**Roommate Agreement**

Apartment Number: ________

Student Housing & Residence Life 2021-2022

**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. 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 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.

**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 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 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 of 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: __________________________________________________________________________________________
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**

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.”*

<table>
<thead>
<tr>
<th>Common Areas - Kitchen/Kitchenette</th>
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<tbody>
<tr>
<td>Washing dishes, cleaning microwave/stove/oven/sink/counters/tables/chairs and refrigerators, removing old/smelly food</td>
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<tr>
<th>Common Areas - Floors</th>
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<tr>
<td>Floors – sweeping and mopping kitchen, dining room and bathroom floors</td>
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<tr>
<th>Common Areas - Trash</th>
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<tr>
<td>Trash – Empty trash/recycling from kitchen, bathroom, balcony, bedrooms (if allowed)</td>
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<tr>
<th>Common Areas - Bathroom</th>
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<tbody>
<tr>
<td>Bathroom(s) – cleaning counter/mirror/sink/toilet/shower/ tub</td>
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<tr>
<th>Common Areas - Living Rooms</th>
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<tbody>
<tr>
<td>Living Room/Hallway - Picking-up, Dusting &amp; Vacuuming</td>
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<tr>
<th>Common areas - Bedrooms</th>
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<tbody>
<tr>
<td>Bedrooms - Picking-up, Dusting &amp; Vacuuming</td>
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</table>
Common areas - Patio
Patio—Picking Up, Dusting, Sweeping

Additional topics for discussion

Quiet/Sleeping Hours
What is bedtime?

**Guests defined:** another resident who lives within another suite or apartment; non-resident guests are not permitted within student housing during this time.

**Guests - Bedrooms**
Are visitors allowed in the bedrooms?

**Guest - Belongings**
When I’m not present, may my apartment/suite mate’s visitor/guest use my bed/area of the room and/or my belongings?

**Guests - Overnight**
Are visitors allowed to spend the night in the bedroom?

**Health and Safety**
During the season of COVID-19, how will we approach, support, and inform each other about COVID-19 concerns?

**Security - Door Locked Bedroom**
Should residents ensure the bedroom door is locked when they leave?

**Security - Other**
Are there any other areas of security responsibility that needs to be addressed?

**Additional Conversation Topics**
Please use the space below to discuss any important topics that you find helpful for the space
**Communication - Conflict**

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?

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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.

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<tr>
<th>Name</th>
<th>Room #/Letter</th>
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