



Residence Living Application/Agreement

Instructions: Please type or clearly print the information below. All application/agreements must include a Two Hundred Dollar (\$200.00) room deposit payable to Gonzaga University, preferably submitted with your Admission Confirmation Deposit. As residence hall space is limited, applicants are requested to submit this form postmarked by May 1 for Fall Semester and by December 1 for Spring Semester. **Applicants are advised that NO guarantees are made regarding building, room or roommate preferences.** The date of receipt of application is the priority with which we attempt to meet such requests. Incomplete applications will not be processed. (Disclaimer: This Application/Agreement and all pertinent clauses within are subject to change from year to year.)

Please read through all of the Terms and Conditions of this Application/Agreement. SIGN THE AGREEMENT ON THE BACK PAGE and return it as soon as possible to the Office of Admissions, Gonzaga University, 502. E. Boone Ave., Spokane, WA 99258-0102. Notification of housing assignments will be sent to residents by August 10th for Fall Semester, and by January 5th for Spring Semester. If your housing needs should change for any reason after submitting this application or receiving your assignment, please notify our office immediately by calling (509) 313-4103.

*Note -- **This is a legally binding document***

Part I -- Student Information:

Housing Request for: Academic Year, 20_____ Spring Only, 20_____ Summer, 20_____ Session 1, 2, Both (circle one)

Name: _____
Last First MI Student ID # Preferred (or Social Security #) Gender

Permanent Address: _____
Number and Street City State Country Zip

Citizenship: _____ Birthdate: ____/____/____ Home Phone #: (____) _____

Email address: _____ Cell Phone #: (____) _____

Name of Parent/Guardian: _____ Parent Phone #: (____) _____

CATEGORY:

- New Student
- New Transfer
- Returning Student

ACADEMIC LEVEL (at beginning of housing term)

- Freshman
- Sophomore
- Junior
- Senior
- Grad
- Law
- ESL

TOTAL ON-CAMPUS LIVING EXPERIENCE:

- (at any college or university)
- 0 to 3 Semesters (0-5 quarters)
 - 4 or More Semesters (6 or more quarters)

Part II – Preferences (NO GUARANTEES MADE): this section will help us find a room and roommate that is most likely to match your needs but it is NOT meant to imply we can accommodate any or all of your preferences. **NO guarantees of room choice, hall style, or roommate preferences are made by our department regardless of personal conversations or communication made beyond this application.**

HALL STYLE: Single Gender Building Coed Building
ROOMMATE REQUEST (if any) _____
Name Student ID # (or SSN) [REQUIRED]

SPECIAL BUILDING REQUEST (not required): _____ (only one please)

OCCUPANCY PREFERENCE:

- Double Room
- Single Room
- Premium Single Room
(a Double Room as a Single or a Room With a Private Bathroom—Generally Not Available to New Residents)

HOUSING STYLE PREFERENCE:

- Traditional Residence Hall (Lower Division)
- Substance Free Theme (Lower Division)
- Engineering Theme (Lower Division)
- Community Service Theme (Lower Division)
- Leadership Theme (Lower Division)
- Outdoor Adventure Theme (Lower Division)
- International Community (Lower Division Apts.)
- Lower Division Apartments (<21 Yrs. Old)
- Upper Division Apartments (>=21 Yrs. Old)

PLEASE ANSWER BOTH QUESTIONS BELOW.

WHICH IS MORE IMPORTANT TO YOU?

- Roommate Request **OR** Special Building Request

WHICH IS MORE IMPORTANT TO YOU?

- Housing Style Preference **OR** Special Building Request

Please choose only one response per question below.

- Do you smoke?** Yes No **How orderly or neat are you?** Very Moderate Not
Do you sometimes study/read with music on? Yes No **Preferred activity in room?** Quiet Moderate Active
When do you prefer to study? Morning Afternoon Evening Late Night

c. Termination/eviction

If the resident's conduct requires a disciplinary sanction to remove him/her from the residence living system and/or dismiss or suspend him/her from the University: same charges as in 10(b) above

d. Withdrawing with permission from the University

Room and Board will be refunded according to a pro-rated refund schedule published by the University less any damage charges.

11. **The resident (and/or parent or guardian) signing this agreement is/are responsible for payment of room and board charges as currently published.** Payment in full for each semester must be made prior to, or at, registration unless special payment terms have been arranged in advance. The student must contact the Office of Student Accounts to resolve any delinquencies regarding the account with the University.
12. **The University will attempt to honor, whenever possible, specific roommate, building, or room requests.** However, these requests **ARE NOT GUARANTEED**. In consideration of the assignment of a space, the resident agrees to pay the appropriate charges for the style of space to which he/she is assigned as enumerated herein. Styles of space include doubles, singles, triples, and premium singles, and one, two, three and four bedroom apartments. There are a limited number of single rooms on campus. Priority of assignment to single rooms is based on room availability, residence longevity, and the date the Application/Agreement and housing deposit were received by the Office of Housing and Residence Life.
13. **The University agrees to deliver and the resident agrees to maintain in clean, safe, and sanitary condition the assigned space and all public areas on the immediate floor(s) which are accessible to the resident.** Upon check-in to the residence hall room or apartment, the resident will complete and sign a Room/Apt. Condition Report which subsequently becomes an Addendum of the Application/Agreement. This Addendum lists the condition of the room upon check-in and check-out. The resident is responsible for reviewing and comparing the condition of the room to that noted on the Addendum. Discrepancies must be brought to the attention of a Residence Life staff member within five (5) days of signing the Addendum.
14. **A resident vacating a residence hall room or apartment must arrange to be officially checked out of the space by their Residence Director or Resident Assistant.** An appointment to be checked out must be made at least 24 hours in advance when the move takes place during the semester, and one week in advance when the move takes place at the end of a semester. At check-out time the condition of the room will be reviewed and noted on the Room/Apt Condition Report Form. In addition, failure to adhere to scheduled check-out times and/or failure to arrange for appropriate check-out with University personnel may result in improper check-out fees being assessed to the resident. Any charges to the resident regarding the room condition at check-out will be generated from the Room/Apt Condition Report Form.
15. **Residents are financially responsible for damages or required maintenance to their rooms and other public areas and equipment, other than normal wear and tear.** Residents are responsible for keeping all assigned furniture in the assigned room and understand that the University does not store any bedroom furnishings, nor authorizes removal. The Department of Housing and Residence Life does not recognize the authority of any other employee or department to make commitments to store bedroom furniture outside the assigned room, including the authority of building staff. Additionally, the resident is responsible for any damages caused by his/her guest(s). Residents are also jointly responsible for vandalism and excessive wear/tear in the common areas of the living units and buildings in which they reside.
16. **The University reserves the right to make room changes during and prior to occupancy for the good of the resident or residence community.** One example of this is the occasional need to reclaim a room or space that is better suited for meeting the needs of a student with a disability. Also, the University reserves the right to assign additional space in a double room to another resident as that space becomes available or in order to consolidate open bed spaces. The University implements a "consolidation policy" to consolidate people unwilling to pay a single room rate when a roommate does not show up or moves out prior to the end of the year. Residents agree to comply with these processes when asked.
17. **ALL PROVISIONS, RULES, REGULATIONS, AND POLICIES IN THE CURRENT GONZAGA CATALOGUE AND STUDENT HANDBOOK are hereby incorporated into this Application/Agreement and are binding on all parties to this agreement.** By signing below, the resident additionally agrees to comply with all rules and regulations of the Residence Living System and the University as published in the University Catalogue, Student Handbook, any written notices published during the academic year on department letterhead and mass distributed, and all Federal, State and Local laws.
18. **The University will not be liable for any damages or losses to person or property** caused by other persons, theft, burglary, assault, vandalism or other crimes, fire, flood, water leaks, rain, hail, ice, snow, smoke, explosions, interruptions of utilities, or other phenomena. The University strongly recommends that the resident secure his or her own insurance to protect against loss from any of the above occurrences. The student agrees to hold harmless and indemnify the University for any claims or damages payable as a result of negligence or acts or omissions to act by the resident in violation of this agreement or University policy.

Initial
Please

Initial
Please

Part III – Terms and Conditions of the Residence Living Application/Agreement:

Please read carefully and sign at the place indicated below. This application/agreement WILL NOT BE ACCEPTED unless signed by the applicant and the applicant's parent/guardian if the applicant is under 18 years of age. Any verbal statements made by any Gonzaga University employee which seem to contradict the terms of this written agreement will be ruled by the terms of this written agreement.

1. The student understands and agrees that the terms and conditions of the Residence Living Agreement are based on the educational goals and mission of Gonzaga University, are in consideration for other residents' health, safety, and privileges, and are in compliance with University policies as set forth in the current University Catalogue, Student Handbook, and established state and federal laws. The student accepts the responsibility for obtaining, reading and abiding by these materials and agrees to those terms herein.
2. **ALL FULL-TIME UNDERGRADUATE FIRST AND SECOND YEAR STUDENTS MUST RESIDE ON CAMPUS.** Additionally, all students living in the residence hall system who are of first or second year standing at GU are required to purchase a meal plan and take their meals in the campus dining facilities. Special dietary needs and meal arrangements are available by contacting the Food Service Manager.
3. **A \$200.00 housing deposit must be submitted with the Residence Living Application/Agreement.** When the student moves into residence space, this deposit converts to a damage deposit and is kept on file until the student leaves the residential living system. The deposit will be carried over from year to year as long as the student resides in the residential living system. The deposit will be returned to the student when she/he has been approved to live off-campus, graduates, or withdraws from the University with permission, unless there are any outstanding damage charges for which the student must assume individual and/or collective responsibility. The full deposit, or the remainder after any assessments are made, will be refunded in a reasonable amount of time after the close of the agreement period, **upon written request.**
4. **Gonzaga University, hereafter referred to as the University, upon acceptance of this agreement and confirming such acceptance** in writing to the student, hereafter referred to as the resident, shall provide to the undersigned resident, a residence hall or apartment space commencing at 9:00 a.m. on the day designated for check in Fall Semester (see department WEB site or mailings) and terminating at 6:00 p.m. on the Thursday of Finals week for Fall Semester, or 24 hours after the resident's last scheduled final examination, whichever occurs first; and, commencing at 10:00 a.m. the Sunday before classes begin for Spring Semester and terminating at 5:00 p.m. on the Saturday of Finals week for Spring Semester, or 24 hours after the resident's last scheduled final examination, whichever occurs first. (* For students participating in Graduation exercises for Spring Semester, exceptions to these deadlines can be arranged in writing for a Sunday check out. Exceptions must be negotiated with the designated representative of Housing and Residence Life.)
5. **If the assigned room is not occupied by the close of the 3rd day of classes for each respective semester, the reservation will be cancelled and the deposit forfeited unless** a WRITTEN request is submitted by the incoming resident, in advance, to hold the room for a specific date of arrival.
6. **THIS AGREEMENT IS FOR THE PERIOD OF ONE ACADEMIC YEAR and is binding for that period as long as the resident is enrolled** at the University. Residents entering student housing during the academic year must sign an agreement for the remainder of the academic year. This agreement is not transferable and may not be sold to another person.
7. **The Residence Living Agreement will be in effect upon its return by the resident and its execution by the University.** No agreement will be executed by the University until and unless the \$200.00 deposit has been received by the Office of Housing and Residence Life.
8. **Assignment to a residence hall or apartment is contingent upon final acceptance for admission to the University and on the availability of space. EXECUTION OF THE RESIDENCE LIVING AGREEMENT BY THE OFFICE OF HOUSING AND RESIDENCE LIFE DOES NOT CONFIRM ADMISSION TO THE UNIVERSITY.** The University reserves the right to refuse any application for residence hall accommodations by returning the housing deposit.
9. **The Residence Living Agreement may be terminated if the resident is not officially enrolled as a full-time student at the University.** Applicant must be regularly matriculated to reside in campus owned property. Each student must carry at least twelve credit hours per semester as an undergraduate and 6 if in a graduate program. In the event that a student withdraws from classes during a semester for legitimate reasons, exceptions to this policy must be requested from the Associate Director of Housing within one week of the change. Housing and Residence Life is not required to grant such exceptions.
10. **Contract penalties: Liquidated damages assessment**
 - a. **Applicants who decide not to attend GU and have not been a GU student** If written notification is not received in the office of Housing by July 1st for fall semester and December 1st for spring semester: forfeit the deposit of \$200.
 - b. **Students who are 21 years or older or met the residency requirement or as approved by the Director of Housing** Contract is binding upon date of signature. Failure to fulfill contract:
 - Cancellation **prior** to May 1st: \$600.00 penalty plus forfeiture of deposit
 - Cancellation **after** May 1st: full rent due for remainder of contract and forfeiture of deposit

Initial
Please

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