

**RUSSELL SAGE COLLEGE
RESIDENCE CONTRACT 2016-2017**

For Office Use Only

Name: Last _____ First _____ M.I. _____ Sage ID# _____

Hall _____ Room# _____

The Residence Life staff believes the residence halls should be active living/learning centers that complement the academic undergraduate programs of the College. Students are given opportunities to become involved in their own learning and development throughout the year and to come to understand what it means to be a member of a community. On the campus and within each individual hall, there exist basic guidelines that encourage individual responsibility but also insure the well-being of the collective community. The residence hall regulations provide parameters regarding acceptable and unacceptable behavior in the residence community. The period of time for this contract shall be for the academic year 2016-2017.

The College agrees to furnish room and board for the said period of time of this contract upon the terms and conditions set forth. This is a contract which provides for both room and board. All resident students are required to participate in both the room and board plans. By signing this contract, you will be bound by the terms and conditions set forth below. **Please read these carefully.** If you wish to have a copy of your signed contract, please contact the Residence Life staff

The undersigned student agrees to the following terms and conditions:

The room charges incurred by a student are not refundable. This contract applies to the 2016-2017 academic year. Withdrawal from residence during that time and, therefore, the contract, will result in a Contract Breakage Fee of \$200 being applied to the student's account. Students should refer to the Adjustments for Tuition, Room, and Board section of the *Student Handbook* or *The Sage Colleges Catalog* for information regarding adjustments due to a withdrawal from the College, an approved leave of absence, or withdrawal from residence.

Single-occupancy rooms cost more per semester than double- or triple-occupancy rooms per semester. Please refer to the *Student Handbook* and The Sage Colleges website, www.sage.edu, for specific pricing information for the applicable academic year.

This contract will be void if: a) the student has not moved into the assigned space; b) the student has not notified the Office of Residence Life that there is a delay; and c) the student is not registered for undergraduate classes, or falls below fulltime undergraduate status (at least 12 credits per semester).

Upon withdrawal from the College, the student must vacate the room within 24 hours or by individual arrangements made with the Director of Residence Life.

Payment of room and board entitles a student to a space in residence, not a specific room. The College reserves the right to assign roommates to students who are without roommates, or to consolidate students whose roommates have not arrived or have moved out, and if necessary, to do this without prior notice. The College also reserves the right to relocate students for any reason should the need arise.

At the end of each term, residents are expected to vacate the room within 24 hours of their last exam. Graduating seniors are to vacate their rooms no later than 11:00 am on the day following Commencement unless permission is obtained from the Director of Residence Life.

This contract does not include on campus housing during the vacation periods when the residence halls are officially closed (i.e. Thanksgiving, Winter Break, and Spring Break). Therefore, students are not allowed to stay on campus during those vacation periods, and are expected to make arrangements for those break periods. If prior written permission from the Residence Life staff has been granted to students to stay on campus during these breaks, the students may be assigned to a residence hall other than their own during the vacation period. In addition, room fees may be applied to the students' bill.

The College reserves the right to enter and/or inspect the student's room for repair, maintenance, security, safety, fire code inspections, and in any cases of emergency.

Only students assigned to a given room may reside in that room.

In accordance with the institutional tobacco-free policy on campus, effective January 2012, the use of tobacco or tobacco products is prohibited in or on any Sage College facility or property at any time. It is Sage's policy to provide a tobacco-free environment in all college facilities and outdoor areas. See the Sage website for more information about this policy.

No lounge or common area furniture may be moved without prior permission of the Office of Residence Life. The student will be responsible for any loss or damage to the assigned room and to the furniture, fixtures, equipment, and effects contained therein and for any damage caused by the student to any part of the residence hall. When it cannot be ascertained which student(s) is responsible for the damage or loss in a residence hall, an assessment will be made against all equally.

The College is not responsible for the loss or damage to the personal property of the student. It is recommended that the student provide insurance coverage for all items of personal property. The College also recommends that valuable items be left at the student's permanent residence, not brought to the residence hall.

Students are responsible for the conduct of their guest(s) at all times. All guests must comply with College rules and regulations. The College reserves the right to limit the length of a guest's stay or to restrict guest privileges of resident students.

The **Guest Policy** is described in detail in the *Student Handbook* under the Code of Conduct. The student can refer to the Russell Sage website at www.sage.edu to review the details of the Guest Policy.

Each resident student is issued one room key and one front door key when checking in. The College strongly advises that students lock the door whenever they leave the room. If a student's keys are lost or stolen, the student must immediately notify the Resident Assistant or the Office of Residence Life. Any form of lock picking and illegal room entrance is prohibited on The Sage Colleges campuses. No exceptions to this rule are made for such Russell Sage traditions as Rally Day Sweater Stealing or Secret Sophomore Week. Students are not to loan any residence key to any other person nor to have another person's key(s) in their possession, except: a student may loan a room key to a current roommate(s) or a student may loan a key to another current Russell Sage College resident provided the Resident Assistant has had advance written notification signed by all residents of the room. In addition, no students may have duplicate keys made; to do so is a breach of security and will result in serious disciplinary action. Please refer to the *Student Handbook* for replacement costs for lost keys. Any lock change fee is not refundable.

No pets are permitted in the residence halls (except fish kept in an unheated aquarium).

The College prohibits on its' campus the following activities: the use, possession or sale of illegal drugs; the possession or purchase of alcohol by any person under 21; persons under 21 being in the presence of alcohol; the use or possession of firearms; fireworks or any type of weapon; trespassing by uninvited guests; harassment; tampering with or misuse of fire equipment or alarms; assault; battery; and the violation of any other federal, state or local law. Resident students are responsible for keeping their rooms reasonably clean in order to keep fire egresses open and to avoid unwelcome pests. Newspapers, other papers, clothing, or other items should not be piled up in rooms. Residents are expected to be familiar with all fire safety policies provided to residents and outlined in the *Student Handbook*.

The Kerry Rose Fire Sprinkler Notification Act of 2013 requires the disclosure of residential fire safety systems information by colleges and universities in New York State. Please review the following:

Fire safety systems for residence halls at Russell Sage College are as follows:

French House has extensive emergency lighting and exit signage throughout the building. It has heat detectors and smoke detectors in each room, as well as in common areas, that trigger audible alarms and strobe lighting when activated. The alarms are monitored in the Public Safety Dispatch Center. It has sprinklers in the common areas of the building.

German House has extensive emergency lighting and exit signage throughout the building. It has heat detectors and smoke detectors in each room, as well as in common areas, that trigger audible alarms and strobe lighting when activated. The alarms are monitored in the Public Safety Dispatch Center. It has sprinklers in the common areas of the building.

Kellas/Slocum Hall has extensive emergency lighting and exit signage throughout the building. It has smoke detectors and pull stations in common areas that trigger audible alarms and strobe lighting when activated. The alarms are monitored in the Public Safety Dispatch Center.

Manning Hall has extensive emergency lighting and exit signage throughout the building. It has audible local smoke detectors in individual rooms and pull stations in common areas that are monitored in the Public Safety Dispatch Center.

McMurray/Spicer/Gale House has extensive emergency lighting and exit signage throughout the building. It has heat detectors and smoke detectors in each room, as well as in common areas, that trigger audible alarms and strobe lighting when activated. The alarms are monitored in the Public Safety Dispatch Center. It has sprinklers in the common areas of the building.

Ricketts Hall has extensive emergency lighting and exit signage throughout the building. It has audible local smoke detectors in individual rooms and pull stations in common areas that are monitored in the Public Safety Dispatch Center.

Sage Hall has extensive emergency lighting and exit signage throughout the building. It has heat and smoke detectors in individual rooms, as well as in common areas, that trigger audible alarms and strobe lighting when activated. Some common areas of the building have sprinklers.

Spanish House has extensive emergency lighting and exit signage throughout the building. It has heat detectors and smoke detectors in each room, as well as in common areas, that trigger audible alarms and strobe lighting when activated. The alarms are monitored in the Public Safety Dispatch Center. It has sprinklers in the common areas of the building.

Wool House has extensive emergency lighting and exit signage throughout the building. It has heat detectors and smoke detectors in each room, as well as in common areas, that trigger audible alarms and strobe lighting when activated. The alarms are monitored in the Public Safety Dispatch Center. It has sprinklers in the common areas of the building.

The student agrees to abide by all policies and regulations as they appear in the *Student Handbook* and *The Sage Colleges Catalog*. The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. This includes the right to terminate this Residence Contract should the student fail to remain a student in good standing at the College, as defined in the College regulations, or fails to comply fully with the terms of this agreement.

☐ (Please check the box, and sign and date below, after reading the following statement):

I acknowledge that I have read and understand the items in this Residence Contract for Russell Sage College. I agree to reside in the Russell Sage College residence hall for the academic year and to abide by all terms, conditions, regulations, and procedures stated in or referred to in this contract, and as outlined in the Student Handbook, Student Code of Conduct, and on The Sage Colleges website.

Signature of student

Student's date of birth

Date

Signature of parent or guardian if student is under 18 years of age

Date

Signature of Director of Residence Life

Date

Office of Residence Life
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