** Cedar Hall-Residence Life Contract**

**Resident Name:**

**Student ID #:**

**Address:**

**Agreement**

This contract, beginning on 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 five 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 include the break between quarters **if the resident remains in housing for the following quarter**. Housing fees are due by the 10th day of the quarter. ***Housing fees are not refunded if resident moves out during the quarter.***

A non-refundable cleaning fee of **$250** is added to your first statement and due with your housing payment. The reservation fee of **$250** paid upon acceptance rolls over to your refundable deposit at move in. This fee will be added to your first invoice if not paid before move in. Housing fee payments can be made through ctcLink, at the cashier window in Laidlaw, or by calling 360-383-3363.

The $250 deposit is refundable after moving out under the following conditions: resident attended orientation, 30-day notice was provided, key 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.

**Resident Notification to Move Out**

To remain eligible for the $250 refundable deposit resident is required to submit a move out intention 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 your Resident Advisor. 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 receive final charges of extra cleaning and/or repair of damages. Failure to check out with a Residence Life staff member will result in a $300 fine 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.

**Relocation**

Resident may be asked to move to another unit based on occupancy and facility needs. Resident will be provided at least 14 days-notice prior to any required move.

**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 highly recommends 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.

**New Resident Orientation**

Residence Life will hold a new resident orientation shortly after your move in. 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 Inspections**

Resident safety is our primary concern. Resident Advisors will complete monthly inspections of all units, including bedrooms for general safety and cleanliness. Resident will be e-mailed notice of inspections at least 48 hours in advance.

**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.

**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, 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 WAC 132U-125:

1. **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.
2. **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.
3. **Weapons-**Possession of firearms or potentially dangerous weapons or explosives is not permitted in Cedar Hall.
4. **Pets**-Pets are not allowed in Residence Life.
5. **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.
6. **Open Flame**-Open flames (candles, cigarettes, vaping, cigars, incense, etc.) are not permitted in Cedar Hall.
7. **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.**
8. **Utilities**- Resident agrees to conserve all utilities by turning off unused electronics when leaving your suite.
9. **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.
10. **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.)

1. **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.
2. **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 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.