This Housing Contract (known as the Contract throughout this document) is a binding Contract by and between the student accepting this Contract electronically, or in the event the student is under 18, such student’s parent(s) or guardian(s) (referred to collectively and individually as the “Student,” or “I”) and the University of Richmond (the “University”). This Contract will become effective upon assignment of University Housing for the 2015-2016 academic year. In consideration of being granted University housing during the 2015-2016 academic year, the Student agrees as follows:

1. **Scope of Contract.** I understand that the term “room,” as used in this Contract means every type of student housing provided by the University, including but not limited to residence halls and apartments. I understand that this Contract is for the academic year noted above and that my access to and occupancy of the room is limited as provided in this Contract. I understand and agree that this Contract constitutes a license, not a lease, and the relationship of the parties hereunder is that of the licensor and licensee, not that of landlord and tenant.

2. **Room and Board Charges.** I understand and agree that if I am assigned a room, I shall be responsible for all applicable room and board charges for the entire academic year, subject to the termination provisions set forth in this Contract. I understand that room and board charges for the academic year can be found on-line at [Student Accounts - Controller - University of Richmond](http://www.studentaccounts.uc.edu). I further understand and agree that, unless I am assigned to the University Forest Apartments or the Gateway Village Apartments, by accepting a room assignment, I am also agreeing to participate in a University meal plan, based on my housing assignment, under the terms and conditions set forth in the University of Richmond Dining Services Meal Plan Agreement.

3. **Access to Assigned Room**
   a. Availability. I understand and agree that the University room assigned to me will be available for occupancy only during the following time periods which are subject to change in the discretion of the University.

   Sat., Aug. 22, 2015, 9:00 a.m.* to Wed., Nov. 25, 2015, at 12:00 noon (Vacating is not required on Nov. 25th as this is a short break. Students will need to provide their own meals).

   Sun., Nov. 30, 2015, 10:00 a.m. to 24 hours after last final exam. If your last exam is on Dec. 15th you must vacate no later than Tues., Dec. 16, 2015 at 12:00 noon.

   Sun., Jan. 10, 2016, 10:00 a.m. to Sat., March 5, 2016, at 12:00 noon (Vacating is not required on March 5 as this is a short break. Please check the Dining Center calendar for availability of meals).

   Sun., Mar. 13, 2016, 10:00 a.m. to 24 hours after last exam. If the last exam is Sat., Apr. 30, 2016 you may vacate by Sun., May 1, 2016, by 12:00 noon**

   *Rooms for new students (including transfers) in the School of Arts and Sciences will become available on Wednesday, August 19, 2015.

   **If the student is a graduating senior, the student's room will remain available until Mon., May 9, 2016, at 2:00 p.m.

   b. Vacating the Room. I understand and agree that I must vacate my room during periods of time not listed in section 3(a), above, unless it is stated otherwise, above, or I obtain permission to stay from the Director or Assistant Director of Housing. I understand that my personal belongings do not need to be removed from the room during University breaks, but do need to be removed at the end of the academic year or at any time I vacate the room permanently. I further understand that I must leave my room in good order when vacated.

   c. Access by University Employees. I understand and agree that access to the room assigned to me by University employees shall be governed by University policies and procedures, which may be amended from time to time in the sole discretion of the University. I further agree that University employees may enter the
room for any reason deemed necessary, including but not limited to, emergencies, maintenance, inspections, repairs, inventory of University furniture, reclaiming University property, performing health and fire safety inspections, making space and re-arranging rooms to accommodate new roommates, and resolving any unsafe or unsanitary condition.

4. **Assignment of Roommate(s) / Reassignment of Rooms**

   a. **Assignment of roommate(s).** I understand and agree that if a vacancy develops in my room during the year, the University may assign such space to another student. I understand that I must notify the Assistant Director of Housing immediately if I have a roommate of choice and that if I do not provide notice of a roommate choice or my choice is unavailable for any reason, the University may assign another student to the room at any time. If my roommate withdraws at the end of the fall semester, it is possible that a student will be assigned to the space, eliminating the time for requests due to time constraints in completing housing assignments for study abroad and other incoming students. I understand that reasonable effort will be made to notify me of a new roommate(s) but agree that it is not always possible. If there is a vacancy in my room, I agree to maintain the room in a manner that will allow another student to move in immediately. I understand that failure to comply with this requirement will result in a referral to the appropriate Dean for further action, including, but not limited to disciplinary action.

   b. **Reassignment by the University.** I understand and agree that the University has the right to relocate me or remove me from housing for any reason deemed necessary by the University, in its sole discretion, to meet student housing needs, maintain an acceptable residential environment/community or to create vacancies that would maximize occupancy for each gender. I further understand and agree that if I am assigned initially to transitional housing, the University has the right to relocate me to permanent housing at any time, if and when such permanent housing becomes available. I further understand and agree that if I am assigned to another room during the academic year noted above, for any reason, all of the terms and conditions of this Contract will apply to my occupancy of such other room.

   c. **Requests for Reassignment by Student.** I understand that I may request a room change during the year by contacting the Assistant Director of Housing who will furnish the necessary information. I understand that the University will use reasonable efforts to accommodate my request, but cannot guarantee that my request for a room change will be granted. I understand if I make an unauthorized room change, I, together with the roommates involved, will be fined $100.00 each and may be required to return to the original assignment. I understand that if I change rooms for any reason, I am responsible for understanding and abiding by any corresponding changes in the meal plan, room rate, and other applicable campus services.

5. **Rules and Regulations Governing the Use of University Housing**

   a. **The Student Handbook.** I agree to comply with all provisions of the University Student Handbook, as it may be amended from time to time, relating to Standards of Student Conduct, University housing, residential services, expectations of residential students, fire safety, and other provisions as stated in the handbook. I understand that the Student Handbook outlines the conduct procedures that will be followed in the event of a possible violation of University policies. I further understand that a violation of the policies contained in the University Student Handbook constitutes a breach of this Contract and may result in termination of this Contract. I understand that the Student Handbook is available at: [http://studentdevelopment.richmond.edu/student-handbook/](http://studentdevelopment.richmond.edu/student-handbook/)

   Provisions of the Student Handbook specific to housing are available at [https://housing.richmond.edu](https://housing.richmond.edu).

   b. **Other Requirements Relating to Care of Room and its Contents / Residence Hall Common Areas.**

      i. I agree to keep the room in the same condition as when it was assigned to me, exclusive of normal wear and tear, which will be determined by University officials.
ii. I agree that any damage that does occur to the room or University property that is located in the room will be assessed to the student(s) directly responsible for the damage if the student's identity is known. Otherwise, damages will be assessed equally among the residents of that room.

iii. I agree that only employees of the University may conduct repairs to the room and remodeling of the room, including refinishing of furniture and painting and that I am prohibited from doing so.

iv. I understand and agree that telephone, data jacks and cable television outlets are University property and shall NOT be altered or removed from the rooms.

v. I understand that if I remove University furniture from the room, I will be fined $100.00. If the furniture is moved and subsequently lost or damaged, I am responsible for paying the replacement cost for the item as well as the $100.00 fine. I understand that personal furniture should not be placed in the room if it requires the removal of University furniture.

vi. I understand that I will be charged a cleaning fee of: (a) $50.00 if I fail to leave a residence hall room clean when I vacate the room; or (b) $75.00 if I fail to leave a University Forest Apartment clean when I vacate the apartment. Additional fees may be assessed, at the discretion of the University, for excessive trash or extensive cleaning.

vii. I understand that the University does not allow the construction of lofts or platform beds (other than those from an approved vendor), paneling of rooms, painting of murals or walls, wallpapering of any kind, stenciling on room walls, doors or furniture. The University also does not permit ceiling fans, halogen floor lamps or waterbeds.

viii. I understand that it is my responsibility to inventory my room at the time I take occupancy. Damages may be reported by emailing the Assistant Director of Housing. This information will be added to the inventory completed by the Student Staff. Any inventory information must be received within 48 hours of move in day. Failure to complete the check-in procedure, including securing the appropriate key, by the specified date and time may result in a $50.00 fine. I understand that I must vacate my room and complete the checkout process by the specified Contract date and time. Failure to do so may result in a $50.00 fine per day of excess occupancy.

ix. I understand and agree that any damage that occurs to the common areas of the residence halls will be assessed to the student(s) directly responsible for the damage if the student's identity is known and, if unknown, damages will be assessed equally among the students of that floor/area and/or the building. I agree to pay all such assessments.

x. I understand and agree to notify the Director of Housing within seventy-two (72) hours if I am convicted of a felony or any crime requiring my registration on the Sex Offender or Crimes Against Minors Registry or if I become subject to a protective or restraining order.

c. **Subletting or Assignment Prohibited.** I understand that I may not sublet or assign this Contract or my room and that any attempt to do so shall be void and without effect.

d. **Smoke Free.** No smoking is permitted in residence hall/apartment rooms, bathrooms, common areas, hallways, stairwells, or within 25 feet of the building entrance.

6. **Housing Services Provided by the University.** I understand the University will provide the following services:

a. **Room.** Furniture in the room consisting of a bed frame and mattress, dresser, wardrobe/closet space deemed adequate by the University, bookcase, and a desk and chair. In addition, the University Forest Apartments are provided with living and dining room furniture considered necessary by the University.

b. **Storage:** Residence Hall storage closets, if available, may be used for personal items and unwanted desk chairs. Room furniture may not be placed in residence hall storage closets.
c. **Keys.** A key will be provided for each student unless the door has an electronic lock. I understand and agree that if I lose the key during the semester, the room lock will be changed and I will be obligated to pay a fee for the cost of the lock change and replacement keys for all residents of the room. I understand and agree that if I fail to return the key at the end of the semester/academic year during which I was an occupant or upon withdrawal from the University, I will be obligated to pay a fee for the recombination of the lock cylinder and replacement of all keys. I agree that I will not duplicate keys and that only University Facilities may create duplicate keys. I understand that I may not change the lock or add additional locks to any door in the room/apartment. Any changes to the locks or additional locks found in rooms/apartments will be converted back to the University lock system or removed at my expense.

d. **Air Conditioning.** In a continuing effort to conserve energy and to maintain operating costs at an efficient level, the University reserves the right to operate air conditioning equipment as necessary during high demand periods to control electricity usage. I understand that this may result in air conditioning being turned off periodically in normally air-conditioned buildings. I understand that non-University owned window air conditioners or air conditioners of any other type are not permitted in University housing.

e. **Telecommunications.** The University provides basic cable television, wired and wireless network access. The cost of these services is included in the room rate. Public telephones are available in all residence halls. Additional charges apply for telephone land lines, except in the University Forest apartments, which have local telephone service. The University provides long distance (dialed 1+) service to its students. Every student is issued a personal and confidential Authorization Code. This code may be used to make long distance calls from any public phone location in the residence halls, or on campus. The Student’s Authorization Code will be located in Banner web / Student Services / Telecom Services: the last number (7 digits) listed.

The Student understands and agrees that placing long distance calls and/or Toll Free 1-800 numbers using the Authorization Code assigned to the Student constitutes activation of service and agreement to abide by the Terms and Conditions outlined in the Student Telecom Services Information Guide.

By signing this agreement, the Student acknowledges that each person who accesses the University of Richmond network and uses the University's computing resources is responsible for using these resources appropriately. The Student agrees to comply with all University, school, or departmental policies and regulations and with all applicable State and Federal laws and regulations and to act in a responsible, ethical, and legal manner in the use of such resources. The Student further agrees to follow the policies published on the University of Richmond web site at: http://is.richmond.edu/policies/index.html.

f. **Optional Services.** There may be optional services provided by University approved vendors. These services are not required, and I understand that I am responsible for contracting with such approved vendors on an individual basis. These services, if available, will be advertised and I may enter into my own contract with the vendor. I will be responsible for making payments for these services directly to the vendor. I agree to abide by any regulations imposed by the University for these services and understand that violation of these regulations may result in termination of the service. In such event, I will be responsible for all costs of cancellation. I acknowledge that the University assumes no liability for and makes no representation, guarantee, or warranty with respect the services or goods provided by such vendors.

7. **Termination of the Housing Contract by the Student.** I understand that this is a binding Contract for the entire academic year. I further understand that I will be responsible for room and board charges for the entire academic year unless the University grants my written request to terminate this Contract, as provided below.

a. **Requests to Move off Campus before the Beginning of the Academic Year or Spring Semester.** I understand that, if I have reserved a room for the academic year, I am obligated to pay applicable room and board charges for such room for the entire academic year unless I submit a written request to relinquish my reservation to the Director of Housing and receive written approval from the Director to relinquish my reservation. The Director of Housing may grant or deny such requests in her reasonable discretion. If the request is approved and the student has not yet occupied the room, the $500 housing deposit will be forfeited. If the student was issued a deposit waiver, the $500 housing deposit will be charged to the student’s account. Students who have been assigned a room or selected a room for the 2015-2016...
academic year must submit their cancellation request in writing to the Director of Housing no later than June 1st. After June 1st requests for cancellations will only be granted in the case of withdrawal, transfer, or at the request of the appropriate Dean.

b. **Requests to Move off Campus after the Beginning of the Academic year or Spring Semester.** I understand that, if I occupy a room at the beginning of the academic year or spring semester, I am obligated to pay applicable room and board charges for such room for the entire academic year or spring semester unless I submit a written request to terminate this Contract to the Director of Housing and I receive written notice from the Director granting my request to terminate this Contract. The Director of Housing may grant or deny such requests in her sole and reasonable discretion. If the request is approved, I understand and agree that I will be charged for housing and meals for the number of days I occupied the room. If the request is denied and I still move off campus, I understand and agree that I will remain responsible for room and board charges unless and until the University places another student in that room and there are no other vacancies in University housing.

c. **Marriage, Medical Emergency of Student, or Family Emergency.** In the case of my marriage, my own medical emergency or medical emergency involving my immediate family, I understand that I may terminate this Contract upon written notice to the Director of Housing and shall be responsible only for housing and meals for the number of days I occupied the room. Upon request of the University, I shall provide proof of such marriage, medical emergency or family emergency.

d. **Withdrawal from the University.** I understand that I may terminate this Contract if I withdraw from the University during the academic year. If a student withdraws from classes or is dropped from the University for whatever cause, a refund of fees for a fall or spring semester may be made in accordance with the University’s Refund Policy. I understand that I must vacate my room within 48 hours of withdrawal unless given permission by the appropriate Dean or Director/Assistant Director of Housing to remain in campus housing for additional days. Additional days will be charged on a pro rata basis for room and board. I understand and agree that if I continue to use University housing and dining facilities beyond my official withdrawal date and/or the 48 hour period without permission, I will pay all applicable room and board charges and will be subject to immediate removal from campus.

e. **Personal Belongings.** I understand that I am responsible for removing all my personal belongings upon vacating the room. I understand and agree that the University assumes no responsibility for personal items left by me and reserves the right to immediately dispose of such property.

8. **Termination of the Housing Contract by the University.**

a. **Part-Time Students.** I understand that part-time students (part-time classification as determined by the University) are housed with permission from the appropriate Dean. I agree that, if I am or become a part-time student, the University, in its sole discretion, may terminate this Contract upon ten (10) days written notice to me.

b. **Submission of False Information / Violation of this Contract and/or Applicable Rules and Policies.** I agree that the University, in its sole discretion, may terminate this Contract if I breach any term of this Contract and/or violate any University rule, regulation, policy or standard of conduct, including, but not limited to those relating to student housing. The University may also terminate this Contract if it determines that I submitted materially inaccurate, incomplete or false information in my application for student housing.

c. **Criminal Conviction / Threat of Harm.** I understand and agree that the University, in its sole discretion, may terminate this Contract if I am convicted of a felony, a misdemeanor involving assault or non-consensual sexual contact, a crime involving moral turpitude, or any crime requiring my registration on the Sex Offender or Crimes Against Minors Registry, or if I become subject to a protective or restraining order. The University
may also terminate this Contract, in its sole discretion, if the University determines that I pose a threat of substantial harm to persons or University property.

d. **Students Completing Degree Requirements in the fall.** I understand and agree that, if I complete my degree requirements at the end of the fall semester, this Contract shall expire at the end of the fall semester and I am obligated to vacate my room as provided herein. I may request an extension beyond the fall semester by making a written request to the Director of Housing, who may either grant or deny such request in her reasonable discretion.

e. **Disruptive Behavior.** I understand and agree that the University may terminate this Contract if, after being warned by the University, I continue to engage in conduct that the University, in its sole discretion, determines is disruptive to other residents, is inconsistent with living in a residential community, or which makes roommates unwilling to share the room.

f. **Damage to University Housing.** I understand that the University may terminate this Contract if I cause or am involved in any way in causing damage to the room or the common area of any University housing, beyond normal wear and tear.

g. **Responsibility for Room and Board Charges In the Event of Termination by the University.** I understand and agree that if the University terminates this Contract, I will not receive a refund for room and board fees paid prior to the date of termination and will be charged for room and board based on the percentage refund outlined in the Student Catalogue. Additional days will be charged on a prorated basis for room and board.

9. **Effect of Termination on University of Richmond Dining Services Meal Plan Agreement.** I understand and agree that, if I am participating in a University meal plan, the termination of this Contract shall not cause the termination of my University of Richmond Dining Services Meal Plan Agreement. I understand and agree that the University of Richmond Dining Services Meal Plan Agreement may only be terminated under the terms and conditions set forth in that agreement.

10. **Vacating the Room upon Termination of this Contract.** I understand and agree that, upon termination of this Contract for any reason, I will vacate the room as of the effective date of such termination, unless I receive written permission to remain in the room for longer than 48 hours, in which event I will be responsible for daily room and board charges. I also agree that, if I remain in the room after the effective date of termination, without permission, I will pay a fine of $200 in addition to all applicable daily room and board charges for additional days. I understand that if I fail to vacate the room the University may remove my personal belongings from the room and may, if necessary, initiate trespass proceedings against me. I understand that the University is not bound by the Virginia landlord tenant laws with respect to on-campus student housing and, as a result, is not obligated to follow civil court proceedings relating to the removal of students or students' property from on-campus housing upon termination of this Contract.

11. **Liability.** I understand that the University DOES NOT provide insurance or assume liability for personal belongings in the room, residence halls, apartments, or in any other housing arrangement provided by the University. I understand that I should check with my parent/guardian's homeowner's policy and/or my insurance representative to ensure that content coverage is extended to my assigned housing.

12. **Prohibition Against Discrimination.** The University prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran or any classification protected by local, state or federal law. Students who wish to request housing accommodations will find information on the process for requesting such accommodations on the Disability Services Website at: http://studentdevelopment.richmond.edu/disability-services.

13. **Entire Contract.** I understand that this Contract supersedes all earlier Contracts between the parties and contains the final and entire Contract between the parties with respect to the subject matter hereof and they
shall not be bound by any terms, conditions, statements, or representations, oral or written, not herein
tained, unless contained in a written executed amendment of this Contract signed by all parties.

14. **Governing Law.** This Contract shall be construed and enforced under the laws of the Commonwealth of
Virginia, excluding her choice of law provisions, and it shall be construed in a manner so as to conform with
all federal, state, and local laws and regulations. The parties further agree that any action to enforce or
construe any provision of this Contract may be brought only in the Commonwealth of Virginia, notwithstanding
the appropriateness of the jurisdiction the courts of any other state.

15. **Headings.** Headings used in this Contract are solely for the convenience of the parties and shall be given no
effect in the construction or interpretation of this Contract.

16. **Waiver.** No waiver of any breach of this Contract shall constitute or be deemed a waiver of any other or
subsequent breach. All remedies afforded in this Contract shall be taken and construed as cumulative to
every other remedy provided hereby or at law.