and notified as a vacancy exists.

Eligibility and Priority: The student must be enrolled as a student of RMC for the upcoming fall term; have a \$250 enrollment deposit on file; and have been assigned on-campus housing for the upcoming fall term.

Contract Period: This contract becomes binding upon notification of the student's assigned space and shall continue for the entire contracted period, or the remaining portion thereof. Students may not move in earlier or move out later than the established dates without prior written authorization from the Director of Residence Life. Additional charges may be assessed for approved early occupancy.

Check In: All residence hall assignments will be held until midnight on the established date of check-in, after which time will be reassigned. If a student must take occupancy after the established check in date and time, he/she must submit late check in request to the Office of Residence Life and specify the date and time of requested student check-in, if approved assignments will be held at the student's expense.

Food Service: Food service may be closed or have varied hours of operation during the summer. Meal plans are not available during the summer.

Payment of Room and Board Charges: The student agrees to pay all room fees for contracted period by the deadline for payment of RMC fees.

- A. Room rates for this contract will be those rates approved by the Vice President for Student Life.
- B. Room charges begin the first day the contracted month, regardless of the date of occupancy.

RMC Regulations: The student agrees to observe all published RMC policies and regulations. Any violation of RMC policies and regulations during the contracted period will result in immediate removal from the residence halls and forfeiture of all fees paid for early arrival housing; and additionally may result in suspension/dismissal from RMC. All published RMC policies and regulations are specifically made a part of this contract by this reference.

RMC Authority: RMC has the right to:

- a. Change room, suite, or apartment assignments when vacancies occur. When vacancies occur in a room, suite, or apartment, the remaining student(s) must accept a new roommate(s) and/or move to another room, suite, or apartment.
- b. Move students from a specific room, suite, apartment, floor, hall, or the residence hall system if necessary for order, sanitation, health, safety, or disciplinary purposes.
- c. Inspect all rooms, suites, or apartments, for purposes of inventory, fire protection, sanitation, safety, maintenance, and policy enforcement. Students may not block or restrict RMC officials from access to their rooms, suites, or apartments.
- d. Enter any room, suite, or apartment without notice in cases of emergency or for maintenance and student welfare purposes.

RMC's Responsibility for Student's Personal Property: RMC assumes no responsibility for the theft, destruction, or loss of money, valuables, or other personal property belonging to or in the custody of the student, no matter the cause or location of the property. RMC does not carry insurance against the loss or damage of individually owned personal property; students are encouraged to provide their own personal property insurance coverage.

Student's Responsibility for Damage and Loss of RMC Property: The student submission of the online condition report is the student's acceptance of the condition of the room, suite, or apartment and its contents at the start of occupancy. The condition report is the standard for determining the condition of the room, suite, or apartment and contents at the termination of occupancy. The student is responsible for any damage or loss caused to the building, room, suite, or apartment, furniture, and equipment; ordinary wear and tear is expected. Damage or loss within student rooms, suites, or apartments will be charged to the assigned student's deposit; in the cases of charges exceeding the deposit, balance charges will be assessed to the student's account. The student agrees to pay such charges to RMC upon demand. Condition reports must be completed and submitted online within 72 hours of occupancy.

Termination: Students who wish to be released from this contract for any reason before the end of the contract period must file a written request of termination with the Office of Residence Life. The Director of Residence Life will make the final decision regarding contract releases.

Regardless of reasons for termination of this contract prior to the expiration, the contracted student will be assessed a \$250 cancellation fee and \$25 per day occupancy fee. Refunds will not be processed until the final checkout is complete, cleaning and/or damage fees are assessed,

furnishings/keys accounted for, and outstanding debt to RMC has been resolved. Any remaining deposit balance will be refunded to the student the semester following the date of termination.

A student whose Contract Cancellation Request is denied must pay the full amount of the room charges for the full contract period and will not be checked out until the expiration of the contracted term.

This contract may be terminated by the Office of Residence Life at any time for violation of the terms and conditions of this contract. If the contract is terminated, RMC may assess a \$250 contract cancellation fee, retain all payments made under the contract, and may seek any other remedy in law or equity. If this contract is terminated, the student agrees to vacate the residence hall within 24 hours, unless written permission has been obtained from the Director of Residence Life. The student agrees to pay all reasonable costs, attorney's fees, and expenses made or incurred by RMC in enforcing this contract.

Check-Out: The student must use the established check-out procedures upon termination of this contract. Students who fail to return their issued key(s) will be charged for the lock change(s). Students who fail to clean and/or cause damage to the room, suite, or apartment and its contents will be charged a fee for RMC personnel to clean and repair the room, suite, or apartment, furnishings and equipment. Students who fail to properly check-out of their assigned space will be charged an improper check-out fee of \$150.

Abandoned Property: If personal property is left by the student on RMC property after termination of occupancy, the property shall be deemed abandoned. RMC will dispose of the property if not removed by the student. Any charges incurred to remove, store, or dispose of the property will be assessed to the student.

This contract becomes effective upon submission of an *Early Arrival Request Form*.

I hereby accept the terms of this contract and an assignment to a room, suite, or apartment in the RMC residence halls. I agree to all stipulations in effect during the term of this contract and understand failure to observe these stipulations may result in fines, termination of contract, removal from the residence halls, and forfeiture of deposit and any paid room and board fees.

Print Student Name

Student Signature

Date

Legal Guardian Signature (if student under the age of 18)

Date