Summer 2018 Intern and Guest Housing Resident Agreement

Rules and Regulations

- **Smoking is prohibited on campus.** Those who smoke must do so in their vehicles with the doors, windows, and sunroof completely closed. Guests who are caught smoking anywhere in the building are liable to be fined and possibly removed from the residence hall.
- **Alcohol is only permitted for those who are 21 and older,** and must be kept out of the public areas of the residence halls. Any guest caught with alcohol in the public areas of the building (kitchen, pool, game room, etc.) are liable to be fined and possibly removed from the building. Any guest under the age of 21 who is caught with alcohol is may be fined and possibly removed from the building.
- Guests may not paint, wallpaper, stencil, and add stickers or borders to their walls.
- Quiet hours are enforced between 11:00PM-9:00AM, Monday-Thursday, and between 12:00PM-9:00AM, Friday-Sunday. The piano, pool table, and ping pong table in the lobby are not to be used after 8:00PM.
- Guests using the community kitchen (located on the first floor) are responsible for cleaning up after themselves and keeping track of their dishes and cookware. They are also responsible for removing any items that have expired in the community refrigerator.
- Guests will be held responsible and billed for any significant damages they contributed to the building and/or their suite.
- Guests who lose their key during their stay or do not return their key at the end of their stay will be billed $75.

Cancellations or Extensions

If a guest should need to cancel, extend, or shorten their stay, they must let the Coordinator know as soon as possible so that the necessary accommodations can be arranged. Those who do not inform Conference and Event Services of any changes with their arrival and departure dates will be expected to move in and move out on the dates indicated on their application.

Property Damages and Liability

In the event that a guest loses or breaks a personal item, or has something stolen on the premises, the University of Missouri – St. Louis is not responsible for fixing or replacing these items. In the event that something is stolen, the guest should immediately contact the UM-St. Louis police at (314) 516-5155 so that they can file a police report. Each guest is responsible for keeping track of their personal items and making sure their belongings are secure.

Any guest that contributes to the damaging of University of Missouri – St. Louis property will be billed for the repairs. If the damages are within a community area and significant enough to warrant a fine, then the entire guest housing community will be billed for the repairs in the event that the guest(s) responsible do not come forward.

If a guest is unable to pay, or refuses to pay, for items billed to them, they may be sent to collections.

Contract Termination and Eviction

If a guest is found in repeated violation of any of the rules and regulations listed above, depending on the severity of the violation, he or she may be evicted from the residence hall or given a form of warning. In the event that a guest is evicted, the guest will be given a date for when their belongings must be moved out of their suite, and will be expected to turn in their keys promptly. Those who do not remove their belongings by the date given will be denied access to the building and must make an appointment with the Coordinator to retrieve their personal affects. There will be no refunds issued to those who are evicted from Oak Hall.
Prohibited Items

- Candles and incense
- Hot plates
- Microwaves and refrigerators (we provide them)
- Toaster ovens
- Space heaters
- Halogen lamps
- Extension cords (power strips and surge protectors are okay)
- Anything with an open flame or heating element
- Pets
- Controlled substances (these include any forms of marijuana)

Prohibited Items for Wall Decorations

- Tacks and screws
- Scotch, electrical, and foam tape
- Glow-in-the-dark stickers
- Plastic hooks with adhesive backing
- Anything that could tear or put a hole in the surface

Other Information

If a guest needs to report a problem, receive assistance with a lock-out, or has any emergency questions after the office closes for the day, they may contact the Conference Assistant on call. The CA on call can be paged between the hours of 5:00PM – 8:00AM Monday – Thursday and from 5:00PM Friday – 8:00AM Monday. Guests can either send a text message or leave a voicemail for the CA, who will in turn address the issue promptly.

Guests are responsible for the upkeep of their bedroom and bathroom. Trash and recycling may be deposited in the marked bins located in the basement of Oak Hall. Guests who are experiencing maintenance issues can contact our staff. Maintenance requests that are filed after 12:00pm on Friday will be addressed on the following Monday. Emergency maintenance issue, such as those that are causing building damages or jeopardizing the safety of guests, can be reported to staff immediately and we will respond as quickly as possible.

Any issues with housing and/or assigned roommates should be addressed with the Coordinator. Any additional questions or concerns regarding housing should also be brought to the attention of the Coordinator in a timely manner.

I have read the Summer Guest Housing Contract and understand the rules and regulations associated with living in Oak Hall for the summer.

Signature: ___________________________________________ Date: ____________________
Contact Information Confirmation

Guest’s Last Name (printed):

Guest’s First Name (printed):

Guest’s Phone Number:

Guest’s Email:

Billing or Mailing Address:

Street Address:

City: State: Zip Code:

Emergency Contact Information:

Emergency Contact:

Relation to Guest:

Emergency Phone Number: