



**CAL STATE**  
**EAST BAY**

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**STUDENT HOUSING AND RESIDENCE LIFE**

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**2022-2023**  
**License Agreement**



**CAL STATE**  
**EAST BAY**

## **Student Housing & Residence Life**

### **Mission Statement**

The California State University, East Bay (CSUEB) Student Housing and Residence Life (SHRL) department, in conjunction with the mission of the University and the Division of Student Affairs, works to engage all residential students in their holistic development and academic success towards retention, graduation, and future endeavors. SHRL works to sustain this mission by providing student-centered programs, services, and facilities that foster a safe, inclusive, and vibrant residential learning community.

#### Contact Information

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## Important Dates

<b>June 4, 2022</b>	New summer 2022 term Licensees check in between 12:00 p.m. and 3:00 p.m.
<b>June 7, 2022</b>	All new summer session 2022 Licensees must be checked in by 10:00 p.m. Licensees who do not check in by 10 p.m. on June 7, 2022 and who have not communicated in advance with the central Student Housing staff will have their contract canceled. Cancellation fees apply.
<b>July 14, 2022</b>	Last day to cancel 2022 - 2023 License Agreement with \$100 cancellation fee. (Application fee is non-refundable.)
<b>August 12, 2022</b>	First Time Freshmen Licensees move-in process begins. Meals begin with breakfast.
<b>August 13, 2022</b>	General move-in process for non-First Time Freshmen Licenses begins.
<b>August 14-18, 2022</b>	Late check-in. Check in times should be coordinated with the Housing staff in advance of arrival
<b>August 17, 2022</b>	Fall semester 2022 first day of classes
<b>August 18, 2022</b>	All fall semester 2022 Licensees must be checked in by 10:00 p.m. Licensees who do not check in by 10 p.m. on Thursday, August 18, 2022 and who have not coordinated a late check in with central Student Housing staff will have their contract canceled. Cancellation fees apply.
<b>August 26, 2022</b>	Fall 2022 payment due date
<b>November 9, 2022</b>	Last day to submit a Request <i>to Cancel</i> for Spring 2023 (Approval required). Cancellation fees apply.
<b>November 14, 2022- November 18, 2022</b>	Fall Apartment Inspections
<b>November 24 - 25, 2022</b>	Campus closed for Thanksgiving break. Meal service schedule will vary.
<b>December 9, 2022</b>	Last day of Fall Semester; Residents approved to move out must vacate by 2 p.m.
<b>December 9, 2022</b>	Last day for new spring semester 2023 applicants to cancel License Agreement with \$100 cancellation fee. (Application fee is non-refundable).
<b>December 10, 2022 –</b>	No meal service in the Dining Commons. Limited retail locations will accept Flex Dollars .

January 7, 2023	
December 23, 2022 – January 2, 2023	Campus Closed
January 8, 2023	New spring semester 2023 Licensees check in.
January 8, 2023	Meals begin with brunch
January 17, 2023	Spring semester 2023 first day of classes
January 18, 2023	All new Spring semester 2023 Licensees must be checked in by 10:00 p.m. Licensees who do not check in by 10 p.m. on Wednesday, January 18, 2023, and who have not coordinated a late check in with Student Housing staff will have their contract canceled. Cancellation fees apply.
January 25, 2023	Spring semester 2023 payment due date
March 20, 2023- March 24, 2023	Spring Apartment Inspections
March 27 - March 31, 2023	Spring Break No meal service in the Dining Commons. Limited retail locations will accept Flex Dollars.
May 12, 2023	All non-summer Licensees move-out by 2:00 p.m. Lunch will be the last meal served.

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## Terms and Conditions

This Student Housing License Agreement (“License Agreement”) is entered into by the Board of Trustees of the California State University on behalf of California State University East Bay (hereinafter referred to as “University,”) and the housing applicant (hereinafter referred to as “Licensee”) for the 2022-2023 academic year. By completing and electronically signing the License Agreement, Licensee agrees to adhere to the terms, conditions, and policies contained in this License Agreement, Addendum No. 1 to the Cal State East Bay Student Housing and Residence Life License Agreement 2022-2023 (available at <https://www.csueastbay.edu/housing/forms-and-processes/index.html>) and the Student Housing & Residence Life Community Guide (available at <https://www.csueastbay.edu/housing/files/docs/community-guide.pdf>), the contents of all of which are incorporated herein as though fully in this Agreement. **Applicants should read these materials carefully before completing and electronically executing this License Agreement.**

### 1. Application and Initial Payment

In order to apply for on-campus housing, housing applicants must be provisionally admitted to the University. All housing applicants, including all financial aid recipients, are required to pay a \$40.00 non-refundable application fee and a \$500.00 initial housing payment out of pocket.

The \$40.00 non-refundable application fee, \$500.00 initial housing payment, online housing application, and an electronically signed License Agreement must be submitted in full before a housing application will be considered for an assignment. Applications will not be processed without these payments. The \$500.00 initial payment is prepayment of a portion of the fall semester charges (or spring semester charges if the application is submitted by a new spring semester housing applicant). The \$500.00 initial payment will be applied directly to the housing fees. It is not a deposit, as it will not be returned at the end of the academic year.

## **2. Eligibility**

To qualify for on-campus housing, Licensee must be enrolled at California State University, East Bay as a matriculated student with a minimum of twelve (12) undergraduate units or eight (8) graduate units. Licensee must satisfy the foregoing minimum unit requirement unless an exception has been petitioned and approved in writing by the Director of Student Housing & Residence Life (“Student Housing”) or an authorized designee. The University may revoke this License Agreement if Licensee fails to meet or drops below the minimum unit requirement at, or any time after, the beginning of the academic fee period. Licensee’s failure to meet or maintain the required minimum units shall not be a basis for Licensee to cancel this License Agreement and shall not release Licensee from paying any housing-related fees.

In the event Licensee’s admission to California State University East Bay is rescinded or Licensee is disqualified or suspended from attending the University during the term of this License Agreement, Licensee must notify Student Housing immediately by completing a Request to Cancel form. Licensee will be charged for rent (and meal plan if applicable) until such time as Licensee’s request to cancel has been approved by Student Housing and the University has verified that Licensee has vacated the space.

## **3. Occupancy Period**

Licensee may reserve a bed space for the entire academic year or for the spring semester only. As further specified below, a license for Academic Year 2022-2023 will cover the period beginning at 10:00 a.m. on Saturday, August 13, 2022 and ending at 2:00 p.m. on Friday, May 12, 2023. A license for Spring Semester 2023 will cover the period beginning at 10:00 a.m. on Sunday, January 8, 2023 and ending at 2:00 p.m. on Friday, May 12, 2023. Licensee will retain access to Licensee’s assigned space throughout the license period, including all holidays as well as the winter and spring breaks (as applicable depending on the license term). In the event that a Licensee plans to attend summer session or reside on-campus during the summer, Licensee will be required to complete a summer contract.

### **3(a). Summer 2022 License Term:**

Housing for Summer 2022 is available to students who attend summer classes at CSUEB and to existing Licensees from Spring Semester 2022 who wish to remain on campus during the summer.

Occupancy period for continuing Spring Semester 2022 residents: May 13, 2022 - August 5, 2022 at 2:00 p.m.

Occupancy period for new residents: June 4, 2022 - August 5, 2022 at 2:00 p.m.

Summer residents transitioning to Fall Semester 2022 must fill out and execute a Summer Addendum\* (which will cover the period from August 5 – August 12, 2022). For these Licensees, the occupancy period for Academic Year 2022-2023 will begin on August 13, 2022.

\*Additional charges will apply.

### **3(b). Academic Year Fall 2022 - Spring 2023 License Term:**

Occupancy period for Academic Year 2022-2023 residents: August 13, 2022 through May 12, 2023 at 2:00 p.m. Failure of an academic year Licensee to move in by 10:00 p.m. on Thursday, August 18, 2022 constitutes grounds for the University to revoke the License Agreement with charges.

### **3(c). Spring Semester 2023 License Term:**

Occupancy period for Spring Semester 2023 residents: January 8, 2023 through May 12, 2023 at 2:00 p.m. Failure of a spring semester Licensee to move in by 10:00 p.m. Wednesday, January 18, 2023 constitutes grounds for the University to revoke the License Agreement with charges.

## **4. Meal Plans**

Meal plans are required for all Licensees living on campus. Refer to the rate sheet for required meal plans based on student classification and/or building type. Dining plans are designed to provide the maximum value to residents; the cost is the same regardless of how frequently you visit. A percentage of absenteeism is used in projecting the meal costs. Weekly swipe plans refresh on Monday mornings. Meal plan swipes expire at the end of each semester. Unused flex dollars roll over from fall to spring semester, but all flex dollars expire on the last day of the contract at the end of spring semester.

## **5. Room Assignments, Room Changes & Consolidation**

**5(a).** The University shall assign Licensee to a specific room and bed space, and Licensee may occupy only that assigned room and bed space during the term of this License.

**5(b).** Provided Licensee has submitted a timely application, application fee, executed contract, initial payment, and any additional documents required by the established due dates, Licensee will be invited to participate in an online room selection process whereby Licensee may indicate Licensee's preferred building and room assignment. Student Housing will make reasonable efforts to accommodate Licensee's room request. Notwithstanding the foregoing, the University does not guarantee specific living units or roommates and reserves the right to assign Licensee to any bed space based on administrative need and availability.

**5(c).** If Licensee requests a space in a community that is initially full, Licensee will be automatically placed in an alternate location. Licensee will have the option to be waitlisted for Licensee's preferred community. Prior to assignment notification, to the extent space becomes available, individuals on the waitlist will be reassigned. After assignment letters have been sent, a Licensee whose name has been placed on a wait list will be contacted via email before being reassigned to another space.

**5(d).** *Inability by Student Housing to honor assignment preferences will not void or cancel this License Agreement.*

**5(e).** The University reserves the right to assign new residents to unassigned rooms or bed spaces at any time without prior notice. Accordingly, all unassigned rooms and bed spaces must remain vacant and available for immediate occupancy by new residents. As a courtesy, Student Housing will endeavor to notify roommates of an incoming resident; however, in some cases, advanced notice may not be reasonably practicable and will not be required. In the event that an unassigned room or bed space is not readily available for immediate occupancy by

a new resident as a result of Licensee's actions, Licensee will be charged liquidated damages in the amount of a \$100.00 fee per day, plus any additional fees associated with cleaning bed spaces and/or common area spaces.

**5(f).** Student Housing understands that roommate conflicts may develop and/or that residents may wish to move to a different apartment, suite, or room. In order to establish who has checked in, canceled, or delayed their check-in date and to ensure that all residents have moved into their assigned spaces, no room changes will occur during the first week of each semester. Any Licensee who attempts to change rooms or bed space without going through the designated Room Change process will be required to return to Licensee's originally assigned room and bed space, pay a fine of \$100.00 for failing to comply with the Room Change process, and may face disciplinary action. **Refer to the Community Living Guide (available at: <https://www.csueastbay.edu/housing/files/docs/community-guide.pdf>) for further information on Room and Roommate Changes in the Policies, Regulations, and Procedures section.** In the event Licensee is approved for a room change, Licensee must pay a \$50.00 room change administrative fee; provided, however, this charge may be waived once per academic year if approved during the semester Room Change Process.

**5(g).** Licensee shall not transfer or assign this License or any interest herein or sublet, license, grant any concession, or otherwise give permission to anyone to use or occupy all or any part of the premises. Any attempted assignment, sublease, license, or concession agreement entered into without the express written consent of the University shall be void and confer no rights upon any third party.

**5(h).** Student Housing is committed to meeting the needs of residents who request reasonable accommodation in housing due to a disability impairment. If Licensee would like to be considered for a reasonable accommodation, Licensee should note this request on Licensee's housing application so that an appropriate staff member can review Licensee's request and contact Licensee for additional information, if needed. **NOTE:** Some Student Housing facilities are accessible to Licensees in wheelchairs (including bathrooms), and specially-adapted rooms are available for Licensees who are hearing and/or visually impaired. If a Licensee identifies as someone who requires assistance for safe exiting from a residence during an emergency, an appropriate staff member will meet with Licensee on an individual basis. For more information, please contact the Student Housing Office at (510) 885-7444.

**5(i).** The University reserves the right to consolidate space by reassigning residents to a new room or bed space at the University's sole discretion, including, but not limited to, when: (1) there is 50% or less occupancy in a suite, apartment, or bedroom; (2) considerations of health, student welfare, or safety warrant consolidation; and/or (3) administrative needs are served by consolidating space. Failure by Licensee to comply shall constitute a breach of this License Agreement. **NOTE:** The goal of Student Housing is to keep you and your roommate together when consolidating spaces, but that is not always possible. During the semester, most consolidations will happen during the third week of the fall and spring semesters. To the extent additional consolidations are needed, they will most likely happen during the semester break period or as needed administratively, subject to 24-hour prior notice.

**5(j).** In the event that a bed space or living unit is destroyed or becomes unavailable as the result of conditions that are not within Licensee's control and not reasonably foreseen at the time this License Agreement is made, and University has no available alternate living unit or bed space, Licensee shall be entitled to a prorated account adjustment of any fees applicable to the period after which Licensee was required to vacate. Such conditions may include, but are not limited, to: health and safety emergencies, damage caused by floods, landslides, fire, earthquake, or other natural disasters; vandalism; civil disorder; compliance with state or federal law;

unanticipated interruption of basic services; and/or a drop in the rate of cancellations not reasonably foreseen by the University, if such a drop results from an overbooking of available Student Housing facilities. Refunds do not include non-refundable fees assessed to Licensee due to damages or violation of the terms of this License.

## **6. Cancellation of License Agreement by Licensee**

**6(a).** Cancellation Before the Cancellation Deadline. Licensee may cancel a reservation for a bed space by submitting an online cancellation request through the Housing Portal at least thirty (30) calendar days before the beginning of the occupancy period (the “Cancellation Deadline,”). In the case of an academic year license, the Cancellation Deadline is on or before July 14, 2022. In the case of a spring semester license, the Cancellation Deadline is on or before December 9, 2022. A cancellation fee of \$100.00 will be charged to the Licensee.

**6(b).** Cancellation After the Cancellation Deadline. If Licensee seeks to cancel a reservation or vacate a bed space after the Cancellation Deadline specified in subsection 6(a) above, Licensee should submit a “Request to Cancel” form on the Housing portal. Licensee must provide thirty (30) days’ written notice of Licensee’s intention to vacate and a statement of Licensee’s reasons therefore. The University, using the standards established pursuant to Section 42017 of Title V, may exercise its discretion to grant or deny Licensee’s request.

**6(b)(1).** If the occupancy period has not already begun and Licensee’s request to cancel is approved, Licensee will be charged a \$100.00 cancellation fee in addition to 30 days rent plus all nonrefundable fees described in the Payment Information section of this License agreement.

**6(b)(2).** If the occupancy period has already begun and Licensee’s request to vacate is approved, Licensee will be charged a \$100.00 cancellation fee, prorated meal plan charge (based on a weekly proration), prorated rent for each day the unit has been occupied, an additional 30 days rent, plus any charges for damages and cleaning and all nonrefundable fees described in the Payment Information section of this License Agreement. Billing for the meal plan is charged weekly and the calculation is based on the effective date of cancellation.

**6(b)(3).** If Licensee is an academic year licensee who will no longer be attending the University in the spring semester and who wishes to cancel this Licensee Agreement, Licensee should submit a “Request to Cancel” form on the Housing Portal by November 9, 2022. Cancellations submitted and approved after this deadline will not have any late fees adjusted that may have been assessed due to late or non-payment.

**6(b)(4).** If Student Housing denies Licensee’s request to cancel/vacate, Licensee shall owe the full amount due under the entire occupancy period of the License, plus any charges for damages and cleaning, all nonrefundable fees described in the Payment Information section of this License Agreement, and a \$100.00 cancellation fee. Charges will be prorated if a replacement acceptable to Student Housing is found. All empty spaces within all facilities will be filled before the Licensee's license can be replaced.

**6(c).** Failure to receive an assignment electronically or by mail does not constitute grounds for Licensee to cancel the License Agreement. Similarly, roommate/community-related issues do not constitute grounds for Licensee to cancel this License Agreement. Such issues will be referred to Student Housing staff for follow-up and appropriate response, as warranted.

**6(d).** Any Licensee who has petitioned to cancel or vacate and has forged or knowingly provided false information or documentation to the University will be referred to the Office of Student Conduct, Rights, and Responsibilities for disciplinary action pursuant to section 41301 of Title V and the California Administrative Code.

**6(e).** Licensee is solely responsible for following all of the appropriate cancellation procedures. “Request to Cancel” form is available on the Housing Portal and guidelines are available in the Student Housing Office. *Notwithstanding any other provision herein, unless cancellation or termination is officially approved and appropriate check-out procedures followed, Licensee is required to pay for the entire License period.* Account adjustments take at least 4-6 weeks from the official date of move-out.

## **7. Revocation of License Agreement by University**

**7(a).** The University may revoke this License Agreement and initiate removal of a Licensee for any of the following reasons:

1. Disciplinary action against Licensee pursuant to sections 41301-41304 of Article 2 of Subchapter 4 of Title V of the California Code of Regulations.
2. Licensee is convicted of any misdemeanor or felony committed on University property, or involving any member of the University community (e.g. students, staff, or faculty) whether on or off University property, or that is otherwise University-related.
3. Licensee’s breach of any term or condition of this License Agreement or of any addendum hereto, specifically including, but not limited to, Licensee’s failure to abide by University Housing Policies and Regulations and/or On-Campus Housing Resident Responsibilities Related to COVID-19.
4. Licensee’s failure to pay housing charges or fees.
5. Breach of any of the provisions of Sections 42000<sup>et seq.</sup> of Title V, California Code of Regulations.
6. Licensee’s failure to maintain status as a student at the University through academic dismissal or all other withdrawals. Students must be matriculated and/or enrolled in a regular academic program at California State University East Bay.
7. Administrative necessity of the University. Administrative necessity exists when any condition not reasonably foreseen at the time of confirming a reservation, issuing a license, or renewing a license occurs and prevents the campus from making or continuing to make a Student Housing facility available to the Licensee. Such conditions shall include, but are not limited to, damage caused by floods, slides, fire, earthquake, and other natural disasters; vandalism; civil disorder; compliance with state or federal law; interruption of basic services because of labor strife. Such conditions shall also include a drop in the rate of cancellation not reasonably foreseen by the campus, if such drop results in an overbooking of available Student Housing facilities.
8. If the continued presence of the Licensee poses a danger to themselves or others, including, but not limited, other residents, staff, faculty, or other members of the University community.

**7(b).** University shall provide Licensee no less than three (3) days written notice in the event that the University becomes aware of an occurrence described in section 7(a) above, except in cases of emergency.

**7(c).** In the event the University revokes this License Agreement, Licensee will be assessed charges as specified in section 12 herein.

**7(d).** Eviction/Suspension Payment. As per section 12, if a Licensee is evicted or suspended, Licensee shall owe the full fee period of the License (academic year), plus any charges for damages, cleaning, and all nonrefundable fees as described in the Payment Information section of this License Agreement.

**7(e).** Trespass. Residents who have been evicted are considered banned and no longer permitted to be a Licensee or visitor to any Student Housing facilities or grounds per California Penal Code section 602(m).

Should an evicted person return to the Student Housing community, that individual is subject to immediate arrest for trespassing pursuant to California Penal Code section 602(m).

**7(f). Abandonment or Termination by Licensee. Except to the extent expressly permitted in this License Agreement, termination of this License Agreement or abandonment of the premises by Licensee shall not release Licensee from paying any obligation due to Student Housing.**

7(g). Disposition of Property. Any property of Licensee remaining in any Student Housing facility after abandonment, termination, eviction, or revocation of this License may be removed and stored by the University at the expense and risk of Licensee or disposed of pursuant to the laws of the State of California, as outlined in Title V, Section 42375, entitled Care, Restitution, Sale or Destruction of Lost Property, and Section 42376, entitled Proceeds of Sale. Licensee releases the University from any and all liability for any damages or loss to property disposed of in the manner described above. Property that has been stored may be claimed by Licensee or authorized agent upon full payment of storage charge.

## **8. Payment of Fees**

Licensee is advised to carefully read the Payment Information section of this License Agreement and submit the required initial housing payment along with the required online application and \$40 non-refundable application fee. If Licensee is assigned to a housing space after the academic year begins, Licensee shall be charged a prorated fee for the balance of the academic year. Residents will be billed each semester. It is the responsibility of the Licensee to adhere to payment due dates. If Licensee's account becomes delinquent, Licensee will be charged a \$75.00 late fee for every month the account is delinquent and a hold will be placed on the Housing account until payment is made on the account. See additional information in the Payment Information section at the end of this License Agreement.

## **9. Treatment of Indebtedness**

Failure to pay Student Housing fees or paying fees with a dishonored check that has not been redeemed by the University will result in the University taking one or more of the actions identified in section 10 (“Nonpayment of License Fees.”). Such circumstances may also result in the University pursuing the debt via its in-house collection office, assignment of the debt to a private collection agency, suit filed in small claims court, disclosure of the debts, and/or judgment to a credit bureau organization, and/or submission of the name to the California State Franchise Tax Board for offsetting of state income tax refunds. After 60 days of non-payment, debts will be sent to collections. Submission of the debt to a collection agency will result in negative credit information reported to credit bureaus. If any of these collection steps are necessary, the debtor will be held liable for any attorney fees, court costs, and any other collection costs that may occur.

## **10. Nonpayment of License Fees**

**10(a).** Nonpayment of License Fees may, at the discretion of the University, result in:

1. Assessment of late fees as stated in the payment schedule. In addition to the late fee, failure to pay, as agreed, may result in interest at 10% per annum on any delinquent amounts during the period of the delinquency.
2. Revocation of the License Agreement with financial penalties, as noted in Section \_\_\_.
3. Withholding of University services pursuant to Section 42380, E.T. Seq., Title V, California Code of Regulations.
4. Offset of paychecks, loans, grants, or scholarships payable through the University, or tax refunds through

the Franchise Tax Board.

5. Notification of default to credit bureau organizations.
6. Employment of a collection agency to collect all delinquent amounts. Any attorney fees and other reasonable collection costs and charges accrued during the collection of said amounts are the responsibility of the Licensee.
7. Legal action to collect unpaid obligations.

**10(b).** By signing this License Agreement, Licensee consents to the release of information from student records to non-University third parties such as credit bureaus, credit gathering organizations, skip tracers, billing agencies, collection agencies, legal counsel, parents, guardians, and employees which may, in the judgment of University, be necessary or helpful in the collection of delinquent obligation arising out of the Agreement.

**10(c).** By signing to the terms of the License Agreement, Licensee agrees that Student Housing fees are an extension of credit for living expenses and are considered an educational debt.

**10(d).** Licensee waives the benefit of any limitations affecting liability or the enforcement thereof to the extent permitted by law (California Code of Civil Procedures 360.5).

**10(e).** Dishonored Payment. Fees will be assessed for any dishonored checks, and Licensees are liable for balance due plus fees under Civil Code, Section 1719 for triple the amount of the check (a minimum of \$100.00 and a maximum of \$500.00) if funds necessary to cover the check are not received within 10 days following a written notice. Licensees may also have their Student Housing License revoked for non-payment of a dishonored check debt.

## **11. Student Conduct Policies/Regulations**

**11(a).** Licensee agrees to comply with the Student Code of Conduct (available at <https://www.csueastbay.edu/studentconduct/student-conduct.html>), the Student Housing & Residence Life Conduct Policies (available at <https://www.csueastbay.edu/housing/files/docs/housing-conduct-policies.pdf>), and the terms and conditions of this License Agreement. In accordance with the Student Code of Conduct and the housing policies and regulations contained in the Student Housing & Residence Life Conduct Policies guide, misconduct or failure to adhere to applicable policies and standards of conduct may result in removal of a Licensee from Student Housing facilities and the Dining Commons and in other sanctions as deemed appropriate.

**11(b).** Violations of the Student Code of Conduct are subject to discipline by the University. Student Housing & Residence Life coordinates with the Office of Student Conduct, Rights, & Responsibilities, the University Police Department, and other University offices as appropriate.

**11(c).** If Licensee is believed to have violated a University policy or condition of this License Agreement that also constitutes a violation of the Student Code of Conduct, the matter will be addressed or adjudicated by Student Housing & Residence Life, the Office of Student Conduct, Rights, & Responsibilities, University Police Department, or any combination of the foregoing, as appropriate and as determined by the University.

**11(d).** During the course of a conduct/administrative and/or police investigation alleging sexual misconduct, stalking threats, or violence, Student Housing retains the right to change, either temporarily or permanently, a Licensee's housing assignment. This provision shall not limit any other right or recourse the University may have

to address the needs of students, faculty, and/or staff.

**11(e).** Licensee will act in a manner that is conducive for fellow residents to study, live, and sleep. Licensee agrees to not disturb this environment, and also agrees to demonstrate reasonable efforts to resolve roommate and/or residence hall conflicts. Licensee is expected to report uncivil treatment of others, vandalism, and other violations of the License Agreement to Student Housing staff.

**11(f).** Licensee will be held accountable for Licensee's actions and the actions of Licensee's guests. In the event Licensee is alleged to have engaged in misconduct, Licensee will receive due process in accordance with University policy as well as federal, state, and local law.

## **12. General Policies and other Miscellaneous Terms**

### **12(a). Personal Property**

The University is not liable, directly or indirectly, for any personal property of Licensee or guests due to loss by theft, fire damage, water damage, or any other cause. Licensees are strongly encouraged to purchase personal insurance, such as a renter's policy, to cover such incidents. To secure personal property, Licensees are urged to keep bedroom, suite, and apartment doors locked.

### **12(b). Communication**

All Licensees are automatically enrolled in an email communication list by Student Housing & Residence Life. Email is one of the main tools that Student Housing & Residence Life uses to communicate with Licensees about many topics, including, but not limited to: general announcements, services, facilities issues, and emergency information. Licensees will be held accountable for the information contained in any and all email communication from Student Housing & Residence Life and may not opt out of such email communication list.

### **12(c). No Oral Agreements or Modifications**

Licensee is advised that Student Housing does not enter into oral agreements or make oral representations concerning any of the matters addressed in this License Agreement. The entire License Agreement is expressed in writing. The License Agreement supersedes any understanding that may have been communicated verbally, and neither Licensee nor Student Housing is relying on any oral agreement or representation or any understanding of fact or law that is not expressed in writing. In addition, this License Agreement cannot be amended or altered in any manner without the express written authorization of the University.

### **12(d). Emergency Contact Information**

Licensee agrees to provide requested emergency contact information prior to move-in date. University officials will use the emergency contact information if there are concerns regarding the safety or wellbeing of the Licensee. Should an emergency contact change during the License term, Licensee shall notify Student Housing and update MyCSUEB immediately. Notwithstanding the foregoing, nothing herein shall preclude or impede Licensee from accessing transcripts.

### **12(e). Missing Persons Information**

University Police will be notified in the event that a student is missing. If the student is under 18, a parent or guardian must be notified. Official missing person reports are required to be referred immediately to University Police. Each student living in on-campus Student Housing facilities is asked to identify an emergency contact

person to be contacted in the case of an emergency or when a student is determined to be missing. Only authorized campus officials and law enforcement officers will have access to this information.

#### **12(f). Emergency Notification Software**

Licensee agrees to follow University policy regarding emergency notification software. For more information, please reference the following website: <http://www20.csueastbay.edu/emergency/>.

#### **12(g). Campus Safety Act**

The University Police Department works hard to ensure that everyone in the CSUEB community is aware of safety issues that may affect them. The Campus Safety Act, also known as the Jeanne Clery Act, requires universities to report annual crime statistics, to provide timely warnings of serious crimes when there may be a threat to others, and to keep a public log of campus incidents. CSUEB is in full compliance with this federal mandate, and our Safety and Security Reports are available to the entire campus community. For more on the Campus Safety Act, see the CSUEB Police Department's website at <http://www20.csueastbay.edu/af/departments/upd/campus-security-report.html>

#### **12(h). Photography**

Licensee grants permission to California State University, its employees and agents, to take and use visual/audio images. Visual/audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. CSU will not materially alter the original images. Licensee agrees that CSU owns the images and all rights related to them. The images may be used in any manner or media without notifying Licensee, such as university-sponsored websites, publications, promotions, broadcasts, advertisements, posters and theater slides, as well as for non-university uses. Licensee waives any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or to be compensated for them.

Licensee releases CSU and its employees and agents, including any firm authorized to publish, broadcast and/or distribute a finished product containing the images, from any claims, damages or liability which Licensee may ever have in connection with the taking or use of the images or printed material used with the images.

#### **12(i). Commercial Solicitations**

Commercial solicitations, sales, and advertising, either verbal, printed, and/or online are not permitted in Student Housing facilities, except by authorized vendors and Student Housing staff, and as permitted by the Student Housing posting policy. This includes, but is not limited to: the residential areas, the courtyards Dining Commons, and Student Housing grounds.

#### **12(j). Refunds**

The University shall authorize refunds only as provided herein or in Title V of the California Code of Regulations or other applicable law.

#### **12(k). Right of Entry**

The University shall have the right to enter the premises occupied by the Licensee for the purposes of emergency, health, safety, maintenance, occupancy management, management of applicable rules and regulations, or for any other lawful purpose. University shall exercise these rights reasonably and with respect for Licensee's right to be free from unreasonable searches and intrusions into study or privacy.

### **12(l). Non-Waiver**

The waiver of any breach of a term or condition of this License Agreement shall not constitute a waiver of any subsequent breach. For the avoidance of doubt, the subsequent acceptance of rent hereunder by University shall not be deemed to be waiver of any preceding breach by Licensee of any term, covenant, or condition of this License Agreement, other than the failure of Licensee to pay the particular rental so accepted, regardless of University's knowledge of such preceding breach at the time of acceptance of such rent.

### **12(m). Hold Harmless**

Licensee agrees to indemnify and hold the University, the Trustees, the State of California, and their employees and agents harmless from any and all claims arising from Licensee's use or occupancy that is improper, illegal, or a violation of the License Agreement and/or of any applicable state or federal laws.

### **12(n). Taxable Possessory Interest**

It is the position of the University that this License Agreement does not create a taxable possessory interest in real property. However, pursuant to Revenue and Taxation Code Section 107.6, Licensee is hereby notified that a taxing authority may take a contrary view and may assess License Agreement.

### **12(o). Civil/Criminal Law**

Licensee is required to abide by all applicable federal, state, county, and local laws and ordinances. Violation of applicable criminal or civil law in or outside of Student Housing facilities is a basis for revocation of the License Agreement.

### **12(p). Megan's Law**

Pursuant to Section 290.46 of the California Penal Code, information about specified registered sex offenders is made available to the public online and is maintained by the Department of Justice at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and zip code in which the offender resides. For more information on Megan's law, please contact the University Police Department.

### **12(q). Emergency Preparedness**

Licensee is advised to have an emergency plan and follow the Student Housing Emergency Preparedness guidelines (available at: <https://www.csueastbay.edu/housing/current-residents/emergency-preparedness.html>) . It is recommended that Licensee maintain an emergency supply kit in the room consisting of a first aid kit, three-day supply of water, non-perishable food, battery operated radio and flashlight, extra batteries, gloves, and medications. Licensee is responsible for understanding the evacuation instructions located in the Student Housing facilities. Licensee is also responsible for participating in regularly scheduled emergency preparedness activities. View the link to access University and Housing emergency preparedness plans: <https://www.csueastbay.edu/housing/current-residents/emergency-preparedness.html>.

### **12(r). Additional Conditions**

This License Agreement is subject to the regulations contained in Title 5 of the California Code of Regulations, Sections 42000-42103, as amended from time to time. A copy of these regulations is available through the Student Housing office during normal business hours, at local libraries, or online at <http://www.cde.ca.gov/ls/fa/sf/title5regs.asp>. The University reserves the right to use California Code of Regulation section 41301, or other applicable administrative or legal remedy, to address violations of the terms

and conditions contained in this License.

1. Licensee agrees to comply with the Student Code of Conduct, the Student Housing Policies and Regulations within this License, and the CSUEB Student Housing Community Living Guide and any subsequent amendments.
2. It is understood and agreed by Licensee and University that no lease or any other interest in real property is created by this Agreement.
3. The University assumes no responsibility for property of Licensee which is stolen, damaged, or destroyed, including periods when the Licensee is not in occupancy, or after the term of occupancy has expired.
4. Repair and/or construction projects may be necessary. Scheduled projects requiring entry into Licensee's room will result in the University notifying Licensee. Emergency repair will not require notification. Licensee will be responsible for safeguarding Licensee's belongings.
5. All Licensees will be provided information about meningococcal disease and the availability of a vaccine. Licensee will be required to receive the meningococcal vaccine and provide the vaccination record to the university prior to residing on campus.
6. Residence halls are multiple occupancy facilities with shared spaces. Persons with pre-existing conditions such as, but not limited to, environmental allergies or asthma may find such conditions exacerbated. Licensee is advised to consult with his or her physician **before** signing the terms of the License Agreement to determine if group living is an appropriate environment for you. Licensee will disclose to the University if Licensee has a health condition that poses a risk to Licensee or others in a group living setting.
7. If there is reason to believe Licensee may have a communicable disease, Licensee agrees to self-isolate in Licensee's room and/or to be assigned to another room and bed space while waiting for a diagnosis. If Licensee is exposed to a communicable disease, Licensee agrees to notify Student Health Services to discuss the possible exposure, symptoms, and treatment (if treatment is available) and to reasonably cooperate with the University to minimize the risk of exposure to others. Examples of communicable and infectious diseases include, but are not limited to: chicken pox, hepatitis, measles, meningitis, COVID-19 and tuberculosis. Student Housing will follow all applicable University and local emergency protocols as well as all applicable federal, state, and local health orders.
8. Licensee must be a matriculated student who remains regularly enrolled throughout the license period. If the Licensee's provisional admission is rescinded, or Licensee is academically disqualified between semesters, the Licensee may not occupy a bed space within the Student Housing facilities and must cancel the Student Housing contract in writing and/or appeal to the Student Housing Director/designee for an exception. (See Section 2 - Eligibility)
9. Student Housing values the academic success of all students. If the academic progress of a student is deemed to be in jeopardy, information related to student academic performance (including grades) might be released to appropriate paraprofessional and professional staff, as permitted by applicable federal and state law.

### **13. Maintenance of Premises**

**13(a).** University shall provide Licensee with furnishings that may differ based on specific type of accommodations. Student Housing will note pre-existing conditions on an online inventory management system, and Licensee will have an opportunity to verify that the inventory record of the unit and its contents is accurate upon move-in.

**13(b).** Licensee agrees to give reasonable care to the living environment (including but not limited to any room,

suite, apartment, and/or common areas) and the furnishings contained therein and to make payment for any damage or loss caused by Licensee promptly upon demand by the University. Licensee shall vacate the living unit in good order and repair, or Licensee shall pay the University the reasonable costs incurred in returning the living unit to a condition of good order and repair. Licensee will maintain sanitary conditions at all times.

**13(c).** Licensee shall make no alteration to the Student Housing facility without the permission of the University. Alterations include, but are not limited to: painting, wallpaper, anchoring or installing bookshelves, installing athletic equipment, and removing safety or security equipment (i.e. door closers, fire extinguishers, or smoke detectors). Any structural addition or alteration is prohibited without written permission of the University and is subject to damage charges.

**13(d).** Licensee will be responsible to pay for any damages to Student Housing facilities (including damaged, disassembled, or missing furniture and appliances) caused by the willful or negligent conduct of Licensee or of Licensee's guest(s).

**13(e).** Any damage caused by personal appliances or misuse of the electrical system is the financial responsibility of the Licensee, including damage of any kind (fire, water, etc.) to the facility and/or other Licensees' personal belongings. Violations of these guidelines may result in immediate license revocation.

**13(e)(1). Storage:** Storage of any materials on window ledges or balconies is not permitted. Balconies must be kept clear of trash and recyclables. Bikes are allowed to be stored on the balcony with permission from roommates.

**13(e)(2). Alteration/Decorations:** Licensee shall not alter the structure of these areas. Using paint or chalk products on balconies and/or patios is prohibited. Items may not be attached to buildings, rooms, walls, or railings. All outdoor furnishings must be self-supporting. University Furniture is not permitted on patios/balconies.

**13(e)(3). Window Screens:** Screens are not to be opened or removed. Licensees will be charged if screens are removed or missing. Window screens and limiters are not to be removed or tampered with. Licensees will be charged if limiters are removed or missing. Licensees are prohibited from climbing in or out of a window, except in case of fire.

## 14. Appliances

**14(a). Electrical Limits:** Student Housing facilities have limits on electrical systems. Overloading the circuits can result in tripped circuit breakers and present a fire hazard. The following guidelines apply to the use of electrical apparatus:

1. Stereo equipment and speakers are expected to be of a size and power that are appropriate for high-density community living. Items with exposed heating elements are prohibited. This includes, but is not limited to: space heaters, sun lamps, immersion heaters, and hot plates. Microwaves are allowed, but the wattage must not exceed 900 watts. Air fryers are permitted but must not overload the system.
2. Mini refrigerators are permitted, but must not exceed the size of 3.2 cubic feet. Bedrooms are restricted to one mini refrigerator per bedroom. Personal mini refrigerators are subject to inspection during Health and Safety Inspections and/or in response to policy enforcement.
3. Appliances such as stereos, radios, desk lamps, computers, TV's, VCR's, DVD players, sealed-component coffee makers, hair dryers, other electrical hair implements, and electric blankets

are permitted. Appliances must not overload the system. These appliances must be directly attached to grounded outlets.

4. Privately owned air conditioners and swamp coolers are not permitted.
5. International appliances should use electrical converters.
6. Irons must be used with ironing boards only and should never be left unattended.
7. Cooking is limited to the general kitchen or kitchenette area.
8. 3D Printers are prohibited

**14(b). Appliance/Electrical Damage:** Any damage caused by personal appliances or misuse is the financial responsibility of the Licensee, including damage of any kind (fire, water, etc.) to the facility and/or other Licensees' personal belongings. Any damage caused by University owned refrigerators that results in loss of perishable food is reimbursable at the University's expense.

## 15. Mildew & Mold

**15(a). Mildew Information:** Mildew is often referred to a kind of mold (or mold in its early stages), and is classified as powdery (under the order Erysiphales) and downy (under the family Peronosporaceae).

To prevent mildew in Student Housing facilities, keep all the areas moisture-free. Licensee shall take the steps necessary to reduce the chance of mildew by always running your exhaust fan when cooking and showering. If mildew becomes present after a Licensee has occupied the space, the Licensee may be charged to return area back to its original state prior to occupancy.

**15(b). Mold Information:** There has been considerable publicity regarding the presence of mold in residences. Molds are microscopic organisms that are present both indoors and outdoors and may have adverse effects on the health of occupants or structural components of the Student Housing facilities. It is currently believed that some types of mold are toxic to human health. Because it may be impractical or impossible to eliminate all indoor mold, indoor mold is an important topic about which Licensees should become informed.

Student Housing has no expertise in identifying or remediating mold or any other biological pollutant, nor has Student Housing any expertise in the possible effects on health or property of such pollutants. For information, Licensees should contact the United States Environmental Protection Agency ("EPA"), the California Department of Health and Human Services ("CHHS"), or other governmental authorities. The EPA and CHHS websites contain information and publications regarding mold and other biological pollutants that may be of interest to Licensees. For example, see "Biological Pollutants in Your Home" and "Mold Resources" on the EPA website (<http://www.epa.gov/mold/>); and mold information on the CDPH website

(<http://www.cdph.ca.gov/programs/iaq/pages/indoormold.aspx>).

Because such substances are pervasive, Student Housing facilities are not warranted to be free of mold or other naturally-occurring biological pollutants. Mold and other biological pollutants may be present in the Student Housing facilities at the start of the License Agreement or may later develop within the Student Housing facilities. Proper maintenance and repair may reduce the presence of mold and other biological pollutants in the Student Housing facilities.

**15(c). Mildew & Mold Prevention:** Licensee agrees to take all reasonable and appropriate steps to prevent conditions that may cause mold or mildew to develop in the Student Housing facilities,

including following the recommendations contained in the publications referred to above. The Licensee also agrees promptly to report to Student Housing any evidence of mildew or mold in any portion of the Student Housing facilities.

**15(d). Mildew & Mold Disclosure:** Licensee certifies that Licensee has read and fully understands the information and disclosures contained in this License. Licensee acknowledges that the facts disclosed in this License are important but do not constitute a complete list of all facts which should be considered by Licensee.

## 16. Security

**16(a). Residence Hall Security:** For personal safety, Licensees should keep windows and doors locked when not present. Using one's balcony/patio as a means of entry or exit, sitting, perching, or climbing on or jumping over balcony railings is strictly prohibited. Exiting beyond or entering through one's balcony or patio constitutes using it as a means of entry/exit. Licensees are advised to never leave patio/balcony doors unlocked.

**16(b). Security Cameras:** Unmonitored cameras are placed throughout the residential community. Additionally, the access system records each card access attempt which is stored in the online system. These records may be referenced by university officials for conduct or safety/security reasons.

**16(c). Door Propping:** A Licensee must not prop any door at any time to prevent fire, theft, and other safety concerns. Propped doors allow uninvited people to enter Student Housing facilities and breach the safety of each Licensee's person and property. Doors are also fire rated; keeping them closed is essential in preventing the spread of fires. For some of the exit doors, an alarm will sound if the door is held open. Please be aware of this and keep doors closed so as to not disturb other Licensees in the community. Doors found propped should be un-propped and reported to the RA on duty.

**16(d). Doors & Door Locks:** Tampering with, disabling, or modifying the operation of apartment, suite, room, or building entrance doors or door locks is prohibited. Any Licensee and/or guest of a Licensee responsible for such violation will be subject to judicial action and any charge for costs attributed to repairs of doors or door locks will be the responsibility of the Licensee.

## 17. Utilities

**17(a).** Directives of the State of California concerning energy conservation will be enforced and alterations may be made to Student Housing facilities based on federal, state, and county regulations. Utilities (electricity, gas, and water) may be limited upon state directives.

**17(b).** Excessive utility charges will be equally assessed among all occupants of a unit. Utility bills will be assessed approximately one month after the actual usage. Therefore, each Licensee is asked to conserve energy within the Licensee's living space (including turning room lights and appliances off when not in use and/or use of Energy Star appliances). Please see Energy/Water Conservation in the Policies, Regulations, and Procedures section for more information.

## 18. Pests

Student Housing has no knowledge of any pests in rooms or apartments based on annual inspections and treatment. A proof of treatments or inspections is available upon request in the Student Housing Office.

Accordingly, if a room or apartment or any portion therein is infested with pests during the term of this License and any extension thereof, said pest infestation will be presumed to be the fault of the Licensee or the guests of the Licensee. Should pests prove to exist in any facility, it is the responsibility of the Licensee to notify Student Housing staff. Student Housing will undertake eradication to the room or apartment, including the appliances and fixtures, at the Licensee's sole cost and expense at the discretion of Student Housing and Residence Life. At no time should the Licensee seek a third party for pest eradication. In the event of any pest infestation, the Licensee shall be responsible for all pest eradication with respect to Licensee's personal property in the apartments, suite, or room. Finally, should the Licensee not be compliant with the treatment plan for pest eradication, the Licensee will be responsible for the full cost of any pest eradication to related infested common areas or related infestations of other apartments, suites, or rooms.

## **19. Payment Information**

### **Activity Fee**

Housing rent includes a \$22.50 per semester resident activity fee to fund activities and events coordinated by your Residence Hall Association. Resident activity fees are nonrefundable after the beginning of the occupancy period.

### **Application Fee**

A non-refundable application fee of \$40.00 is required when submitting an application for on-campus housing. This fee is charged to cover the administrative cost of processing an application for a campus housing facility. No applications will be processed without payment of this fee.

### **Installment Fee**

The \$15.00 installment fee is waived for Licensees requesting the Annual Payment Plan. The installment fee is charged to each semester payment. Installment fees are nonrefundable.

### **Late fees**

Payments must be posted to the student's account by the specified due date or a \$75.00 late fee will be charged. Late fees will continue to be assessed throughout the delinquency process. Late fees charged are nonrefundable.

### **No Shows**

Licensees who fail to check in by established dates and times as described in Section 3 forfeit the reserved space, and are liable for a \$100 Cancellation Processing Fee plus prorated rent, meal plan fees, and nonrefundable fees as described in this appendix. If there is no waiting list for their unit type and the canceled Licensee is still attending CSUEB, Licensee will be charged for the entire license period.

### **Payment Schedules**

Licensees will be billed by the semester unless Licensee requests the Annual Payment Plan. Each payment due date corresponds with the campus due date as set by the Student Administration and Finance Office.

Payments may be made:

- At the Cashier's Office located at the Student Services & Administration (SA) Building.
- Online using a credit card or electronic check at <http://my.csueastbay.edu>. There is a 2.75% non-refundable service charge for credit card payments.
- By mailing in a check or money order. Please be sure to make the check payable to CSUEB and to include your full name and Net ID number on the check. (Do NOT mail in cash payment as it will not

be accepted.)

Mail checks payment to:  
Cashier's Office  
Cal State East Bay  
25800 Carlos Bee Blvd.  
Hayward, CA 94542

### Prorated Fees

If Licensee contracts after the first day of the fee period, rent and meal plan will be prorated.

**Lock out fees:** The following lock out charges apply for the 2022-2023 Academic Year.

- The first lockout is complimentary.
- The second is complimentary.
- The third lockout-Licensee will be required to complete a reflection exercise.
- The fourth lockout - Licensee will be referred through the conduct process for judicial action.
- The fifth and subsequent lockouts will cost \$25.00 and will also be referred to the conduct process.

**Key/Bay Card replacement:** The lost Bay Card/access token will be deactivated. Lost keys can usually be replaced within two working days. Lost cards/access tokens will typically be replaced within 1-2 hours of notification, during business hours. Replacement costs are as follows.

Item	First Replacement	Second Replacement	Third Replacement*	Fourth Replacement*
Bay Card	\$25.00	\$25.00	\$25.00	\$25.00
Pioneer Heights Gate Key	\$10.00	\$10.00	\$10.00	\$10.00
Bedroom Key	\$25.00	\$25.00	\$25.00	\$25.00
University Village Apartment Key	\$25.00	\$25.00	\$25.00	\$25.00
University Village Access Token	\$50.00	\$50.00	\$50.00	\$50.00
University Village Mailbox Key	\$10.00	\$10.00	\$10.00	\$10.00

\* The third and subsequent replacements will result in a conduct meeting in addition to the replacement fee.

## Appendix A

### Damage and Repair Sheet – Pioneer Heights Suites

Each resident must give reasonable care to the room/suite/apartment, its furnishings, and common areas. Residents are expected to maintain sanitary and safe conditions acceptable to the university. Residents will pay for any damages to Housing facilities (including damaged or missing furniture and appliances) willfully or negligently caused by themselves or their guest(s). If damage in common areas (hallways, elevators, etc.) cannot be traced to a

specific individual or group, but was in substantial part caused by individuals, groups, or invited guests acting from within the residence community, the residents of the hall or complex will be charged collectively. Residents may also be referred to the Housing judicial system.

When residents occupy the same room/suite/apartment and responsibility for damages or loss in the room cannot be determined by Housing, the cost of damages or loss will be divided and assessed equally amongst the residents. Any malicious damage to the buildings, grounds, or other facilities is prohibited.

To avoid unnecessary or inaccurate damage charges, residents should thoroughly review the Room/Suite/Apartment Inventory Form upon check-in (front of document). If there is disagreement with the initial assessment of the room's condition, residents must note as such on the Room/Suite/Apartment Inventory Form and meet with the Residential Life staff within five working days of check-in to have all copies of the Room/Apartment Inventory Form amended.

**Charges for Cleaning**

This is an estimated cleaning cost. Not all items are listed. Charges are per room and not adjustable.

**General Cleaning and Sanitizing:** Kitchen, Bathroom, Living Room, Hallway, Dining Room, and Patio \$35 (Per Room); Bedroom \$20

**Carpet Cleaning:** Living Room \$100, Hallway \$75, Bedroom \$50

**Upholstery Cleaning:** Sofa \$50, Chair \$25

**Misc.:** Smoking Odor in Apartment (Carpet and Upholstery): \$325; Smoking on Balcony (Tobacco Stains): \$35

**Replacement Costs (cost per item)**

This is an estimated replacement cost, per item.

There may be an additional cost incurred for installation and placement of item. This charge is estimated at \$32 (minimum).

<b><u>Furniture</u></b>		Closet Rod (Wood)	\$25		
Bed	\$325	Closet Rod (Metal)	\$100		
Dresser	\$450			<b><u>Locks/Doors</u></b>	
Desk	\$220	<b><u>Windows and Screens</u></b>		Front Door Lockset	\$1,000
File drawers	\$220	Screen Door	\$120	Bedroom Lockset	\$90
Lamp	\$50	Window Screen	\$35	Suites	
Mattress	\$150	Single Window	\$230		\$900
Dining Room table	\$425	Sliding Glass Door	\$300	Closet Door	\$75
Chair (price per)	\$125	Leveler Blinds	\$150	Bedroom Door	\$250
Sofa	\$725	Blind Pulley	\$10	Apartment Door	\$450
Love Seat	\$550	Per Blind	\$5		
Chair	\$400	<b><u>Light Fixtures</u></b>		<b><u>Other Apartment Items</u></b>	
Coffee Table	\$250	Kitchen Light	\$100-\$200	Thermostat	\$60
End Table	\$150	Dining Room	\$20-\$200	Smoke Detector	\$45
		Bedroom (Circular)	\$60	Smoke Detector (Strobe)	\$120
<b><u>Appliances</u></b>		Bedroom (Track)	\$40	Room Strobe	\$150
Microwave	\$300	Vanity	\$60	Sounding Horn	\$30
Refrigerator	\$585	Light Covers	\$15	Vent Cover	\$30
				Fire Extinguisher	\$150
<b><u>Bathroom</u></b>		<b><u>Outlets/Switches</u></b>		Disposal Unit	\$100
Toilet Seat	\$25	Electrical Outlet	\$15	Cabinets (per)	\$250
Toilet Paper Holder	\$25	Cable Outlet	\$15	Cabinet Shelf	\$50
Towel Bar	\$25	Internet Outlet	\$30	Waste/Recycle Can (Each)	\$60
Mirror	\$60	Light Switch	\$15	Phone/Computer Jack	\$50
Shower Curtain Rod	\$15			Carpeting (up to)	\$1000
Shower Curtain	\$15	<b><u>Repairs (per Section)</u></b>		Electrical Plates	\$10
		Wall and Ceiling Repair	\$75	Doorbell	\$25
<b><u>Bedroom</u></b>		Baseboard	\$15		
Closet Shelves	\$100	Linoleum Flooring	\$70		

# Damage and Repair Charge Sheet – Non Suite Apartments

Each resident must give reasonable care to the room/suite/apartment, its furnishings, and common areas. Residents are expected to maintain sanitary and safe conditions acceptable to the university. Residents will pay for any damages to Housing facilities (including damaged or missing furniture and appliances) willfully or negligently caused by themselves or their guest(s). If damage in common areas (hallways, elevators, etc.) cannot be traced to a specific individual or group, but was in substantial part caused by individuals, groups, or invited guests acting from within the residence community, the residents of the hall or complex will be charged collectively. Residents may also be referred to the Housing judicial system.

When residents occupy the same room/suite/apartment and responsibility for damages or loss in the room cannot be determined by Housing, the cost of damages or loss will be divided and assessed equally amongst the residents. Any malicious damage to the buildings, grounds, or other facilities is prohibited.

To avoid unnecessary or inaccurate damage charges, residents should thoroughly review the Room/Suite/Apartment Inventory Form upon check-in (front of document). If there is disagreement with the initial assessment of the room's condition, residents must note as such on the Room/Suite/Apartment Inventory Form and meet with the Residential Life staff within five working days of check-in to have all copies of the Room/Apartment Inventory Form amended.

### Charges for Cleaning:

This is an estimated cleaning cost. Not all items are listed. Charges are per room and not adjustable.

**General Cleaning and Sanitizing:** Kitchen, Bathroom, Living Room, Hallway, Dining Room, and Patio \$35 (Per Room)

Bedroom \$20

**Carpet Cleaning:** Living Room \$100, Hallway \$75, Bedroom \$50

**Upholstery Cleaning:** Sofa \$50, Chair \$25

**Misc.:** Smoking Odor in Apartment (Carpet and Upholstery): \$325; Smoking on Balcony (Tobacco Stains): \$35

### Replacement Costs (cost per item)

This is an estimated replacement cost, per item.

**There may be an additional cost incurred for installation and placement of item. This charge is estimated at \$32 (minimum).**

#### Furniture

Bed	\$325
Dresser	\$450
Desk	\$220
File drawers	\$220
Lamp	\$50
Mattress	\$150
Dining Room table	\$425
Chair (price per)	\$125
Sofa	\$725
Love Seat	\$550
Chair	\$400
Credenza	\$350
Coffee Table	\$250
End Table	\$150

#### Appliances

Microwave	\$300
Oven	\$400
Oven Burner (each)	\$60
Oven Rack	\$60
Broiler Tray	\$40
Range and Fan	\$110
Refrigerator	\$585

#### Bathroom

Toilet Seat	\$25
Toilet Paper Holder	\$25
Medicine Cabinet	\$11
Towel Bar	\$25
Mirror	\$60
Shower Curtain Rod	\$15
Shower Curtain	\$15

#### Bedroom

Closet Shelves	\$100
Closet Rod (Wood)	\$25
Closet Rod (Metal)	\$100

#### Windows and Screens

Screen Door	\$120
Window Screen	\$35
Single Window	\$230
Sliding Glass Door	\$300
Leveler Blinds	\$150
Blind Pulley	\$10
Per Blind	\$5

#### Light Fixtures

Kitchen Light	\$100-\$200
Dining Room	\$20-\$200
Bedroom (Circular)	\$60
Bedroom (Track)	\$40
Vanity	\$60
Light Covers	\$15

#### Outlets/Switches

Electrical Outlet	\$15
Cable Outlet	\$15
Internet Outlet	\$30
Light Switch	\$15

#### Repairs

Wall and Ceiling Repair	\$75
Baseboard (per section)	\$15

Linoleum Flooring (per section)\$70

#### Apartment Cable

DVR (Living Room)	\$300
DTA	\$150

#### Locks/Doors

Front Door Lockset	\$1,000
Bedroom Lockset	\$90
Suites	\$900
Closet Door	\$75
Bedroom Door	\$250
Apartment Door	\$450

#### Other Apartment Items

Thermostat	\$60
Smoke Detector	\$45
Smoke Detector (Strobe)	\$120
Room Strobe	\$150
Sounding Horn	\$30
Vent Cover	\$30
Fire Extinguisher	\$150
Disposal Unit	\$100
Cabinets (per)	\$250
Cabinet Shelf	\$50
Waste/Recycle Can (Each)	\$60
Phone/Computer Jack	\$50
Carpeting (up to)	\$1000
Electrical Plates	\$10
Doorbell	\$25

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