

Housing Roommate Agreement

Apartment Number: _____

University Housing & Residence Life 2022-2023

PURPOSE

This agreement serves as a document to assist all occupants of a suite/apartment to build and sustain a healthy comfortable living environment for all. As CSUEB celebrates and embraces our diverse community, these conversations will highlight and normalize living across different identities, backgrounds, and abilities. Completing this roommate agreement will set the foundation for conversation around rights, expectations, responsibilities, and living habits to create a great roommate experience for all occupants of a suite/apartment. After completing the roommate agreement with all occupants of the suite/apartment and reviewing with Resident Assistant, all will be provided with a copy of set agreements. Should anything change after getting settled into campus living, feel free to initiate conversation with all occupants. Please share as you feel comfortable and also in how you would like to contribute to building a healthy, comfortable, and safe space for all suitemates.

Rights & Expectations

All roommates of apartment/suite have:

- The right to a positive, safe, and healthy living environment.
- The right to study and complete course assignments without excessive distractions
- The right to create a cleaning schedule that works well with all occupants to ensure a clean apartment/suite.
- The right to personal space and set boundaries.
- The right to enter your room at all times.
- The right to leave personal belongings in a space and return to find belongings in the same place.
- The right to be free from verbal, physical, and emotional abuse.
- The right to contact a Resident Assistant to serve as a mediator to resolve conflict.

Responsibilities

- The responsibility to openly communicate regarding any issues that may arise in the apartment/suite.
- The responsibility to communicate boundaries.
- The responsibility to report or remove self from any housing policy violations.
- The responsibility to abide by safety standards and community expectations related to COVID-19.
- The responsibility to confront one another with issues that arise before contacting a staff member.
- The responsibility to contact Resident Assistant for any mediation that may need-----
- The responsibility to treat all members of Student Housing & Residence Life community respectfully regardless of gender, sexual orientation, race, ethnicity, religion, size, creed, socio-economic status, national origin, or disability.
- The responsibility to maintain the upkeep or suite/apartment throughout the academic year.
- The responsibility to adhere to courtesy and quiet hours.
- The responsibility to have a positive residential experience.

Personal Belongings

Are my roommates allowed to use my possessions in my room?

- Yes! My permission is not required.
- Yes, but check in with me first.
- Absolutely not.
- Other:

Food

Are my roommates allowed to eat my food?

- Yes! My permission is not required.
- Yes, but check in with me first.
- Absolutely not.
- Other:

Common Area Possessions

May my roommates use my possessions in common areas (i.e. living room, kitchen, etc...)?

- Yes! My permission is not required.
- Yes, but check in with me first.
- Absolutely not.
- Other:

RESPONSIBILITIES REMINDERS:

It is recommended that you create a cleaning rotation on a regular basis in order to maintain the cleanliness of your apartment/suite and to prevent pests, and rodents. Please note that it is the responsibility of (not the housing staff) the apartment/suite mates to manage the tasks on this list. During the academic year at the end of each semester, SHRL conducts a Health & Safety Inspection where the RA Staff will come in to check for maintenance and cleanliness issues. During the process of the Health & Safety Inspection, it is meant to provide educational opportunities for on campus living in suites/apartments. Additionally, regular up-keep and cleaning of your apartment/suite will prevent occupants from having to spend more time cleaning when it is time for the end of semester Health & Safety Inspection that takes place before Winter break and at the time of Move Out Closing. It is highly recommended for all occupants of the apartment/suite to work together to create a cleaning schedule that plans out the cleaning of all areas in space.

Common Areas Shared Group Agreement

INSTRUCTIONS

Discuss the areas below and create a group agreement for each common area. Initial next to the statement before moving on to the next common area. *Example: "The kitchen cleaning will consist of stain free floors, clear sinks, dishes clean and put away by 6 p.m. each night."*

Common Areas - Kitchen/Kitchenette

Washing dishes, cleaning microwave/stove/oven/sink/counters/tables/chairs and refrigerators, removing old/smelly food

Common Areas - Floors

Floors – sweeping and mopping kitchen, dining room and bathroom floors

Common Areas - Trash

Trash – Empty trash/recycling from kitchen, bathroom, balcony, bedrooms (if allowed)

Common Areas - Bathroom

Bathroom(s) – cleaning counter/mirror/sink/toilet/shower/ tub

Common Areas - Living Rooms

Living Room/Hallway - Picking-up, Dusting & Vacuuming

Common areas - Bedrooms

Bedrooms - Picking-up, Dusting & Vacuuming

Common areas - Patio

Patio—Picking Up, Dusting, Sweeping

Additional topics for discussion

Quiet/Focus Hours

Sleeping Hours/Bedtime

GUESTS POLICIES

Guests can be defined as another resident who lives within another suite or apartment OR non-resident guests. Please note that there is a formal overnight guest policy and approval process that needs to be submitted on your Housing Student Portal. All suitemates must be informed and come to agreement with overnight guests. An overnight guest is considered anyone in the apartment past 12 am (Sunday through Thursday) and 1am (Friday and Saturday). Refer to Student Housing Conduct Policies full policy.

Guests - Bedrooms

Guest - Belongings

Guests - Overnight

Health and Safety -[i.e. COVID, allergies, accommodations helpful to know]

Security - Door Locked Bedroom

Security - Other

Additional Conversation Topics

Please use the space below to discuss any important topics that you find helpful for the space

COMMUNICATION & CONFLICT RESOLUTION STRATEGIES

Communication is often the key to resolving conflict. However, we understand that it is a challenge for many. We encourage residents to communicate face to face and deal with the person that they are having a conflict with. We encourage residents to not escalate the situation by involving friends, other apartment/suite mates, parents and/or social media.

What is the best way for your roommates to contact you about any concerns in a timely manner?

By writing my name below, I certify that I have completed these questions and agree to the roommate agreement with my suite/apartment mates. I also acknowledge that should a conflict arise, I will first talk with my roommate about the concern using the above strategy. If we are unsuccessful in working through the conflict, I will then reach out to my RA for extra support.

| | |
|--------------|---------------|
| Name Date | Room #/Letter |
| <hr/> | |
| Name Date | Room #/Letter |
| <hr/> | |
| Name Date | Room #/Letter |
| <hr/> | |
| Name Date | Room #/Letter |
| <hr/> | |
| Name Date | Room #/Letter |
| <hr/> | |
| Name Date | Room #/Letter |
| <hr/> | |
| Name Date | Room #/Letter |
| <hr/> | |

Would you all like a physical copy (1) of your Roommate Agreement for your apartment?

YES _____

NO _____