Introduction
Welcome to Residence Life & Housing at Wright State University. This document establishes the rules and regulations for guest housing located at Wright State University. Failure to comply with the rules and regulations listed in this document shall constitute a breach of this agreement. You must also agree to abide by the laws of the United States, the laws of the State of Ohio, and the city ordinances of the City of Fairborn.

In addition, this document establishes the terms and conditions of the University Guest Housing agreement, hereinafter referred to as agreement. This agreement and the accompanying addendum constitute the agreement between Residence Life & Housing, hereinafter referred to as department, and the guest resident, hereinafter referred to as you, for guest housing services located at Wright State University.

Note: The Terms and Conditions are subject to change at any time. If a change is made, it will be posted on the official Guest Housing website. You are expected to be knowledgeable about and abide by the policies and procedures in this document, and you will be held responsible for violations. The Director of Residence Life & Housing or their designee must approve all exceptions to policies.

I. Agreement Conditions
   1. Rate and Agreement Term
      A. Your unit may be occupied as a private residence only by those named on the Guest Housing Assignment for the period beginning on the date indicated on the assignment. If there is an empty space in the unit, a new person can be assigned at any time at the discretion of the guest housing coordinating team.
      B. You must agree to pay (or arrange for a sponsoring department or organization to pay) the monthly rent to Wright State University on or in advance of the first of each month for the duration of your stay. The rental rate includes furnishings provided by Residence Life & Housing, garbage removal service, water, natural gas, electricity, local telephone service, basic cable television service, wireless internet service, and a linen set which includes 1 blanket, 1 pillow, 1 sheet set (flat, fitted, and pillowcase), 2 towels, and 2 washcloths.
      C. Residence Life & Housing reserves the right to increase the rental rate with 30 days notice. If rates increase, a notice will be mailed to you informing you of the new rates.
      D. The first month’s payment will be due prior to check in. If you arrive mid-month, you will be billed a prorated amount from the date you check in until the end of the month. This prorated amount will be due in addition to the first month’s payment prior to check in. Computation of the daily rental rate to be used for billing and refund purposes will be based upon the actual number of days the space was occupied.
      E. A security deposit of $250 is due upon check in. $200 of this deposit is refundable. The department has the right to retain your security deposit, and/or bill you for charges to cover damages, unpaid rent, and other amounts owed to the university.
      F. You may not transfer possession of, lease, or sublease your guest unit.
      G. You must agree to a minimum of a one week stay. Accommodations for less than one week will be billed for one week, regardless of the length of stay. Exceptions to this policy can be made on a case by case basis.

   2. Termination of Agreement
      A. You must provide a 7 day notice prior to the time you intend to move from the unit. If you will need an extension, you must provide at least a 14 day notice. Residence Life & Housing cannot guarantee availability for extensions.
      B. You must remove all personal property from the premises on or before the last day of the term of this agreement. Any property that you fail to remove shall be deemed to have been abandoned.
      C. Your unit or property will be deemed abandoned if:
         1. You are physically absent from the unit for at least seven (7) days without providing the department notice of an extended absence; AND
         2. You owe unpaid rent; AND
         3. The department has reason to believe in good faith that you have vacated the residence with no intent to return.
      D. The department may cancel your guest housing agreement when:
         1. You fail to make payment of rent or other charges and the past due amount becomes over 7 days past due.
         2. You choose not to accept approved changes in the terms of the agreement.
3. You commit or maintain any nuisance, breach of the peace, or disorder in or upon the premises.
4. You have violated any provision of the agreement and/or any rules established by Residence Life & Housing and Wright State University.

II. General Policies & Procedures
1. Liability for Personal Property or Injury
   Although the university will make all reasonable efforts to protect your property, neither the university nor the department is in any way liable for the loss of, theft of, or damage to, any property belonging to you or for injuries sustained by you, other occupants, or your guests. You shall not hold the university responsible for damage or injury caused by breakage, leakage, or obstruction of pipes, and from other latent defects not known to the university.

2. Unit Personalization
   A. Furnishings
      1. You may not remove any of the furnishings listed on the attached unit inventory, unless prior approval is obtained from the Associate Director of Facilities.
   B. Unit Alterations
      1. Residents agree to make no changes, alterations, or additions in or to the premises of Wright State University campus housing. This includes paint and wallpaper.

3. Unit Entry
   A. Units may be entered under the following conditions:
      1. General Inspection and Maintenance - Your unit may be inspected periodically for maintenance purposes. Maintenance teams do their best to give reasonable notice when they will be entering your apartment, however there may be instances where notice cannot be given.
      2. Emergencies - There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared.
      3. Other:
         a. To maintain an environment that facilitates the scholarship of other residents, including turning off an alarm, stereo, television, CD player, or other time that has been left unattended and is causing a disturbance. Before entering the room, staff will make a reasonable attempt to locate the occupants.
         b. If you permanently vacate your unit or unit is deemed abandoned.

4. Alcoholic Beverages
   Wright State University prohibits the use of alcohol that is inconsistent with state, local, or university regulations. The university will enforce all state and local laws relative to the consumption of alcohol. The misuse or abuse of alcohol will not be tolerated on campus. Violation of state laws, local laws, or university policy may result in disciplinary action and a coordinated response with law enforcement authorities. The following policies refer to the presence of alcoholic beverages in the residential communities:
   A. A guest of legal drinking age may possess and consume alcohol in his/her personal bedroom with the door closed. If all occupants of the room are of legal drinking age, alcohol may be consumed in a common space of the residential unit. Residents of legal age will be held responsible for policy violations if they do not take reasonable measures to ensure that underage residents do not gain access to the alcohol.
   B. Open containers of alcohol are not permitted in any public areas or surrounding grounds including, but not limited to: parking lots, catwalks, gazebos, and the Village pavilion. Closed containers are allowed in public areas and surrounding grounds only if they are being transported to the residential unit of a resident of legal drinking age.
   C. Gatherings where the sole purpose is drinking alcoholic beverages are not permitted in campus housing even if the residents are of legal age.
   D. Kegs, beer balls (empty or filled in any portion), beer bongs, trash cans, coolers, or any other large containers or quantities of alcohol are prohibited in campus housing.
   E. Alcohol related paraphernalia and alcohol related decorations that contain or once served as containers for alcohol are not permitted in campus housing. Bottle caps on the ceiling, beer cartons on the walls, beer can pyramids, beer bongs, alcohol bottle collections, and alcohol bottles filled with non-alcoholic liquids or substances and similar paraphernalia are included in this prohibition.

5. Automotive Maintenance
   Automobile maintenance is not permitted in the community parking lots. Cars with expired tags or flat tires may be removed and stored at the owner’s expense.
6. Balconies
   Balconies are considered an extension of the unit, and as such, the same policies which govern the interior of the unit are in place. However, university provided furniture from inside the unit is not permitted on the balcony.

7. Candles - All candles with wicks are prohibited.

8. Cleanliness
   All guests are expected to maintain cleanliness and hygiene in their living units. Some causes for concern would include, but are not limited to: anything creating a foul odor, debris (clothing, garbage, or other personal items) on the floor that would make entering and exiting the room difficult, rotting or spoiling food left in the room, and soiled clothing and unsanitary personal items not disposed of properly. Units requiring extra cleaning during the guest’s stay or after checkout will be assessed a fee, which will be withheld from the security deposit (or billed to the guest in the event a security deposit was not required).

9. Decorations
   When hanging posters, decorations, etc. on the walls in the guest housing units, it is advised that guests use items that will not damage the walls, such as pins, small tacks, or staples. Residence Life & Housing does not recommend using double-sided tape because it often damages the drywall upon removal.

   Guests may not attach mirrors, towel racks, or memo boards with screws or nails to the doors inside each unit. Items hung on doors should use a hook system that is placed over the top of the door without damaging it.

   Guests are not allowed to hang items on ceilings due to fire code. Also, guests are not allowed to have evergreen trees or other decorative items that are considered fire hazards.

10. Destruction of Property/Vandalism
    Any guest who maliciously or accidentally damages property for any reason will be held responsible for the cost of the item or damage and/or the cost of the labor to restore or repair the item to its original condition. Any cost for damages will be withheld from the security deposit (or billed to the guest in the event a security deposit was not required). Vandalism includes, but is not limited to: punching holes in the walls, breaking windows, destroying furniture, and setting fires. Guest housing residents will be held responsible for the actions and/or damages incurred by their guests as well. To ensure quality repairs, guests are not permitted to repair damages themselves. If property is damaged accidentally, guests should report the damage to housing maintenance immediately.

    Appeals of damage charges can be submitted to the guest housing coordinator for review.

11. Drugs, Narcotics, and Paraphernalia
    The university is committed to maintaining and educational environment free of illegal drugs. Wright State University prohibits the use, manufacturing purchase of or possession of any controlled substance (including possessing drug paraphernalia), prescription drugs that are not prescribed to the individual in possession of the drugs, or other illegal drugs of any kind. Furthermore, making available, giving away, selling or serving any illegal drugs or drug paraphernalia or using any drug in a manner not legally prescribed to that person is also prohibited.

12. Fire Safety
    Smoke detectors and fire extinguishers are installed for your protection. Report immediately to the Residence Life & Housing office any apparent defects in fire safety equipment. Tampering with fire equipment, including the removal of batteries in smoke alarms, is a violation of guest housing policy and may lead to termination of your guest housing agreement.

    In the event of any fire extinguisher being used, please call the appropriate maintenance number for recharging and checking, and replacing if deemed necessary.

13. Grills and Cookout Equipment
    The use or storage of any charcoal or propane grill on balconies or patios of guest housing apartments is in violation of Ohio Fire Code and is prohibited. Likewise, propane tanks are prohibited from being stored in any guest housing unit. Any guest in possession of the above mentioned items will have 24 hours from the date notified to remove the items from the premises. Failure to remove the items may result in termination of your guest housing agreement.

14. Guests and Visitors
You are responsible for your guests/visitors. Visitors must abide by all policies. Please be courteous to your roommates when having visitors over.

15. Hover Boards
The use, possession or storage of hoverboards and similar self-balancing devices on the Wright State University campus is prohibited. This includes all Wright State outdoor areas, facilities, buildings, residence halls, and apartments. This ban applies to all faculty, staff, students, and visitors.

16. Insurance
The university does not carry insurance on you or your property. You are encouraged to review any existing homeowner’s insurance policies for coverage or to carry your own insurance. If you are found responsible for damages, you will be held liable for all or any portion of the loss.

17. Keys/Lockouts
A set of keys will be issued to you when you check in to your unit. You are responsible for these keys. You may not give your keys to another individual to. You may not have duplicate keys made. If you lose a key, notify the Residence Life & Housing office immediately for safety and security reasons. The loss of keys will result in a lock change. Cost for the lock change will be deducted from your security deposit.

For safety and security reasons, you are urged to keep your unit door locked and refrain from propping open outside doors. Access to your unit is limited to you, other occupants, and your guests. It is each guest’s responsibility to carry their keys with them at all times. If you become locked out of your unit, you can visit the Residence Life & Housing office between 8:30am and 5pm Monday through Friday. If you become locked out of your unit outside normal business hours, you may contact the RA on duty in your respective community for lockout assistance.

18. Littering/Trash Removal
Trash (including tobacco products) is to be disposed of in the proper receptacles. Dumpsters and recycling bins are readily available in each residential community; therefore, room/unit trash is not to be left outside or placed in the stairwells. Any guest who disposes of garbage improperly will incur a fee, which will be withheld from the security deposit (or billed directly to the guest in the event that a security deposit was not required).

19. Mopeds/Motorcycles
Guests may not park their mopeds, motorcycles, etc. on their balcony, patio, or in their unit. Guests may park in lined out corners at the end of rows, except next to handicap spaces and fire lanes. If a lined out area is unavailable, guests may use a standard space.

20. Outdoor Recreational Activity
Individuals are not allowed to throw, bounce, kick, or use sports balls, Frisbees, or any other sporting equipment beyond designated recreational areas. Designated recreational areas include, but are not limited to: open grass lawns and established basketball courts, volleyball courts, tennis courts, etc. Rollerblading or skateboarding is not permitted in any of our residential areas. Also, playing games or sports in community parking areas, which may damage parked vehicles or increase safety hazards, is not permitted.

21. Pets
The only pets permitted on campus housing premises are fish. All other animals are not allowed. Visiting pets are not allowed. An exception will be made for service animals trained to perform a specific task(s) in order to mitigate the owner’s disability. A violation of this policy may result in an additional charge. Additional sanctions, including termination of your guest housing agreement, may also be imposed.

22. Prohibited Items
The following is a list of items not permitted in residential units at any times. This is non-comprehensive, and Residence Life & Housing reserves the right to deem other items as prohibited.
Additional A/C units, Alcohol (if under 21), bed risers, blow torches, bows/arrows, combustibles, daggers, darts/dartboards, deep fryer, firearms/weapons, fire cannons, fireworks, flammable fluids, fuel driven engines, halogen/lava lamps, hazardous liquids, homemade bed lofts, hookahs, hunting knives, incense, induction burners, machetes, open flames, appliances with open heating elements, pizza ovens, pressure cookers, scuba tanks, space heaters with exposed coils, spears, toy guns of any kind, wireless routers/servers, mace.
23. Quiet Hours
The quiet hours policy was established to offer an atmosphere in the residential areas that is conducive to quiet studying and sleeping. The quiet hours policy applies to all indoor and outdoor campus housing areas including, but not limited to: basketball courts, volleyball courts, gazebos, balconies, and catwalks.

**Quiet hours will be as follows:**
Sunday-Thursday: 10pm-9am, Friday-Saturday: 12am-9am
Beginning the Friday before finals week, 24 hour quiet hours shall be in effect in all residential areas.

**Courtesy Hours**
Guests are expected to maintain a reasonable noise level at all times. During both courtesy and quiet hours, requests for less noise from roommates, suitemates, and neighbors above, below, or next to you, will be respected in guest housing.

24. Smoking
Wright State University is a tobacco free campus. Smoking is prohibited in all buildings on campus, including residence halls and apartment units, including balconies. Tobacco-free includes all forms of tobacco, and e-cigarettes/vapes. Guests may possess tobacco items, but they may not use these items on campus property, at any time.

25. Weapons, Firearms, Ammunition, or Fireworks
The Wright State University Student Handbook and Campus Housing Policies state: “The use, possession, or carrying of weapons, including, but not limited to, pistols, rifles, shotguns, air soft guns, paintball guns, all pellet/BB guns, dangerous knives, ammunition, or any stun device, or other dangerous weapons is prohibited while on university-owned or controlled property, or at university-sponsored or supervised activities, except by university police officers and other persons specifically authorized by the University. For fire and general safety reasons the possession of firearms, ammunition, firecrackers, explosive or combustible materials, and/or injury threatening weapons are strictly prohibited.
Individuals found to be in possession of a firearm may be subject to immediate cancellation of their Campus Housing Agreements and will face further university disciplinary and/or criminal action. The above mentioned policy also applies to guests of residents when they are visiting residents on campus. A resident who hosts a guest is responsible for the guest’s conduct at all times, as well as any damages incurred by that guest. Guests must comply with all university and community policies. Guests who violate a policy may be asked to leave the community and/or university property, and may be subject to further university action.”
Anyone who uses, threatens to use, or is found in possession of a weapon or potential weapon should expect to be removed from guest housing immediately.

**Acknowledgement:**
By agreeing to the Terms & Conditions online, and submitting your electronic housing application, you are stating you have read and agree to the above terms and conditions set forth in this agreement. Your signature also binds you to abide by all guest housing policies set forth in this agreement.

Additionally, by signing this agreement, guests agree to accept and abide by all Residence Life & Housing policies and university policies, procedures, and regulations. Guests also understand that guest housing policies and procedures may differ from student policies and procedures, or guest housing policies and procedures of other campuses.