

**Resident Name:** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_

**Address:** 204 Olivine Ln, #, Bellingham WA, 98226

**Agreement**

This contract, beginning on XX/XX/XXXX to XX/XX/XXXX, is between Whatcom Community College (WCC) and the registered student named above, living at Cedar Hall under WCC's terms and conditions listed as part of this housing contract. This contract obligates the resident to be in full compliance with all WCC rules and policies related to living in Cedar Hall and those outlined in the Residence Life handbook. Resident must be enrolled in a minimum of ten (10) credits to be eligible to live in Cedar Hall.

**Housing Fees**

Resident will pay quarterly housing fees in the amount of \$XXXX. Housing fees align with the academic quarter. Fees are prorated if residents move in prior to the scheduled move in dates for the quarter. All utilities, including Wi-Fi are included in housing fees. Housing fees are due by the first day of the quarter. **Quarterly housing fees are not refundable.**

Housing fee payments can be made through ctLink, at the cashier window in Laidlaw, or by calling 360-383-3363.

The **\$250** refundable deposit is added to your first statement and due with your housing payment. This deposit is refundable after moving out under the following conditions: resident attended resident orientation, 30-day notice was provided, key and parking pass (if assigned) is returned, there are no damages to the unit, missing or damaged furniture, no additional cleaning is needed or outstanding housing fees due to the College. WCC has the right to bill resident for any unpaid housing fees, damage to the premises or for any repairs or replacements that exceed the amount of the deposit. Any private property left behind at move out will be considered abandoned property and will be disposed of at the resident's expense.

**Housing Payment Process**

Housing fees are due at the beginning of each quarter unless an alternative agreement is in place with the Residence Life Operations Manager. Please select an option below and initial your understanding and agreement for payment.

**Select and initial one option.**

\_\_\_ My housing balance will be paid quarter by the 10<sup>th</sup> day of the quarter.

\_\_\_ My housing balance will be paid monthly on the 10<sup>th</sup> of each month.

**Additional Housing Fees**

Additional housing fees may be applied to resident accounts at any time for damages, lock out fees, replacement of keys and other reasons as outlined in the Cedar Hall handbook. The resident is responsible for housing fees applied to their account.

**Resident Notification to Move Out**

To remain eligible for the \$250 refundable deposit resident is required to submit a move out intention form in erezlife at least 30 days prior to their move out date. Resident must move out within 72 hours after the end of the quarter if they do not intend to remain in housing for the following quarter. When notice is received a move out inspection is scheduled

with Residence Life staff with details on the move out procedure. Any deposit refund is usually paid to the student within 2 weeks after moving out if no additional estimates for repairs/cleanings are needed. There may be a delay in deposit refund until we determine final charges of extra cleaning and/or repair of damages. Failure to check out with a Residence Life staff member may result in a \$300 fee added to your student account.

### **Use of the Unit**

Only the person(s) listed as the resident may reside in the room/unit. Resident may not use or allow their guests to use a vacant room for any purpose. Use of a vacant room may result in additional fees and/or cleaning charges. This contract is non-transferable. Resident may not sublet their room/unit or establish residence in any of the community spaces including but not limited to bathrooms, living areas or couch surfing, within the unit or in any space in Cedar Hall.

### **Relocation**

Resident may be asked to move to another unit based on occupancy and facility needs. Resident will be provided at least 7 days-notice prior to any required move.

### **Interruptions of Service**

WCC is not responsible for the continuation of mail, custodial, heating, or security service at normal levels in the event of a natural disaster, strike, or lockout of public employees or supplier's employees, power-water-sewer interruptions from on-campus or off-campus sources, or in the event of other casual events beyond the control or reasonable anticipation of college housing.

### **Enrollment and Academic Success**

Each resident must be enrolled in a minimum of ten (10) credits to be eligible to live in Cedar Hall and must remain good financial and academic standing. Residents are allowed one vacation quarter within the academic year and must be registered for the following quarter prior to approval.

### **Suite Conditions and Inventory**

Each suite comes furnished and is inspected at move in, throughout occupancy, and at move out. Resident is not permitted to bring any large furniture or exercise equipment into the unit. Furnishings are the property of WCC and misuse, theft or destruction of college property is prohibited. It is the resident's responsibility to report any damage or maintenance issue to Residence Life staff immediately. For after-hours maintenance emergencies, call the duty phone at 360-201-1159. Resident is responsible for maintaining the cleanliness and safety of their unit, including all common areas. Trash and recycle must not accumulate inside the unit. No alterations can be made to the unit without consulting with staff, including installation of a bidet or other plumbing. A maintenance request can be filled out in [erezlife](#) for any requested alteration to the unit. Staff can assist you in filling out this form.

### **Renter's Insurance**

WCC is not responsible for any injury to resident or damage to resident's property. WCC will not be held responsible for the actions, or for any damages, injury or harm caused by third parties including other residents or guests. WCC highly recommends renter's insurance.

### **New Resident Orientation**

Residence Life will hold a new resident orientation. To remain eligible for your refundable deposit you must attend orientation.

### **Monthly Floor Meetings**

Attendance at ongoing floor meetings is mandatory. If you are going to miss a floor meeting, please connect with your Resident Advisor. Not attending floor meetings is a housing violation.

### **Monthly Health and Safety Inspections**

Resident safety is our primary concern. Residence Life staff will complete monthly inspections of all units, including bedroom, bathroom, and kitchen, including appliances, for general safety and cleanliness. Resident will be e-mailed notice of inspections at least 48 hours in advance with additional details and cleanliness expectations.

## Common Areas of Cedar Hall

The Cedar Hall community is responsible for maintaining all shared spaces within Cedar Hall. When you use a space, you are expected to leave it in the same or better condition than when you found it. Please remove all personal items and garbage when you leave a common space.

## Laundry Room

Our laundry facilities are a shared space used by all residents of the Cedar Hall community. Residents pay for their own laundry: \$1.50 per load to wash and \$1.50 per load to dry. Please use the appropriate detergent for this type of equipment and clean the dryer lint trap after each use. Remove your clothes from the machines when the cycle is complete so that other residents can use the machines. Items left behind after 24 hours will be removed by staff and placed in the lost and found. Items in the lost and found will be donated after a week.

## Termination of Residence Life Contract

Whatcom Community College Residence Life is entitled to terminate this contract at any time, which could result in an immediate departure, and forfeiture of the refundable deposit, if resident fails to abide by the policies set forth in this contract or in the Residence Life handbook.

## Residence Life Rules

The resident agrees to the following rules, and those stated in the WCC Residence Life Handbook as defined by the Student Conduct Policy under Prohibited student conduct WAC 132U-126-030:

- 1. Access key card**-Do not share your access key card with anyone. This includes family, friends, suitemates, guests.
- 2. Alcohol**-Resident will not possess or consume any alcoholic beverages in or on the property of Cedar Hall, regardless of if the resident is of legal age.
- 3. Drugs**-Resident will not possess or use any illegal or controlled drug or drug paraphernalia, as defined by local, state, and federal law. Regardless of state law medical or recreational marijuana use is not permitted anywhere on campus, including Cedar Hall.
- 4. Weapons**-Possession of firearms or potentially dangerous weapons or explosives is not permitted in Cedar Hall.
- 5. Pets**-Pets are not allowed in Cedar Hall.
- 6. Fire safety**-Tampering with or removal of any alarm/fire equipment is prohibited and will result in the forfeiture of refundable deposit and possible contract termination. Resident must participate in quarterly fire drills and evacuating the building as required.
- 7. Open Flame**-Open flames (candles, cigarettes, vaping, cigars, incense, etc.) are not permitted in Cedar Hall.
- 8. Smoking**-Smoking and vaping are prohibited in all interior spaces in Cedar Hall. Smoking/vaping are permitted outside only and at least twenty-five feet from any entrance. **Any resident smoking/vaping inside the building will be charged a \$250 fee and will forfeit their refundable deposit.**
- 9. Utilities**- Resident agrees to conserve all utilities by turning off unused electronics when leaving your suite or when a room/space is not in use.
- 10. Trash and Recycling**-Resident is responsible for removal of all household trash and recycling into the designated receptacles in the trash room on the first floor of Cedar Hall. Please clean recyclables before disposal.
- 11. Suite Guests** – Guests are welcome in Cedar Hall and are required to sign in at the front desk 24/7. The host resident must always accompany guests while in the building. Resident is responsible for informing their guest of all Cedar Hall rules and is responsible if their guest commits a housing violation, at which time a guest may be asked to leave the building. Resident is limited to two guests at a time and one overnight guest. Anyone remaining in resident's unit after 10:30PM will be considered an overnight guest.

**If a guest is staying overnight, please talk with your roommates ahead of time.** Resident may have an overnight guest for no more than 2 nights in a row and no more than 7 nights per quarter. Overnight guests must sleep in the resident's room-not in the common area of the unit.

**The only guests under the age of eighteen permitted in Cedar Hall are siblings of the resident and must be approved ahead of time by Residence Life Staff and the resident's roommates.**

**Guests must park across Cordata in the orange lot on campus.** Tickets will be issued to any guest parked in either of the Cedar Hall parking lots.

(A resident can have a larger number of guests in a common area with approval from Residence Life staff.)

- 12. Noise-** Residence Life has set quiet hours from 10pm-8am every night. During these hours noise should not disrupt other residents. If you have noise concerns during quiet hours, please contact the duty phone at 360-201-1159.
- 13. Discriminatory conduct-** Conduct which harms or adversely affects any member of the Residence Life community, staff, resident, and guests.
- 14. Assault, intimidation, or harassment-** unwelcome, offensive, bullying or abusive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person (staff, resident, and/or guests) which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property and denies or limits their ability to live and/or participate in residence life programming. This includes online and digital format including but not limited to texting, and social media posts.
- 15. Parking-** Resident parking is located behind Cedar Hall. If the back lot is full residents may park in the orange lot across Cordata. **RESIDENTS ARE NOT PERMITTED TO PARK IN THE FRONT LOT OF CEDAR HALL.**

**Rights of the Residence Life Staff**

WCC Residence Life Staff may enter a unit at any reasonable time to inspect, improve, maintain, or repair the unit. RL staff may also enter the unit at any time if they suspect an emergency, violence or illegal drug use/possession or illegal alcohol use/possession, disruptive behavior, or any other potential housing violation.

By signing below the resident agrees to all the terms and conditions of this contract.

Resident Name (Print): \_\_\_\_\_

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If student is under 18:

Parent Name (Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Non-Discrimination Statement

Whatcom Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, gender identity, gender presentation, ancestry, ethnicity, family status, immigration status, citizenship, socioeconomic status, genetic information or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director for Human Resources, by phone: 360.383.3400 or email: [hr@whatcom.edu](mailto:hr@whatcom.edu) , 237 W. Kellogg Road, Bellingham, WA 98226.

For Title IX compliance: Title IX Coordinator, by phone: 360.383.3400 or email: [titleIX@whatcom.edu](mailto:titleIX@whatcom.edu) , 237 W. Kellogg Road, Bellingham, WA 98226.

WCC publications are available in alternate formats upon request by contacting the Access & Disability Services office at 360.383.3139; or Video Phone at 360.255.7182.