2024-25 9-Month Housing Agreement

September 1, 2024-May 9, 2025

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 dates.

Agreement: The 9-Month Housing agreement for 2024-25.

Agreement Period: From 9AM on Sunday, September 1st, 2024, or beginning on the assigned Check-in date, through 12 noon on May 9, 2025 for All-Year residents. From 9AM on Sunday September 1st, 2024, or beginning on the assigned Check-in date, through 12 noon on December 19, 2024 for Fall Single Semester Housing residents. From 9AM on Sunday January 19, 2025, or beginning on the assigned Check-in date, through 12 noon on May 9, 2025 for Spring Single Semester Housing residents.

Agreement Termination, Terminate: Ending the Agreement after Check-in and before December 19, 2024 for Fall Single Semester Residents, and before May 9, 2025 for Spring Single Semester Residents and All-Year residents. 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.

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

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.

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 9, 2025, or through Checkout, whichever occurs first.

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

Overflow Housing: Overflow room spaces are regular rooms that can host an additional student during high occupancy periods (e.g., a double room becomes a triple) or spaces in the residence halls that can be converted into a residential room space (e.g., a former lounge space becomes a quad room).

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.clark.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, suitmates 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 1st, 2024 to 12PM on Thursday December 19, 2024. Spring-only housing is from 9AM on Sunday January 19, 2025 until 12PM on Friday May 9, 2025.

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.

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, to any other rights or benefits granted hereunder, to another person.

F. This Agreement is for the entire Agreement Period, including fall semester 2024 and spring semester 2025, 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/.

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.

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 by the deadline shown at 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/.

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/35724-24-25-lc-public-health-agreement 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 of my ineligibility within 24 hours of becoming ineligible, and to Check out as described in Section XXI 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 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.

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 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 1, 2024, through 12 noon on May 9, 2025. 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:

<table>
<thead>
<tr>
<th>Academic Semester</th>
<th>Check-in Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Off-campus NST August 27, 2024, New Students August 28, 2024, Returning Students at or after 9 a.m. on September 1, 2024</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>At or after 9 a.m. on January 19, 2025</td>
</tr>
</tbody>
</table>

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.

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 2024-25 housing application.

VII. Single Semester Housing Assignments and Eligibility

A. To be eligible to apply for single semester housing, students must:

1. have only 1 more semester to complete my academic program or graduate; or,
2. be participating in a College-sponsored study abroad program for College credit; or,
3. be 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/,
4. returning from a leave of absence for the Spring 2025 semester

B. 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 2024-25 academic year, or
2. CL is unable to provide me a room in Single Semester Housing that meets my OSA approved housing accommodations.

C. 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.

D. 2024-25 Single Semester Residents who live in 2024-25 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 and Late Stay Housing

A. I may request to move in prior to halls opening in September and January, or stay after halls close in December and May, 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 and late stay housing can be found at https://college.lclark.edu/student_life/campus_living/early-arrivals-and-late-stays/.

B. I must request and pay for early arrival and late stay 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 or late stay housing request is approved.

D. If I am assigned for early arrival or late stay housing, I must agree to pay for early arrival and late stay housing and dining charges for that period as shown at https://college.lclark.edu/student_life/campus_living/early-arrivals-and-late-stays/.
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E. If my early arrival or late stay request is approved, I may be assigned to a temporary space for some or all of that period and must comply with Room Change instructions and deadlines sent by CL to my College email address.

F. If I request early arrival or late stay housing after the deadline shown at 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/.

G. If I am approved for early arrival or late stay housing and Check in before the Agreement Period begins or Check out after the Agreement Period ends, the provisions of this Agreement begin on the date I Check in and extend to the date I Check out.

H. If I am approved for an early arrival or a late stay I understand that overnight guests are not permitted during early arrival and late stay periods.

I. If I Cancel my early arrival or late stay 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/.

J. If I Cancel my 2024-25 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.

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/.

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/.

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 reallocate 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 reallocate 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. I agree to pay the Winter Break housing rate that can be found at 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.

C. 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 2024-25 Winter Break residence hall for the Agreement Period.

D. I understand that if my assigned space is in the apartments stated in Section XI.A., or the 2024-25 Winter Break residence hall, I am not allowed to have other students use my space in my absence over the Winter Break period.
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E. I understand that overnight guests are not permitted during Winter Break.

F. I understand that if I need Winter Break housing and am not already assigned to the apartments or the 2024-25 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 2024-25 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.

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Board Dining Meal Plans Available for Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>September 1, 2024 - December 18, 2024</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>January 19, 2024 - May 8, 2025</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline to Lower Dining Meal Plan Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>September 6, 2024</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>January 24, 2025</td>
</tr>
</tbody>
</table>

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 2024 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 9th, 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.
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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/.
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 9, 2025, except as stated in Section 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/.

XIV. Payments
A. I will pay my CL and Dining charges according to the dates shown at https://www.lclark.edu/offices/account_services/setting_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/.
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.
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/.
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/. 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 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/.

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/
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/.
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/. 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/.

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 I 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/.

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.

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.

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:

1. From 9AM on Sunday September 1st, 2024, or beginning on the assigned Check-in date, through 12 noon on May 9, 2025 for All-Year residents.
2. From 9AM on Sunday September 1st, 2024, or beginning on the assigned Check-in date, through 12 noon on December 19, 2024 for Fall Single Semester Housing residents.
3. From 9AM on Sunday January 19, 2025, or beginning on the assigned Check-in date, through 12 noon on May 9, 2025 for Spring Single Semester Housing residents.

B. If I Check out during fall semester 2024 or spring semester 2025, between September 1, 2024 and May 9, 2025:

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/; 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 2024 or spring semester 2025 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

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 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/ 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.
Lewis & Clark

F. If I Check out between March 31, 2025 and May 9, 2025:
   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 9, 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. Checkin

A. I will not be permitted to check in before my approved move in time unless approved for an early arrival as described in Section VIII.

B. I must complete the check in process with CL before moving personal belongings into my room.

C. To complete the check in process, I will retrieve my assigned room key from Campus Living or a CL designee (e.g. Campus Safety, Athletics). I cannot designate another individual to retrieve my assigned room key for me.

D. Failure to complete the check in process before moving items into a room may result in associated fees as shown in the incidental housing charges table at https://college.lclark.edu/student_life/campus_living/housing-contracts-and-release/ and referral to Student Rights & Responsibilities.

XXI. Checkout

E. 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/.

F. If I am Checking out prior to the end of the Agreement Period, I will follow Agreement Termination procedures stated in Section XVIII.

G. Prior to my Checkout, 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/. If I do not remove my personal belongings, I understand that I cannot defer responsibility for my belongings to anyone else, and CL reserves the right to make decisions around packing, storing, and/or disposing of my belongings 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.

H. 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/.

I. 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/.

J. 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.

K. I understand my Check out is not complete and I will still be charged for my assigned space until all personal items have been removed from the space and the key I was issued to my assigned space has been received by CL.

L. I understand that once I have communicated to CL that I have vacated my assigned space that any remaining personal items in the space may be disposed of, a rekey charge will be assessed if my key was not received by CL, and I will be responsible for any cleaning and damage charges as well as incidental charges that are applicable if I did not properly follow Checkout procedures as described at https://college.lclark.edu/student_life/campus_living/move-in/move-out/.

M. If I Check out and have a pending application or future assignment I must immediately pay any additional charges assessed after I Check out.

N. If I Check out and do not have a pending application or future assignment I will pay any outstanding balance immediately.

O. 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.

P. It is my responsibility to keep my local address and permanent address current through https://www.lclark.edu/about/campus_safety/emergency_notification/.

Q. Any balance in my Dining Meal Plan will be forfeited at 12 noon on May 9, 2025.

R. 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.
XXII. 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.

XXIII. 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.

XXIV. 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/.
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.
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, skateboarders, 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 understand that single-occupant bathrooms, individual toilet stalls or rooms, and individual showers or shower rooms are intended for use by no more than one occupant at a time.
11. 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.
12. 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/.

3. Overnight guests are not allowed during Winter Break and during early arrival and late stay periods, unless approved on a case by case basis through Campus Living.

4. 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.

5. I will meet my guests at the entrance of my building and accompany them at all times while in the building.

6. I will not allow my guests to stay overnight in my Room unless I obtain the prior consent of my Roommate.

7. I will not pressure my Roommate to consent to my guests staying overnight.

8. 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.

9. 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.

10. I will not allow my guests to occupy my Room unless I am also present.

11. 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 report the loss or theft of my key within 24 hours of determining my key is not in my possession.

5. 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

6. I will not possess candles. (For ceremonial candle use, please contact The Office of Spiritual Life for accommodation requests at spirituallife@lclark.edu.)

7. 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.

8. I will not sleep or allow my guests to sleep in the lounges or other Common Areas.
9. I will not use, store or possess fireworks, ammunition, explosives, flammable liquids, propane, other compressed gases, spray paint or other hazardous materials.

10. 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.

11. 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. I may be charged for costs associated with the response by College personnel to address life safety equipment and systems damaged or tampered with by my actions.

12. 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.

13. I will not enter or exit through any window except as a health or safety emergency egress out of a building.

14. I will not throw, drop, prop or pour anything from windows, balconies, ledges, landings or stairwells.

15. I will not access roofs or climb on the sides of buildings or be on the outside ledges of buildings.

E. Pets and Animals

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.

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/.

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/.

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/.

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.

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, or 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.
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/.
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.