

**SUMMER 2021 Special Residential Housing Contract**

Residence Life Office & Housing  
One University Avenue, Suite 4502  
Mechanicsburg, PA 17055  
(717)796-5239; [housing@messiah.edu](mailto:housing@messiah.edu)

I hereby activate this agreement for a residence hall space for myself at Messiah University for the summer of 2021 (the amount of time will be determined by the Dean of Students, from the applicable date of check-in until the applicable date of check-out as stated below). I understand this agreement will be invalid in the event of permanent removal by the University for failing to comply with the Code of Conduct and Community Covenant, as well as other university-issued directives, including those related to COVID-19 health and safety measures. I agree to be responsive to communication from the university, pay any applicable fines, attend any mandatory information meetings as necessary, and submit payment for room and board on time. I agree that this agreement **does not** create a landlord/tenant relationship between me and Messiah University and **does not** convey any leasehold or other real property interest. I understand that the terms "resident" or "occupant," as used in this agreement, apply to me. My signature indicates I understand the terms of this agreement and agree to abide by them.

1. **CONDUCT OF RESIDENTS:** The resident of the space assigned agrees to abide by the Community Covenant and Code of Conduct of Messiah University and is subject to University policies relating to residential living facilities as published in the current Student Handbook and incorporated in this agreement. A resident is assumed to be aware of these policies.
2. **CHECK-IN PROCEDURE:**  
Follow check-in guidelines as communicated by the Housing Office.
3. **COVID-19 PROTOCOL:**  
Until communicated otherwise, residents must follow the university's COVID-19 health and safety protocol. This includes: following physical distancing guidelines, wearing a protective mask when appropriate, not leaving campus unless approved, not visiting other residents' rooms, not gathering in groups of more than three, etc.
4. **MINIMUM & MAXIMUM AGE:** Minors who are at least 17 years of age may be approved to live on campus. Individuals older than 24 years of age are not allowed to live on campus. Requests for an exception can be made to the Assistant Director of Housing.
5. **ROOM KEY:** Receiving a room key is part of the check-in procedure. Any resident that does not pick up a room key within the first 10 days of moving in will receive a \$75 charge for improper check-in. Upon departure from residence, the room key must be returned to a Residence Life staff member. Failure to do so will subject the resident to a charge of \$75.00. A room key may not be duplicated. If the room key is lost or stolen during the term of occupancy, a charge of \$75.00 will be made to the resident's University account.
6. **CHECK-OUT PROCEDURE:**  
Follow checkout procedure as communicated by the Housing Office.  
Students **must** check out no later than June 30, 2021, unless they are granted a special exception from the Housing Department.
7. **COMMUNITY COVENANT & CODE OF CONDUCT:** Residents are expected to re-read the Community Covenant and Code of Conduct and abide by the guidelines and principles outlined therein.
8. **CONDITION OF ROOM UPON DEPARTURE and DAMAGES:** All trash will be removed by the assigned resident. Failure to leave the room in clean and acceptable condition will result in an assessment equally divided between each assigned resident. Moreover, if the common areas on the hall (lounges, hallway, bathrooms, etc.) are left in disrepair, a charge for returning the common area to its original condition will be equally divided among all residents. In situations where the damages are extreme, repetitive, or the unit is severely disruptive, the residents may be subject to the University disciplinary process resulting in sanctions, including housing relocation. All personal belongings must be removed from the space assigned upon departure. The University

assumes no responsibility for belongings left in the space assigned. Additional charges may be assessed if residential space is occupied following the required checkout.

9. **INDIVIDUAL RESPONSIBILITY:** The occupant of the space assumes responsibility for any act, behavior or conduct that originates from the space assigned or selected.
10. **SPECIAL ROOM ENTRY AND SEARCH:** The University reserves the right to enter and search any residence hall space in an emergency or if there is reasonable cause to believe a violation of University policy, local, state, or federal law is occurring. Any such entry and/or search is subject to the Student Search Policy published in the Student Handbook.
11. **GUESTS/OVERNIGHT STAYS:** Due to the COVID-19 pandemic, off-campus guests are not permitted in University residences unless given prior approval by the summer Residence Director. Guests are not permitted to stay on campus overnight. Neither guests nor residents are permitted in bedrooms of the opposite gender. The resident is responsible for the conduct of their guest(s) and agrees to pay for any damage caused by a guest.
12. **BED RISERS:** Bed risers are used to create under bed storage for residences. In order for bed risers to be used the following criteria must be followed: Bed risers must be made of high density polyethylene that holds 1,200 lbs., the bed cannot be raised more than six inches. Bed risers may only be used on metal beds and may not be used when bunking beds. Bed risers made out of other forms of plastic, cinder block or PVC pipe are prohibited.
13. **LOFTS, STADIUM SEATING AND FURNITURE STACKING:** Lofts are prohibited. Beds and furniture may only be stacked if they are constructed for stacking, triple bunk beds are prohibited except for furniture that has pins for bunking. Any form of stacking or stadium seating for couches or other furniture is prohibited.
14. **PERSONAL INSURANCE:** The University accepts no liability for the theft, loss, or damage by fire, water or appliance failure or otherwise of money, valuables, computers, or any personal property of the occupant either in the individual's residential space or in University storage areas. Residents are urged to purchase their own insurance to cover such losses. The Residence Life Office works with a company who offers insurance specifically for university residents. Information can be found at the Residence Life office or by contacting <http://gradguard.com/school-search>. Since family homeowner's insurance policies sometimes provide coverage for the personal property of a family member away at school, residents are also encouraged to check with their family's insurance agent regarding policy coverage.
15. **RECYCLING AND TRASH REMOVAL:** In accordance with Pennsylvania Act 101, the occupants of the space assigned are responsible to separate recyclable glass, aluminum cans, and paper, and agree to deposit these products in the respective containers outside the hall. Residents are also required to take their trash to the central drop-off location for their building or area.
16. **VACANT SPACE(s):** If a space should become vacant in your room or apartment, the university reserves the right to assign the space without prior notice. You are expected to make adequate space available for roommate(s). Additionally, if you fail to do so, you may be subject to judicial action or additional fees. Based on available spaces, residents may be given the option to pay the lower occupancy rate (pay double rate for triple room or single rate for double room) to hold an empty space for one semester.
18. **REASSIGNMENT PROCESS:** The University reserves the right to temporarily or permanently reassign residents to another residence hall space at any time during the term of occupancy.
19. **STORAGE:** Limited and restricted storage is available at one's own risk for residents whose home is at least 300 miles from campus. **The University assumes no responsibility for any loss or damage of items stored.**
20. **MEDICAL FORMS:** All medical forms must be completed and returned to Engle Center (health services) in order for a resident to receive a room key for a residential room and building.
21. **NON-DISCRIMINATION:** Messiah University does not discriminate on the basis of gender, race, color, disability, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other University -administered programs. It complies fully with the prohibitions against discrimination on the basis of sex contained in Title IX of the Educational Amendments of 1972. By entering into this agreement, residents agree to honor and support the University's commitment. Discrimination or harassment of others in violation of this commitment will be cause for dismissal from the residence halls.

Signature of Messiah University Student: \_\_\_\_\_ Date: \_\_\_\_\_