



## 2023-24 9-Month Housing Agreement

September 3, 2023-May 3, 2024

### I. Definitions

For purposes of this *Agreement*, the terms below have the following meanings:

**9-Month Housing:** Residence hall and apartment-style housing that is on an *Agreement Period* aligned with academic year dates.

**Agreement:** The *9-Month Housing* agreement for 2023-24.

**Agreement Period:** From 9AM on Sunday September 3rd, 2023, or beginning on the assigned *Check-in* date, through 12 noon on May 3, 2024.

**Agreement Termination, Terminate:** Ending the *Agreement* after *Check-in* and before May 3, 2024. For terminations before *Check-in*, see *Cancellation*.

**Apartment:** Units in the *Residence Hall System* with *Rooms* that share a living area, private restroom(s), and kitchen or kitchenette space.

**Cancel, Cancellation:** Ending the *Agreement* before *Check-in*. For cancellations after *Check-in*, see *Agreement Termination*.

**Check in, Check-in:** Obtaining *Room* keys from *Campus Living* regardless of whether or not the student is physically occupying the space.

**Check out, Checkout:** Returning keys to the location designated by *CL*.

**College:** Lewis & Clark College.

**College Housing:** The entire network of *College* housing operations including the *Residence Hall System*, *9-Month Apartments*, and any facilities operated in a public-private partnership with the *College*.

**College Dining:** The *College's* dining vendor, Bon Appetit

**Common Areas:** All areas in an apartment or suite other than the student's *Room* including, but not limited to, lounges, living rooms, bathrooms, balconies, hallways and kitchens.

**Defer, Deferment:** Requesting to postpone assignment start date to a future semester.

**Deposit:** A payment of \$200 required to occupy a *Room* within the *Residence Hall System*. For new students, the \$500 nonrefundable admission reservation deposit also serves as the *deposit*. Continuing students are required to submit their deposit when completing their housing application and *Agreement*.

**Dining Meal Plan:** Meal swipes and Flex points specifically allocated for use within *College* dining facilities based on the *Dining Meal Plan* selected by the student.

**CL:** Campus Living, a department of Lewis & Clark College.

**LC-ID:** A *College* identification card with many uses including access to *CL* facilities and the *Dining Meal Plan*.

**NSO:** New Student Orientation for newly admitted first year and transfer students to the *College*.

**NST:** New Student Trips for newly admitted first year and transfer students taking place prior to the start of *NSO*.

**Occupancy Period:** The period commencing at *Check-in* through 12 noon on May 3, 2024, or through *Checkout*, whichever occurs first.

**OSA:** The Office of Student Accessibility, a department of Lewis & Clark College

**Residence Hall System:** Akin Hall; Alder Hall; Copeland Hall; East Hall; Hartzfeld Hall (A, B, C, & D); Holmes Hall; Howard Hall; Juniper Hall; Manzanita Hall; Odell Hall; Platt Hall; Ponderosa Hall; Roberts Hall; Spruce Hall; Stewart Hall; West Hall; or any space assigned by *CL*.

**Residency Requirement:** A consecutive 4-semester on-campus housing requirement, to be completed by all undergraduate students when they enroll at the *College*. Exceptions can be found at: [https://college.lclark.edu/student\\_life/campus\\_living/residency-requirement-and-exemptions/](https://college.lclark.edu/student_life/campus_living/residency-requirement-and-exemptions/)

**Room:** A space assigned to the student within *College Housing*.

**Room/Apartment Condition Report:** The form used to identify the condition of *Rooms* and *Common Areas*.

**Room Change:** Moving from one *Room* to another *Room* within *College Housing*.

**Roommate:** Students assigned to share a *Room* and/or *Common Area* (i.e., roommates, suitemates and apartmentmates).

**Single Semester Residents:** Students who have applied for Fall-only or Spring-only housing. Fall-only housing is from 9AM on Sunday September 3rd, 2023 to 12PM on Wednesday December 19, 2023. Spring-only housing is from 9AM on Sunday January 14, 2024 until 12PM on Friday May 3, 2024.

**Single Semester Housing:** The area of *College Housing* designated by Campus Living for Single Semester Residents.

**Suite:** Units in the *Residence Hall System* that have *Rooms* with a living room or restroom shared between them, and that have no kitchen or kitchenette.

**Winter Break:** The range of dates extending from the Friday after the final day of Fall semester finals until the Sunday prior to the first day of Spring semester classes.

### II. General Provisions

- A. I agree to all terms and conditions of this *Agreement* and acknowledge this *Agreement* is binding once I electronically sign and submit it online.
- B. This *Agreement* is entered into by and between the *College* and me, a *College* student, for my use and occupancy of a *Room* in the *Residence Hall System* according to the terms specified herein. This *Agreement* is a legal and binding document between the *College* and me.

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- C. If I am younger than 18 years of age at the time I submit my housing application and *Agreement*, my parent or legal guardian must complete a cosigner agreement, provided through the housing application, within two weeks of my application submission.
- D. The *College* and I intend for this *Agreement* to constitute a license for the use of a *Room* and *Common Areas* in the *Residence Hall System* as assigned by *CL*, and further intend that this *Agreement* will not constitute a lease and will not create or transfer an interest in or a lien upon real estate. The relationship created by this *Agreement* between the *College* and me is that of licensor and licensee, not that of landlord and tenant. My use and occupancy is being provided incidental to the provision of educational services by the *College*.
- E. I may not transfer or assign this *Agreement*, or the right to occupy my assigned *Room*, or any other rights or benefits granted hereunder, to another person.
- F. This *Agreement* is for the entire *Agreement Period*, including fall semester 2023 and spring semester 2024, or if entered into after the start of the semester, for the balance of the *Agreement Period*. Exceptions will be made for students participating in Lewis & Clark College sponsored domestic or overseas programs outside the Portland area, students entering at mid-year, or anticipating Fall semester graduation.
- G. The information provided by me in my housing application is true, complete and accurate. If the *College* determines that I have provided untrue, incomplete or inaccurate information, the *College* will have a basis to declare me in breach of this *Agreement*, take disciplinary action against me, and/or require that I *Check out* of *College Housing* immediately.
- H. All charges in this *Agreement* for the related service or action represent a reasonable approximation of the *College's* administrative costs, and I will be financially responsible for all payments as stated in this *Agreement*.
- I. I understand that I am expected to provide my cell phone number to the *College* for use by the emergency alert system. More information can be found at [https://www.lclark.edu/about/campus\\_safety/emergency\\_notification/](https://www.lclark.edu/about/campus_safety/emergency_notification/).
- J. My failure to comply with any term of this *Agreement* shall be grounds for the *College* to declare me in breach of this *Agreement* and require that I *Check out* of *College Housing*, and may result in other action against me by the *College* including, but not limited to, disciplinary action, termination of this *Agreement*, future ineligibility to reside in *College Housing*, and collection of outstanding debt and recovery of collection agency fees as stated in Section XIV.L.
- K. *CL* will not disclose information relating to my student record, housing application and assignment information as required by state and federal law, including but not limited to FERPA, except as stated in Section X.G. I may authorize the release of information at <https://college.lclark.edu/offices/registrar/ferpa/student-authorization-to-release-educational-information/>.
- L. If I am seeking a housing or dining accommodation for a disability, I must email the Office of Student Accessibility (OSA) Housing Accommodation at [access@lclark.edu](mailto:access@lclark.edu) by the deadline shown at [http://college.lclark.edu/student\\_life/campus\\_living/housing-accommodations](http://college.lclark.edu/student_life/campus_living/housing-accommodations). Additional information is available at <https://www.lclark.edu/offices/student-accessibility/>. *CL* cannot proceed with a disability accommodation without direction from OSA.
- M. If I have a special dietary need, I will schedule a dining consultation with *College Dining* Management. Additional information is available at [https://college.lclark.edu/student\\_life/campus\\_living/dining-changes-and-exemptions/](https://college.lclark.edu/student_life/campus_living/dining-changes-and-exemptions/).
- N. I am required to adhere to vaccination requirements established by *CL*, the *College*, and/or Public Health–Portland & Multnomah County.
- O. I must verify that I understand the inherent risk in living in congregate housing, notwithstanding health and safety measures, and that I am assuming such risk by signing this agreement.
- P. I must verify that I understand how the *Agreement* has been, or might be, impacted by different scenarios related to COVID-19 or similar public health crisis, by reading the *CL* Public Health Agreement found at <https://college.lclark.edu/live/files/34388-202324-lewis-clark-college-and-campus-living> as part of my housing application.
- Q. This *Agreement* may be amended with a 30-day notice by the *College* during the term of this *Agreement*.

## III. Eligibility

I represent and warrant that I am eligible to reside in the *Residence Hall System* because I meet and will maintain for the *Occupancy Period* all of the following eligibility criteria and expectations:

- A. I currently am or have been accepted as a student at the *College*, and I will maintain my status as a registered student for a minimum of 12 semester hours.
- B. I am or will be at least 17 years of age at the time I *Check in*.
- C. I have not been dismissed from any *College Housing* facility nor has the *College* ever terminated my agreement, contract or lease, or filed an eviction or unlawful detainer action against me for any *College Housing* facility.
- D. If at any time after I have submitted this *Agreement* I become ineligible under the eligibility criteria stated above to reside in the *Residence Hall System*, I agree to inform *CL* in writing at [living@lclark.edu](mailto:living@lclark.edu) of my ineligibility within 24 hours of becoming ineligible, and to *Check out* as described in Section XX within 72 hours of becoming ineligible, unless I am required to vacate earlier as described in this *Agreement*.

## IV. Criminal Offenses

- A. If I have been arrested for, with prosecution ongoing, or convicted of a sex offense; or have entered a deferred adjudication agreement relating to a sex offense; or have been or am under active supervision by any state, territory or foreign country related to a sex offense; or have been or am required to register as a sex offender; I must notify *CL* in writing at [living@lclark.edu](mailto:living@lclark.edu) at the time this *Agreement* is submitted and I acknowledge that the *College* has the discretion to determine whether my application to reside in *College Housing* should be accepted, and to assign me to a particular *Room* deemed appropriate by the *College*.

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- B. If after submitting this *Agreement* and my housing application I am arrested for, convicted of, or found to have committed a sex offense; enter a deferred adjudication agreement relating to or am placed under active supervision by any state, territory or foreign country relating to a sex offense; or am required to register as a sex offender; I will inform CL of my offense in writing at [living@lclark.edu](mailto:living@lclark.edu) within 24 hours. I further agree that I will provide CL with all requested information regarding the event(s) at issue. CL has the discretion to require that I *Check out* within 24 hours of said notification unless CL provides me with written permission to remain in *College Housing*. Even if I am given written permission to remain in *College Housing*, CL retains the ability to change that determination and require I *Check out* as additional information is obtained.
- C. I will provide the *College* with any information it requests related to my offense(s) in order for the *College* to make a determination of my eligibility to reside in *College Housing* based on the best interests of the *College*.

## V. Agreement Period and Check-in Dates

- A. The duration of this *Agreement* and the charges outlined in this *Agreement* are for the period of September 3, 2023, through 12 noon on May 3, 2024. Exceptions will be made for students participating in Lewis & Clark College sponsored domestic or overseas programs outside the Portland area, students entering at mid-year, or anticipating Fall semester graduation.
- B. *Check-in* dates and times for each semester covered by this *Agreement* are:

Academic Semester	Check-in Date and Time
Fall Semester	NST August 29, 2023, NSO August 30, 2023, Returning Students September 3, 2023
Spring Semester	At or after 8 a.m. on January 16, 2024

- C. Any request to *Check in* after 12 noon on the second day of instruction must be submitted in advance to CL at [living@lclark.edu](mailto:living@lclark.edu).
- D. If I am assigned to a *Room* after the *Agreement Period* begins, my *Agreement* will begin on my assigned *Check-in* date. My *Check-in* date will be provided with my assignment information.

## VI. Apartments & Juniper Hall Eligibility & Priority

- A. Applicants to *Apartments* and Juniper Hall must have junior class standing or above, or be at least 21 years of age if not a junior or above, and have either lived on campus for four semesters or be considered to have completed or been exempted from the residency requirement.
- B. Priority will be given to students with junior or senior class standing (or students with sophomore class standing who have completed the residency requirement) who have remained in College owned housing (or Lewis & Clark sponsored overseas/domestic programs) prior to their 2023-24 housing application.

## VII. Single Semester Housing

- A. I understand that *Single Semester Residents* will be assigned to *Single Semester Housing* unless the following exceptions apply:
  - 1. I will have senior class standing and be expecting to graduate during the 2023-24 academic year, or
  - 2. CL is unable to provide me a room in *Single Semester Housing* that meets my OSA approved housing accommodations.
- B. Students that meet one or more of the criteria for an exception listed in Section VII.A will be able to select room spaces from among any spaces in Campus Living they are eligible for with their class standing.
- C. 2023-24 *Single Semester Residents* who live in 2023-24 *Single Semester Housing* that apply to live on campus for the 2024-25 agreement period will receive priority room selection for the 2024-25 agreement period and select their room in the first time slot for their class standing.

## VIII. Early Arrival Housing

- A. I may request to move in early if I have a *College*-approved requirement to be on campus prior to formal *Check-in* (e.g., international student orientation, athletics, approved housing accommodation from OSA, CL staff). Information about early arrival housing can be found at [https://college.lclark.edu/student\\_life/campus\\_living/early-arrivals-and-late-stays/](https://college.lclark.edu/student_life/campus_living/early-arrivals-and-late-stays/).
- B. I must request and pay for early arrival housing separate from the *9-Month Housing* application and payment.
- C. CL will notify me via my *College* email address as to whether or not my early arrival housing request is approved.
- D. If I am assigned for early arrival housing, I must agree to pay for early arrival housing and dining charges for the early arrival period as shown at [https://college.lclark.edu/student\\_life/campus\\_living/early-arrivals-and-late-stays/](https://college.lclark.edu/student_life/campus_living/early-arrivals-and-late-stays/).
- E. If my early arrival request is approved, I may be assigned to a temporary space for some or all of the early arrival period and must comply with *Room Change* instructions and deadlines sent by CL to my *College* email address.
- F. If I request early arrival housing after the deadline shown at [https://college.lclark.edu/student\\_life/campus\\_living/early-arrivals-and-late-stays/](https://college.lclark.edu/student_life/campus_living/early-arrivals-and-late-stays/), an expedite charge will be assessed. A list of incidental housing charges can be found at [https://college.lclark.edu/student\\_life/campus\\_living/housing-contracts-and-release/](https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/).
- G. If I am approved for early arrival housing and *Check in* before the *Agreement Period* begins, the provisions of this *Agreement* begin on the date I *Check in*.
- H. If I *Cancel* my early arrival housing request I will be charged based on the schedule linked at [https://college.lclark.edu/student\\_life/campus\\_living/early-arrivals-and-late-stays/](https://college.lclark.edu/student_life/campus_living/early-arrivals-and-late-stays/).
- I. If I *Cancel* my 2023-24 housing application after *Checking in* to my early arrival housing assignment but before the semester begins, I will be subject to *Cancellation* charges per Section IX of this *Agreement*.

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## IX. Application Cancellation or Deferment

- A. I may *Cancel* or *Defer* my housing application and *Agreement* before I *Check in*.
- B. Deposits from continuing students may be returned only if written notice of contract termination is received by the Office of Campus Living on or before July 1 for a contract beginning Fall semester, or 60 days prior to the beginning of Spring semester if it is the first semester of occupancy during the academic year.
- C. Details about *Cancellation* and *Deferment* can be found at [https://college.lclark.edu/student\\_life/campus\\_living/move-in/leaves-and-withdrawals/](https://college.lclark.edu/student_life/campus_living/move-in/leaves-and-withdrawals/).
- D. If I wish to *Terminate* this *Agreement* after *Check-in*, I may do so as described in Section XIX.

## X. Room, Apartment, and/or Suite Assignment

- A. Submission of a housing application or *Agreement* does not guarantee me a *Room* in *College Housing*.
- B. I will be assigned based on my assignment priority to any available *Room* within the *Residence Hall System* regardless of rate including, but not limited to, a triple *Room*, apartment or temporary housing space. Information about temporary housing can be found at [https://college.lclark.edu/student\\_life/campus\\_living/overflow-and-temporary-housing/](https://college.lclark.edu/student_life/campus_living/overflow-and-temporary-housing/).
- C. I may be assigned to any available *Room* regardless of assignment preferences expressed by me including, but not limited to, building, *Room* type, Living Learning Community and *Roommate* request.
- D. I will accept my assigned *Room* in the *Residence Hall System* through the end of the *Agreement Period*.
- E. Every effort will be made to hold the original assignment if CL is notified of an anticipated delay of arrival. No adjustments in, or proration of, housing fees will be made for late arrivals or early departures.
- F. I understand that CL will audit housing applications with the *College's* Office of Overseas and Off-Campus Programs and that CL will adjust my housing application and assignment as needed if I am found to have accepted a placement with a *College* abroad program for either Fall or Spring terms.
- G. CL will release my name, email address and telephone number to my assigned *Roommate*.
- H. No specific room is provided by this contract. CL reserves the right to reassign me to a different *Room* at any time for any reason that is reasonable under the circumstances including, but not limited to, the welfare of residents, a violation of Community Standards or the Student Conduct Code, to accommodate facility operations or repair, to accommodate students with disabilities, to use available space more efficiently, or to further the best interests of the *College* and/or its community. I may be required to move with a 48-hour notice.
- I. If an unanticipated vacancy occurs the remaining occupant/s will have 5 business days from the date of notice to find a new roommate. If a replacement is not identified, the Office of Campus Living reserves the right to reassign the space.
- J. If a space is available in my *Room, Apartment, or Suite* I may be assigned a *Roommate* without prior notification.
- K. If a space is available in my *Room, Apartment, or Suite* I will keep the available space(s) clean and accessible. If I fail to do so, I will be charged the daily *Room* rate for both the unavailable space and my assigned space until the space is clean and accessible, and I may be subject to disciplinary action.
- L. Requests to under assign a *Room, Apartment, or Suite* will not be honored without payment of the full housing fees for the *Room, Apartment, or Suite* by the remaining occupants, subject to availability.

## XI. Winter Break Housing

- A. Students must have an agreement for both the Fall and Spring terms of the *Agreement Period* to be eligible for *Winter Break* housing.
- B. *Winter Break* housing is included at no cost for residents of the apartments in East, West, and Roberts Halls.
- C. I agree to pay the *Winter Break* housing rate that can be found at [https://college.lclark.edu/student\\_life/campus\\_living/winter-housing/](https://college.lclark.edu/student_life/campus_living/winter-housing/) if I am assigned to a non-apartment space and intend to stay for the *Winter Break* period.
- D. If on my housing application I indicate that I require *Winter Break* housing, and I am not eligible for the apartments stated in Section XI.A., CL will place me in the 2023-24 *Winter Break* residence hall for the *Agreement Period*.
- E. I understand that if my assigned space is in the apartments stated in Section XI.A., or the 2023-24 *Winter Break* residence hall, I am not allowed to have other students use my space in my absence over the *Winter Break* period.
- F. I understand that if I need *Winter Break* housing and am not already assigned to the apartments or the 2023-24 *Winter Break* residence hall, I am not guaranteed *Winter Break* housing unless I am participating in one of the following *College* sponsored activities: (1) *College* Athletics, (2) Winterim, and (3) Wilderness First Responder training with *College* Outdoors.
- G. I understand that if I need *Winter Break* housing and am not already assigned to the apartments or the 2023-24 *Winter Break* residence hall, CL will offer *Winter Break* housing to me in one of these locations, subject to availability, and that I will be expected to move into and vacate that space on specific transition dates.

## XII. Dining Meal Plan

- A. I must select and pay in advance for a *Dining Meal Plan* level that I am eligible for. Information about the *Dining Meal Plans* can be found at [https://college.lclark.edu/student\\_life/campus\\_living/dining/](https://college.lclark.edu/student_life/campus_living/dining/). Failure to select a meal plan shall be deemed selection of the "14 with flex" meal plan, and the student agrees to pay in accordance with that selection.
- B. My *Dining Meal Plan* may be used only in *College* dining facilities.

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- C. My *Dining Meal Plan* will be active for each semester on the following dates:

Semester	Board Dining Meal Plans Available for Use
Fall Semester	September 3, 2023 - December 19, 2023
Spring Semester	January 14, 2024 - May 2, 2024

- D. *Dining Meal Plan* Flex points and Block Plans works like a debit card, with the semester allotment of Meals and Flex points deposited into my *Dining Meal Plan* at the beginning of each semester on the first date of meal plan availability stated in Section XII.C.
- E. My *Dining Meal Plan* Flex points are nonrefundable and nontransferable to any account including my *College* student account.
- F. *College Dining* will provide dining service from the first day of the semester through dinner on the last day of final examinations for each academic semester. During Thanksgiving Break, *Winter Break* and Spring Break there will be limited or no service in the dining facilities.
- G. The *Dining Meal Plan* I select will continue for each semester through the end of this *Agreement Period* unless I change it by contacting [living@lclark.edu](mailto:living@lclark.edu).
- H. If I wish to lower my *Dining Meal Plan* level, I must do so by the fifth business day of the semester:

Semester	Deadline to Lower Dining Meal Plan Level
Fall Semester	September 8, 2023
Spring Semester	January 22, 2024

- I. If I wish to increase my *Dining Meal Plan* level, I may do so at any time.
- J. As long as I remain in residence, any Flex point balance remaining in my *Dining Meal Plan* at the end of fall semester 2023 will carry forward to the next semester. In addition, the next semester's *Dining Meal Plan* level allotment will be added to my account.
- K. Any balance of Flex points remaining in my *Dining Meal Plan* will be forfeited at 12 noon on May 6th, 2024.
- L. If I *Check out* prior to the end of the *Agreement Period* and remain registered for classes, my *Dining Meal Plan* will remain available for use through the final meal period of that semester, at which point any Flex points remaining in my *Dining Meal Plan* will be forfeited.
- M. If I *Check out* prior to the end of the *Agreement Period* and am no longer registered for classes, the cost of my *Dining Meal Plan* will be prorated based on my *Checkout* date and any Flex points remaining in my *Dining Meal Plan* will be forfeited.
- N. If I have junior or senior status, or am a graduate or law student, I will have the option to select a block meal plan.
- O. If I am assigned to apartment style housing, I will have the option to select any *Dining Meal Plan*.
- P. Students with special diets will not be exempt from the *Dining Meal Plan*.

## XIII. Charges

### A. Deposit

1. I will pay a *Deposit* of \$200 at the time I apply for housing.
2. For new students, the \$500 nonrefundable admission reservation deposit also serves as the *deposit*.
3. For Davis Scholars, the *deposit* is waived.
4. The *Deposit* is applied towards applicable housing or dining payments.

### B. Room Charges

1. I will be charged for and will pay the *Room* rate for the *Room* type to which I am assigned. Housing rates are established by the Lewis & Clark College Board of Trustees and can be viewed at [https://college.lclark.edu/student\\_life/campus\\_living/housing.php](https://college.lclark.edu/student_life/campus_living/housing.php).
2. My *Room* rate includes electricity, gas, internet access, laundry, water, sewer and garbage services. A temporary failure in utility service is not a breach of this *Agreement*.
3. If I am assigned a *Room* before the *Agreement Period* begins and do not *Cancel* as provided in Section IX, I must pay the entire semester of housing charges regardless of the date I *Check in*.
4. If I am assigned a *Room* after the *Agreement Period* begins, I must pay prorated housing charges based on my *Check-in* date assigned by CL, even if I do not *Check in* on that date.
5. If I *Cancel* my application, I will be subject to *Cancellation* charges as stated in Section IX.
6. If I terminate my *Agreement*, I will be subject to *Agreement Termination* charges as stated in Section XIX.

### C. Dining Charges

1. I will be charged for and will pay the *Dining Meal Plan* rate for the plan I select. *Dining Meal Plan* rates are established by the Lewis & Clark College Board of Trustees and can be viewed at [https://college.lclark.edu/student\\_life/campus\\_living/dining/](https://college.lclark.edu/student_life/campus_living/dining/).
2. If I am assigned a *Room* before the *Agreement Period* begins and do not *Cancel* as provided for in Section IX, I must pay the entire semester of dining charges regardless of the date I *Check in*.
3. If I am assigned a *Room* after the *Agreement Period* begins, I must pay a prorated dining amount based on my *Check-in* date assigned by CL, even if I do not *Check in* on that date.
4. Any Flex points or remaining meal swipes on my *Dining Meal Plan* will be forfeited at 12 noon on May 6, 2024, except as stated in Section

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## XII.L.

### D. Other Charges

1. Incidental charges: I will pay any incidental charges by the end of the month in which they are charged unless I *Check out* before the end of that month, in which case I will pay them before I *Check out*.
2. A list of incidental housing charges can be found at [https://college.lclark.edu/student\\_life/campus\\_living/housing-contracts-and-release/](https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/).

### XIV. Payments

- A. I will pay my *CL* and *Dining* charges according to the dates shown at [https://www.lclark.edu/offices/account\\_services/settling\\_your\\_account/due\\_dates/](https://www.lclark.edu/offices/account_services/settling_your_account/due_dates/).
- B. If I fail to make payments as required by this *Agreement*, my *Agreement* and assignment may be terminated. If my *Agreement* is terminated by *CL*, I will be required to move out and will be charged a termination charge as shown in Section XIX.
- C. During my *Occupancy Period*, all billing adjustments and incidental charges placed on my account after the due date are considered due immediately.
- D. I may view my Statement of Account at any time at <https://lclark.afford.com/>.
- E. *CL* will submit charges directly to my student account.
- F. I will make payments in one of the following manners:
  1. Online auto withdrawal from a checking or savings account, or credit card payment using a VISA, MasterCard, Discover or American Express at Students may log into the Student Account Center portal through WebAdvisor: Student Finance Self Service to remit online payment; or,
  2. Online international funds transfer via Flywire through <https://lclark.afford.edu/>; or,
  3. In person with a check or debit card at Student and Department Account Services, lower level of Templeton Campus Center. Hours of operation are available at [https://www.lclark.edu/offices/account\\_services/](https://www.lclark.edu/offices/account_services/).
- G. I will be assessed a late payment charge by the *College* if my student account is not paid in full by the payment due date. A list of incidental housing charges can be found at [http://college.lclark.edu/student\\_life/campus\\_living/housing-contracts-and-release](http://college.lclark.edu/student_life/campus_living/housing-contracts-and-release).
- H. If I have any questions about my student account, I will connect with my Student Account Specialist before the semester due date has passed. Staff information is available at [https://www.lclark.edu/offices/account\\_services/staff/](https://www.lclark.edu/offices/account_services/staff/).
- I. If I fail to make payments after *Check-in* as required by this *Agreement*:
  1. My *Dining Meal Plan* and/or *LC-ID* may be inactivated until my student account is paid in full; and,
  2. Student and Departmental Account services may contact the person(s) I have designated as authorized to receive my financial account information; and,
  3. The *College* may declare me in breach of and terminate this *Agreement*, cancel my assignment and require that I *Check out*, and/or take further action against me including, but not limited to:
    - a. Denying future applications for *College Housing*; and,
    - b. Placing a hold on *College* registration, transfer of credits, transcripts and graduation; and,
    - c. Assessing collection agency charges as outlined in Section XIV.L; and,
    - d. Assessing legal fees and moving and storage costs; and,
    - e. Obtaining a legal judgment against me for any balance due.
- J. If I wish to dispute any housing or dining charges posted to my account, I must submit a fee waiver petition within 60 days of the charge being posted to my account. The petition can be found at [https://college.lclark.edu/student\\_life/campus\\_living/housing-contracts-and-release/](https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/). I understand that petitions submitted more than 60 days after charges have been posted will not be considered, and I will be responsible for full payment of those charges.
- K. After I *Check out*, all charges are due immediately.
- L. The *College* reserves the right to the recovery of collection agency fees, which may be based on a percentage at a maximum of 40 percent of the debt in addition to the recovery of any outstanding balance, attorney fees, court costs and other collection costs including moving and storage costs.
- M. I authorize the Student and Department Account Services and their respective agents and contractors to contact me regarding outstanding charges or repayment of outstanding charges at the current or any future number that I provide for my cell phone or other wireless device using automated telephone dialing equipment or artificial or prerecorded voice or text messages.

### XV. Community Standards

- A. I agree to abide by the Community Standards, which are appended hereto as Appendix A. I acknowledge that the Community Standards apply to me not only when I am in the building in which my *Room* is assigned but also while I am on any *College Housing* premises, which includes, but is not limited to, *Common Areas*, community centers, entry areas, hallways, parking areas, courtyards, terraces, decks, grounds, elevators, stairwells, playfields and dining facilities.
- B. I agree to abide by all regulations, policies and standards of the *College* and *CL*. Should my guests or I fail to comply with the conduct regulations, policies and standards of the *College* and *CL* including, but not limited to, the Community Standards, College Policies, and the

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Student Conduct Code, the *College* may take disciplinary action against me pursuant to the Student Rights & Responsibilities Conduct Process and/or the Student Conduct Code. For allegations that, if true, would constitute sexual misconduct, the *College* may take disciplinary action against me pursuant to the Student Rights & Responsibilities Conduct Process, the Student Conduct Code, and/or the Sexual Misconduct Policy. The Student Rights & Responsibilities Conduct Process may be found at [https://college.lclark.edu/student\\_life/our-departments/student-rights-responsibilities/resolution-pathways/student-conduct-pathways/](https://college.lclark.edu/student_life/our-departments/student-rights-responsibilities/resolution-pathways/student-conduct-pathways/).

## XVI. Room Changes

- A. I may only make a *Room Change* with prior written approval by an authorized CL staff member.
- B. If I wish to change my *Room*, I must follow all *Room Change* procedures, which can be found at [https://college.lclark.edu/student\\_life/campus\\_living/room-change-information/](https://college.lclark.edu/student_life/campus_living/room-change-information/)
- C. If CL approves my *Room Change* request or I am required to make a *Room Change* as part of a disciplinary process, I will be assessed a nonrefundable *Room Change* charge. A list of incidental housing charges can be found at [https://college.lclark.edu/student\\_life/campus\\_living/housing-contracts-and-release/](https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/).
- D. If I do not follow proper *Room Change* procedures, I will be charged an *Improper Room Change* charge in addition to the *Room Change* charge.
- E. I will be required to pay the *Room* rate for the new *Room* effective the date my *Room Change* begins.
- F. I must return my originally assigned *Room* keys to the location designated by CL by my *Room Change* deadline. If my keys are not returned by the deadline, I will be assessed the daily rate for both *Rooms* until the keys to my originally assigned *Room* are returned and I will be charged an improper *Room Change* charge.
- G. If I make a *Room Change* without prior approval from an authorized CL staff member:
  - 1. I will be assessed an *Unauthorized Room Change* charge; and,
  - 2. I will be charged the daily *Room* rate for both *Rooms* until I have *Checked out* of my originally assigned *Room* or I have moved back to my originally assigned *Room*; and,
  - 3. I will be charged a *Room Change* charge if CL approves my *Room Change* request; and,
  - 4. I may be assessed an *Improper Room Change* charge if I do not follow proper *Room Change* procedures.
- H. Prior to my *Room Change* deadline, I will remove all of my personal belongings from my *Room* and *Common Areas* and follow the cleaning guidelines at [https://college.lclark.edu/student\\_life/campus\\_living/move-in/move-out/](https://college.lclark.edu/student_life/campus_living/move-in/move-out/). If I do not remove my personal belongings, CL may pack and store and/or dispose of them at my expense. While CL intends to make reasonable efforts to protect my belongings, I will not hold the *College* liable for any damage or loss.
- I. If my keys are not returned by my *Room Change* deadline, I may be assessed a lock change charge in order to secure my *Room*, plus an additional charge for each unreturned key.
- J. A list of incidental housing charges can be found at [https://college.lclark.edu/student\\_life/campus\\_living/housing-contracts-and-release/](https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/).

## XVII. Entry and Inspection

- A. When performing routine inspections and maintenance, the *College* will give me at least 24 hours' notice of its intent to enter my *Room* or *Common Area*, and will enter only at reasonable times.
- B. *College* custodial staff will routinely enter *Common Areas* in order to clean.
- C. *College* staff, contractors and designees have the right to enter my *Room* and *Common Area* and I will not be given prior notice:
  - 1. In the event of an emergency, or other circumstances that necessitate inspection or maintenance without 24 hours' notice;
  - 2. If I request or if my *Roommate* requests repairs or maintenance, which includes but is not limited to the submission of a work order;
  - 3. If my *Roommate*, including any person sharing my *Room*, apartment or suite, moves out, for cleaning or maintenance.
  - 4. If *College* staff and/or Campus Safety Officers are entering areas outside my *Room* unannounced to conduct rounds concerning health, safety or security checks, to enforce Community Standards and other policies, or to perform a room search and/or investigate possible criminal activity.

## XVIII. Cleaning, Alterations and Damages

- A. Within one week of *Check-in*, I will inspect and, if necessary, update the *Room/Apartment Condition Report* and submit it to CL. Any damage or missing items not declared on the *Room/Apartment Condition Report* will be my responsibility and will be charged to me when I *Check out*.
- B. I will report lost *Room* and/or apartment keys to my regional desk immediately. If, after 72 hours, I have not demonstrated to CL that I have located my keys, any affected locks will be changed at my expense. I may be assessed a lock change charge in order to secure my *Room*, plus an additional charge for each unreturned key or building access card. A list of incidental housing charges can be found at [https://college.lclark.edu/student\\_life/campus\\_living/housing-contracts-and-release/](https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/).
- C. I will keep my *Room* and *Common Areas* clean, orderly and in good condition at all times and will properly dispose of garbage, recyclables and compost items in designated collection sites. I will be responsible for any charges that result from my failure to keep my *Room* or *Common Areas* clean, orderly and in good condition.
- D. If I am assigned to a *Room* with a private or semiprivate bathroom, I will cooperate with my *Roommate* to care for and maintain the bathroom, including providing cleaning supplies.

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- E. I will not make any repairs or alterations to any *College Housing* premises. If repairs are required, I must submit a work order at [https://college.lclark.edu/student\\_life/campus\\_living/work\\_orders.php](https://college.lclark.edu/student_life/campus_living/work_orders.php).
- F. If I or any guest of mine damages any *CL* property, I will be responsible for the reasonable cost of repair, replacement and/or cleaning as determined by *CL*.
- G. If any damage occurs in the *Common Areas* and/or shared areas of my *Room* and the responsible person cannot be determined, any charges for repair, replacement and/or cleaning as determined by *CL* will be divided equally among me and my *Roommates*.

## XIX. Agreement Termination

- I may terminate my *Agreement* after I *Check in*. If I wish to terminate this *Agreement* prior to *Check-in*, I may do so as described in Section VIII.
- A. The duration of this *Agreement* and the housing and dining charges contained within this *Agreement* are for the period of September 3, 2023, through 12 noon on May 3, 2024.
  - B. If I *Check out* during fall semester 2023 or spring semester 2024, between September 3, 2023 and May 3, 2024:
    - 1. I must submit an *Agreement Termination* notice in advance of my *Checkout* date at [https://college.lclark.edu/student\\_life/campus\\_living/move-in/leaves-and-withdrawals/](https://college.lclark.edu/student_life/campus_living/move-in/leaves-and-withdrawals/); and,
    - 2. I will be responsible for paying all charges for my assigned *Room* for the entire *Agreement Period*; and,
    - 3. I will be responsible for all dining charges for the semester during which I *Check out*; and,
    - 4. I will not be assessed dining charges for future semesters; and,
    - 5. I must *Check out* no later than the deadline shown below for the semester during which I *Check out*; and,
    - 6. I may be subject to additional daily *Room* charges if I move out during *Winter Break* or spring break.
  - C. If I *Check out* during fall semester 2023 or spring semester 2024 without submitting an *Agreement Termination* notice:
    - 1. *CL* will terminate my *Agreement* for current and future semesters; and,
    - 2. I will be responsible for paying the full agreement's housing charges; and,
    - 3. I will be responsible for paying the current semester's dining charges; and,
    - 4. I will not receive a prorated refund of any of the current semester's dining charges; and,
  - D. If I file for a formal withdrawal or take a leave of absence from the *College* during the *Agreement Period*, I will not be charged an early termination charge or late notice charges. My housing and dining charges will be prorated as of my *Checkout* date provided that date is more than ten days before the end of the semester. Information on withdrawals and leaves of absence are at [https://college.lclark.edu/offices/registrar/leave\\_of\\_absence\\_or\\_withdrawal\\_from\\_lc.php](https://college.lclark.edu/offices/registrar/leave_of_absence_or_withdrawal_from_lc.php)
  - E. I will not be charged an early termination charge or any *Room* charges for future semesters if I provide documentation within five days of my *Checkout* date to *CL* at [living@lclark.edu](mailto:living@lclark.edu) that establishes one of the following:
    - 1. I have completed my academic program or am graduating at the time of *Checkout*; or,
    - 2. I am participating in a *College*-sponsored study abroad program for *College* credit for the next academic semester; or,
    - 3. I am participating in an internship program for *College* credit located outside of commuting distance as defined at [https://college.lclark.edu/student\\_life/campus\\_living/residency-requirement-and-exemptions/](https://college.lclark.edu/student_life/campus_living/residency-requirement-and-exemptions/) for the next academic semester.
    - 4. I am eligible based on Armed Forces exceptions. I must provide *CL* with copies of any such military orders at [living@lclark.edu](mailto:living@lclark.edu).
  - F. If I *Check out* between April 2, 2024 and May 3, 2024:
    - 1. I do not need to submit an *Agreement Termination* notice; and,
    - 2. I will not be charged an early termination charge or late notice charges; and,
    - 3. I will be responsible for the full semester's housing and dining charges except for reasons described in section XIX.D.; and,
    - 4. I must complete the *Checkout* procedures as described in Section XIX by 12 noon on May 3, 2024; and,
  - G. If *CL* terminates my *Agreement* before the end of the *Agreement Period* for any breach of this *Agreement*:
    - 1. My *Agreement* will be terminated for the current semester and future semesters; and,
    - 2. I will be responsible for paying the \$200 early termination charge; and,
    - 3. I will be responsible for paying the current semester's housing and dining charges; and,
    - 4. I will not receive a prorated refund of any of the current semester's housing and dining charges.
  - J. If I leave my *Room* permanently without formally *Checking out*, *CL* will begin abandonment procedures, which includes contacting *Roommates*, neighbors, the registrar and other *LC* departments to try to determine my whereabouts and intentions. Charges associated with abandonment include lock change and key replacement, moving, handling and storage of belongings, and cleaning or repair charges, in addition to any *Room* payment owed. *Room* charges may be prorated if *CL* determines I am no longer a student at the *LC*.

## XX. Checkout

- A. When I *Check out* of my *Room*, I will follow proper *Checkout* procedures as described at [https://college.lclark.edu/student\\_life/campus\\_living/move-in/move-out/](https://college.lclark.edu/student_life/campus_living/move-in/move-out/).
- B. If I am *Checking out* prior to the end of the *Agreement Period*, I will follow *Agreement Termination* procedures stated in Section XVIII.
- C. Prior to my *Checkout*, I will remove all of my personal belongings from my *Room* and *Common Areas* and follow the cleaning guidelines at

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[https://college.lclark.edu/student\\_life/campus\\_living/move-in/move-out/](https://college.lclark.edu/student_life/campus_living/move-in/move-out/). If I do not remove my personal belongings, CL may pack and store and/or dispose of them at my expense. While CL intends to make reasonable efforts to protect my belongings, I will not hold the College liable for any damage or loss.

- D. If I do not return my *Room* keys by the date I provided on my *Agreement Termination* notice or at the end of the *Agreement Period*, whichever comes first, I will be assessed other applicable charges for unreturned items and/or labor charges as shown in the incidental housing charges table at [https://college.lclark.edu/student\\_life/campus\\_living/housing-contracts-and-release/](https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/).
- E. If my keys are not returned, I may be assessed a lock change charge in order to secure my *Room*, plus an additional charge for each unreturned key. A list of incidental housing charges can be found at [https://college.lclark.edu/student\\_life/campus\\_living/housing-contracts-and-release/](https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/).
- F. When I *Check out*, I will leave my *Room* and *Common Areas* and all furnishings in good order and repair except for reasonable wear, and pay any repair, replacement and/or cleaning costs as determined by CL.
- G. If I *Check out* and have a pending application or future assignment I must immediately pay any additional charges assessed after I *Check out*.
- H. If I *Check out* and do not have a pending application or future assignment I will pay any outstanding balance immediately.
- I. If any refund remains uncashed, it will be managed in accordance with the College refund policy and guidelines set by Oregon's Unclaimed Property regulations.
- J. It is my responsibility to keep my local address and permanent address current through [https://www.lclark.edu/about/campus\\_safety/emergency\\_notification/](https://www.lclark.edu/about/campus_safety/emergency_notification/).
- K. Any balance in my *Dining Meal Plan* will be forfeited at 12 noon on May 6, 2024.
- L. Any balance in my *students account* will remain in my account when I *Check out*, and will be refunded to me upon written request from my College email account to [lclark.afford.com](mailto:lclark.afford.com).

## XXI. Emergency Closures

- A. The College's inability to make a *Room* available to me for any reason beyond the College's control including, but not limited to, natural disaster, fire, flood, earthquake, condemnation, pandemic, quarantine, utility malfunction, infestation, or other emergency or force majeure event shall not constitute a breach of this *Agreement* by the College. In such circumstances, the College shall have no liability to me in any way for injuries, reimbursement, damages, inconvenience, annoyance or compensation of any kind. The College may attempt to find, but cannot guarantee, an alternative space for me.

## XXII. Injury or Property Loss

- A. The College shall not have any responsibility or provide any compensation for any injury to me or any guest of mine, or for loss or damage to my property or that of any guest of mine, except to the extent caused by the College's negligence. I acknowledge that the College recommends that I carry appropriate insurance against such injury, loss or damage. I acknowledge that the College does not promise, warrant or guarantee the safety or security of me or any guest of mine, or of my personal property or the personal property of any guest of mine against the actions of other parties.
- B. Nothing in this *Agreement* shall be construed as being intended to protect any person or class of persons from injury or harm.
- C. If there is loss of or damage to my property or that of any guest of mine for any reason beyond the College's control including, but not limited to, natural disaster, fire, flood, earthquake, condemnation, pandemic, quarantine, utility malfunction, infestation, or other emergency or force majeure event, the College shall have no liability to me or any guest of mine for reimbursement, damages, inconvenience, annoyance or compensation of any kind.

## XXIII. Severability and Choice of Law

- A. The provisions of this *Agreement* are intended to be severable. If any term or condition is determined to be invalid for any reason, the remaining provisions of this *Agreement* shall continue to be valid and enforceable.
- B. This *Agreement* shall be governed in all respects by the laws of Oregon State. The parties agree that any legal action related in any way to this *Agreement* shall be brought exclusively in Multnomah County, Portland, Oregon.

## Appendix A: Community Standards

### A. Conduct

- 1. I will refrain from any conduct that, in the College's sole judgment, would violate any city, county, state or federal laws. This conduct includes, but is not limited to, theft; robbery; possession of stolen property; damage to or unauthorized possession, use or removal of College property; gambling or wagering activities, directing lasers at any person or mode of transportation; and unauthorized use of any service (e.g., *LC-ID Card*, building access cards, authorization codes).
- 2. I am subject to all College policies for Lewis & Clark College, which may be found at [https://college.lclark.edu/student\\_life/our-departments/student-rights-responsibilities/student-code-of-conduct/college-policies/](https://college.lclark.edu/student_life/our-departments/student-rights-responsibilities/student-code-of-conduct/college-policies/).
- 3. I will respect the rights, privileges and property of other members of the College community and visitors to campus.
- 4. I will refrain from any conduct that would interfere with College operations or endanger the health, welfare or safety of other persons, myself or animals used by persons with disabilities.

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5. I will comply with the directions of *College* officials and their authorized agents acting in the performance of their duties.
6. I and my guests will present *LC-ID Cards* or other identification to authorized *College* staff upon request.
7. During posted Quiet Hours, I will refrain from making noise (e.g., loud talking, volume of electronic equipment) that can be heard beyond the boundaries of my *Room*, apartment, or any space I am visiting. Quiet Hours begin at 10 p.m. on the evenings before *College* classes are in session and at midnight on all other nights. Quiet Hours end each day at 10 a.m. Quiet Hours are in effect 24 hours a day beginning the Wednesday before Finals Week of each semester and extending through the end of Finals Week.
8. I will refrain from making excessive noise (e.g., loud talking, volume of electronic equipment) even outside the designated Quiet Hours and areas.
9. I will refrain from engaging in sports activities and/or using recreational equipment including, but not limited to, bicycles, skates, skateboards, drones, balls, Nerf guns and Frisbees within all *College Housing* buildings including, but not limited to, *Rooms*, *Common Areas*, lounges, terraces, decks, bathrooms, hallways, stairwells and dining areas.
10. I will not participate in any action or situation involving physical or mental abuse, harassment, bullying, cyber-bullying, intimidation, hazing, pranks and/or other conduct that recklessly or intentionally endangers or threatens the health, safety or welfare of any person or results in damage to *College* property.
11. I will not use my *Roommate's* possessions or their personal or *College Housing* provided furniture without their prior consent.

## B. Substance & Tobacco Use

1. I will not possess, use, purchase or be under the influence of alcohol if I am less than 21 years of age.
2. I will not be visibly intoxicated even if I am of legal drinking age.
3. I will not knowingly be in the presence of alcohol if I am less than 21 years of age. Exception: If my assigned *Roommate* is 21 years of age or older, they may possess or consume alcohol in my *Room* or apartment in accordance with applicable policies.
4. I will not provide or serve alcohol to anyone less than 21 years of age, nor will I host or promote an event where alcohol is present and any guest who is less than 21 years of age is in attendance.
5. I will not possess alcohol containers if I am less than 21 years of age.
6. I will not possess or consume alcohol in public places including, but not limited to, lounges, *Common Areas* within suites, study rooms, hallways, entryways, elevators, stairwells, balconies, terraces and decks. If the door of a *Room* is open, the *Room* is considered a public place.
7. I will not manufacture or sell alcohol either directly or indirectly.
8. I will not display advertisements of alcohol that are visible outside my *Room*.
9. I will not possess, share, sell or use kegs, beer bongs, beer balls or other common-source containers of alcohol, nor will I possess a large quantity of alcohol or alcohol containers intended for or used by a group rather than an individual.
10. I will not allow possession, consumption or storage of alcohol at any time in my *Room* or apartment if I am less than 21 years of age. Exception: If my assigned *Roommate* is 21 years of age or older, they may possess or consume alcohol in my *Room* or apartment in accordance with applicable policies.
11. I will not use, possess, possess with intent to deliver, deliver, manufacture, purchase, sell, share, distribute, transport, or be under the influence of illegal drugs or controlled substances as defined in the United States Code Title 21 Section 802 found at <https://www.govregs.com/uscode/21/802> including, but not limited to, any quantity of marijuana. Possession of a medical marijuana license or prescription does not provide exemption from this policy.
12. I will not be knowingly in the presence of marijuana, illegal drugs or controlled substances.
13. I will not possess any drug paraphernalia.
14. Lewis & Clark prohibits smoking, the use of tobacco products and the use of inhalant delivery systems. These prohibitions extend to all Lewis & Clark spaces including, but not limited to, buildings, private vehicles on Lewis & Clark property, on sidewalks, in parking lots, in recreational areas and athletic venues, in other outdoor areas managed by the institution, and in Lewis & Clark-owned or leased vehicles (collectively "Lewis & Clark Property").

## C. Guests

1. I understand that only I and my assigned *Roommate* may reside in my *Room*, apartment or suite.
2. I understand that I am expected to register overnight guests via the Campus living website prior to their stay at [https://college.lclark.edu/student\\_life/campus\\_living/visitor-policy/](https://college.lclark.edu/student_life/campus_living/visitor-policy/).
3. I understand that I may be held responsible for any violation of *College* policies, rules, regulations and other standards of conduct by my guests in *College Housing*.
4. I will meet my guests at the entrance of my building and accompany them at all times while in the building.
5. I will not allow my guests to stay overnight in my *Room* unless I obtain the prior consent of my *Roommate*. I will not pressure my *Roommate* to consent to my guests staying overnight.
6. I will not allow my guests to stay overnight more than three consecutive nights and no more than a total of ten nights during a semester.
7. I will ensure that the presence of my guests will not restrict my *Roommate* from free access to our *Room* or any *Common Area*, or create a situation that would infringe on my *Roommate's* right to remain undisturbed.

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8. I will not allow my guests to occupy my *Room* unless I am also present.
9. The *College* has the authority to require that any guest leave *College Housing* and may prohibit any guest from being on *College* premises. I will cooperate with any request by the *College* that my guests leave, and I agree not to allow anyone who I know to have been prohibited or excluded from *College Housing* premises by the *College* to be present in my *Room* or on *College Housing* premises.

## D. Safety and Security

1. I will not provide building access to someone I do not know.
2. I will not lend or give my *Room* keys or my *LC-ID* to anyone nor will I use the *Room* key or *LC-ID* of another student.
3. I will not duplicate or misuse a *College* key or *LC-ID*.
4. I will not enter any residential *Room* areas within *College Housing* other than the one I am assigned to unless I am accompanied by a resident of that community/public
5. I will not possess candles. (For ceremonial candle use, please contact The Office of Spiritual Life for accommodation requests at [spirituallife@lclark.edu](mailto:spirituallife@lclark.edu).)
6. I will not burn incense or anything with an open flame or do anything to violate Oregon State & Portland Fire Codes at <https://www.portlandoregon.gov/fire/48127>.
7. I will not sleep or allow my guests to sleep in the lounges or other *Common Areas*.
8. I will not use, store or possess fireworks, ammunition, explosives, flammable liquids, propane, other compressed gases, spray paint or other hazardous materials.
9. I will not:
  - a. Possess, use, manufacture, transport, display, sell or distribute any firearms, electroshock weapons, air powered guns (e.g., BB guns, air soft guns, pellet guns, paint guns), or other weapons or replicas of any of the above-mentioned items.
  - b. Possess any knife having a blade longer than three and one-half inches (excepting those specifically designed and used for food preparation)
  - c. Possess any knife having a blade that projects or swings into position by force of a spring (e.g., switchblade).
  - d. Intentionally wield or brandish any item capable of producing bodily harm in a manner that intimidates another person or warrants fear for safety of another person.
10. I will not under any circumstance use outside of the intended purpose, hang anything on, or tamper with any safety device, sign or equipment including, but not limited to, fire pull stations, smoke detectors, heat detectors, sprinklers, sprinkler valves, sprinkler pipes, water pipes, fire extinguishers, alarm systems, asbestos materials stickers, or any areas labeled by an asbestos materials sticker. I will report safety equipment malfunctions to *College* staff immediately.
11. If I am responsible for fire alarm activation due to smoke from cooking, I may be charged for costs associated with the response by fire safety personnel.
12. I will not enter or exit through any window except as a health or safety emergency egress out of a building.
13. I will not throw, drop, propel or pour anything from windows, balconies, ledges, landings or stairwells.
14. I will not access roofs or climb on the sides of buildings or be on the outside ledges of buildings.

## E. Pets

1. I will not allow or keep any pets or animals on the premises with the exception of fish, except animals that are an accommodation approved by OSA for the current *Agreement Period*.
2. Fish tanks must be no larger than 10 gallons.
3. *College* restroom facilities are not to be used for the bathing or grooming of animals.
4. I understand that if I have an approved accommodation for an animal that I will review and acknowledge the guidelines for having animals in *college housing* located at <https://www.lclark.edu/live/profiles/5911-service-and-assistance-animal-policy>.
- 5.

## F. Communication and Computing

1. I will read all correspondence and information sent by *CL* to my *College* email account or mailbox, or posted on my *Room* door, and I will promptly respond if requested.
2. I will keep my local address and permanent address current through [https://www.lclark.edu/about/campus\\_safety/emergency\\_notification/](https://www.lclark.edu/about/campus_safety/emergency_notification/).
3. I will use *College* computer resources in accordance with all *College* policies and applicable laws including, but not limited to, the *College's* Guidelines for Appropriate Use of *College* Resources at [https://www.lclark.edu/information\\_technology/policies/](https://www.lclark.edu/information_technology/policies/).

## G. Facilities

1. I will not use or possess prohibited equipment or appliances as listed in the Resident Handbook at [https://college.lclark.edu/student\\_life/campus\\_living/handbook/](https://college.lclark.edu/student_life/campus_living/handbook/).
2. I will not cook in any lounge, lobby, television room or other public area except for designated kitchens and kitchenettes.
3. I will not leave cooking equipment unattended while in use.

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4. I will not tamper with or interfere with the operation of security systems, locks or elevators, unlock doors designated to be locked or prop any door.
5. I will familiarize myself with and abide by emergency evacuation instructions and procedures including, but not limited to, evacuation drills.
6. I will keep my *Room* and shared areas clean, orderly and in good condition at all times, and will comply within 24 hours with any *College*-prescribed corrective action. I will be responsible for any charges that result from my failure to keep my *Room* or shared areas clean, orderly or in good condition.
7. I will not obstruct any walkway, hallway, stairwell, door or any part of the premises and grounds.
8. I will not put any decorative lighting, decoration, object or equipment in the hallways, stairways or exits.
9. I will not display or hang the following items on the exterior of *Room* doors: decorative lighting, large combustible items, items that hang from door frames, and items that cover over fifty percent of the door, the *Room* number or the peephole.
10. I may have artificial, nonmetallic trees and living potted trees and plants in my *Room*. I will not display trees or plants in any lounge or public area.
11. I may decorate only with miniature, low-heat producing electric lights that are Underwriter Laboratories, Inc. (UL) approved or with nonelectrical decorations. LED lights are recommended.
12. I will not allow light bulbs or lighted decorations to come in contact with combustible materials.
13. I will turn off all electrical decorations when my *Room* is unoccupied.
14. I will not place, store, display or hang any items on, in, or outside the windows of my *room* or any *common area*. Nor will I place, store, display or hang any items on, in, or outside roofs, outside ledges, stairwells, landings, hallways or any other *Common Area*.
15. I will not vandalize, destroy, damage or tamper with or move from their designated locations materials posted by or the property of the *College*, of *College* contractors or vendors, or of other residents or their guests.
16. I will not operate, park or store motorcycles or motorized scooters inside any building, or on stairwells, patios, porches, walkways, terraces or decks.
17. I will not use my *Room* or any other *College Housing* facility for commercial purposes or financial profit.
18. I will not post any materials outside my *Room* except as allowed in the Student Life Posting Policy at [https://college.lclark.edu/student\\_life/our-departments/student-rights-responsibilities/student-code-of-conduct/college-policies/freedom-of-expression-academic-inquiry-policy/student-life-publicity-procedures/](https://college.lclark.edu/student_life/our-departments/student-rights-responsibilities/student-code-of-conduct/college-policies/freedom-of-expression-academic-inquiry-policy/student-life-publicity-procedures/), and the Resident Handbook at [https://college.lclark.edu/student\\_life/campus\\_living/handbook/](https://college.lclark.edu/student_life/campus_living/handbook/).
19. I will not solicit or distribute promotional materials except as allowed in the Campus Living Solicitation Policy at [https://college.lclark.edu/student\\_life/campus\\_living/advertising-and-solicitation-policies/](https://college.lclark.edu/student_life/campus_living/advertising-and-solicitation-policies/).
20. I will place garbage, recyclables and compostable items in specifically designated collection sites. I may be required to pay any applicable City of Portland fines for disposing of recyclables in improper waste containers.
21. I will not install, alter or remove any fixtures, mechanisms, or locks in *College Housing* premises. This includes, but is not limited to, removing windows or screens, installing shelves or hooks, damaging walls, painting or paneling surfaces, removing doors, removing drapes or blinds, replacing light fixtures or tampering with the heating system. I will not paint or make any permanent changes to my *Room* or apartment.