Wesleyan University believes that residential life represents an extremely important aspect of the overall college experience. It therefore commits a great deal of its resources and energy to providing students with opportunities for their development as scholars, as social beings, and as individuals. However, in order to get the most out of these possibilities, it is essential that students bring to residential life a spirit of understanding for, and generosity toward, all members of the community. This spirit, accompanied by an active and enthusiastic willingness to share and participate for the good of all, virtually guarantees the realization of a successful and rewarding residential community. In the spirit of creating and maintaining this unified community at Wesleyan, the University requires that all undergraduate students live on campus throughout their undergraduate career.

THE UNIVERSITY RESERVES THE RIGHT TO CHANGE OR ALTER THE TERMS OR CONDITIONS OF OCCUPANCY DURING THE CONTRACT TERM FOR REASONS IT DEEMS NECESSARY. RESIDENTS AGREE TO THE TERMS OF THIS CONTRACT WHEN THEY ACCEPT ADMISSION INTO WESLEYAN UNIVERSITY. THE CONTRACT REMAINS IN FORCE FOR THE DURATION UNTIL THE STUDENT IS NO LONGER AN UNDERGRADUATE AT THE UNIVERSITY.

TERMS OF OCCUPANCY
Students have access to their rooms/units only during the time housing is open. This date is set from year to year, based on the academic calendar and published on the university calendar for each year. Correspondence from the Office of Residential Life regarding opening and closing includes the dates university housing is available for students to move in and dates that students must have completed their move out. Failure to adhere to these dates will lead to administrative charges for early move in and/or moving out late. Additionally, the university reserves the right to refuse permission for the student to live in a university residence beyond the contract dates, and may charge an administrative fee to any student who resides in university housing prior to or after the published dates when housing is open each academic year. The university will charge an administrative fee and pack and store occupant's belongings at their cost if they fail to vacate at the conclusion of their contract period. The university may also discard, at owner's risk, any belongings left in the facility after the university housing closes.

LIABILITY
The University will not assume either risk or liability for loss of, or damage to, personal property. Since Wesleyan University cannot assume responsibility for loss of (or damage to) personal property of the residents caused by mechanical mishaps, theft, fire, wind, flood or other catastrophes, students are advised to maintain their own insurance for personal possessions.

DAMAGE TO UNIVERSITY PROPERTY
Residents will be responsible and charged for any damage made to university property within their room, apartment or building to which they are assigned. Damage costs in common areas of units, apartments, houses and buildings will be assessed to all residents of the unit, apartment, house or building if specific individuals responsible for the damage are not identified. See Physical Plant Housing Guidelines for more details.

LEAD PAINT DISCLOSURE
Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. The University recognizes that any housing built prior to 1978 may contain lead-based paint and/or lead-based paint hazards. Tenants must also receive a federally approved pamphlet on lead poisoning prevention. By accepting this contract, you are affirming that you have reviewed the pamphlet Protect Your Family from Lead In Your Home. The pamphlet may be downloaded at: http://www.hud.gov/offices/lead/library/enforcement/pyf_eng.pdf.

All Wesleyan housing was built before 1978 with the exception of the following: Fauver Residence Hall, Fauver Apartments, 19 Fountain Avenue, 20 Fountain Avenue, 25 Fountain Avenue, 231 Pine Street, and 14 Warren Street.

OPERATING A BUSINESS/SOLICITATION
Residents are not permitted to use any Wesleyan facilities or services for business or personal profit activities. This includes, but is not limited to buildings, telephone system, and computer network, hardware, or software, etc. Only
members of recognized student organizations, with permission from The Office of Residential Life, may conduct fundraising activities in the residence halls. Fundraising activities may not include door-to-door solicitation. No outside organization or person may solicit in residence halls or apartments.

**ENTRY OF STUDENT ROOMS**

There are several circumstances under which student rooms may be entered during the course of the academic year including a request by the occupant(s) of the room, immediate concerns regarding the safety of any occupants, an emergency situation, or to check health or safety conditions. Maintenance and custodial personnel may enter student rooms to provide services necessary to the upkeep of the units and unannounced room inspections will be conducted by university personnel at random times during the year.

**OFF-CAMPUS STATUS**

Off-Campus status is viewed as a break of the residency agreement at Wesleyan. A student can only obtain this by successfully obtaining Off-Campus status through the General Room Selection (GRS) process. Typically, the only students who are released to off campus status meet at least one of the following criteria: 25 years or older, married, have children, or have a specific medical accommodation need which cannot be met in campus housing. The GRS is only conducted once a year and must be completed each year that a student wants to live Off-Campus. Students who attempt to break the residency agreement without being authorized by Residential Life will be subject to administrative fines and action taken by the Student Judicial Board (SJB), in addition to being charged the full Residential Comprehensive Fee.

**CONTRACT CANCELLATIONS**

In the event of a contract release, a refund will be prorated to the date of the return of the key and the release; no refunds, however, will be granted to students who vacate during the last two weeks of either term. It is University policy that students in University housing do not sublet their rooms at any time during the contract term. The University reserves the right to cancel the contract of any student who does not check into his/her room by the first day of classes or notify the Office of Residential Life prior to that date that she/he will arrive after that date.

The contract guarantees housing to the student, but it does not guarantee a specific assignment requested by the student. The Office of Residential Life reserves the right to enforce an administrative move if continued residency by the student at the existing location is determined by the Director of Residential Life or the Dean of Student Services to be detrimental to any part of the university or Middletown community. The University may terminate the housing contract without notice in the event of an emergency that would make continued operation of University housing not feasible. The University reserves the right to terminate the housing contract/lease for reasons of conduct in violation of the Code of Non-Academic Conduct.

**PETS**

Pets are not permitted in any student housing with the exception of fish in 10 gallon tanks or smaller. No other pets or animals are permitted in student residences at any time, even if for a brief visit. Students and their roommates who have a pet or animal found in their residence are subject to the following:

**First Offense:** $300 fine and referral to the Student Judicial Board

**Second and Subsequent Offenses:** $500 fine and further judicial action up to and including suspension

Regular follow up visits will be made to ensure the animal has been removed.

Students who, because of a disability, seek approval for a support or assistance animal must request a reasonable accommodation through Disabilities Services. This is a formal process that requires appropriate supporting documentation. A determination is then made regarding whether it is reasonable for the animal to be on campus. For policies regarding service animals, please contact Disabilities Services. Students must not bring the emotional support animal to campus until they have received approval from Disabilities Services and Residential Life. Any student who has an animal in residence prior to approval is subject to a fine and judicial action.

**HOUSING GUIDELINES**

Students are responsible for basic care and upkeep of their residential area in accordance with the University’s “Housing Guidelines” http://www.wesleyan.edu/physicalplant/housing-guidelines.html. Residential areas that are not found to be in acceptable condition will result in mandatory professional cleaning at the student' expense, a fine, and/or possible relocation. Students will be held individually responsible for damages or guideline violations in their assigned room and may be held collectively responsible for damages or guideline violations that occur in the shared common area of their living unit or building. Fines for violations will be charged to the student’s account.

**ROOM ASSIGNMENTS**

Only those students who have signed contracts for University housing may reside therein. Students who have been granted permission to live off-campus may not live in any housing owned by Wesleyan University unless they forfeit their off-campus status. Only those students to whom a particular room or unit has been assigned by the Office of Residential
Life may reside therein. Overnight guest may not remain in residence for more than three (3) consecutive nights. Students are expected to respect the rights of their roommates, house mates, or apartment mates whenever guests are present. The University reserves the right to assign roommates, to consolidate vacancies within the same unit, to change room assignments for reasons of health, safety, incompatibility or other conditions seriously affecting the general welfare of the residents involved, and to make room assignments wherever there are vacancies. Students and or guests are not permitted to reside in common areas, attics or basements unless such areas are designated as bedrooms by the Office of Residential Life.

ROOM CHANGES AND EXCHANGES
Students may request room changes by filling out a Room Change Request form and submitting it to the Office of Residential Life. Room changes begin two weeks after classes begin and end four weeks before the end of the semester. Room changes will not be granted from single-occupancy residence hall rooms to entirely empty double-occupancy or other single-occupancy residence hall rooms. All students involved in room changes must obtain written permission, in advance of the change, from the Office of Residential Life.

Students can request room exchanges within a wood frame house or an apartment starting when housing opens each semester until the week before finals. Students can go to the Office of Residential Life and obtain the Exchange Request form. Once the students have signed and submitted the form, they cannot move until they receive permission from the Office of Residential Life. Students must exchange rooms before finals begin. This helps Residence Life to be clear on which spaces are empty for cleaning purposes. Students have to exchange rooms within 48 hours of approval from Residence Life.

Unauthorized room changes and exchanges may result in an administrative fine of $250.00 for each person involved. In addition, each person may be required to return to their original assignment and will be subject to charges of violations of the Code of Non-Academic Conduct, in particular regulations (14) Failure to Comply with a University official and (15) Department Regulations.

Students are responsible for keys and any damage to their assigned room. Residential Life will not retroactively change room assignments to avoid damage fees or incorrect key charges. In addition, students will only be keyed into the room that shows as their official assignment, should they be locked out.

KEYS
At the time of check-in, each student receives key(s) to hir room, hall, or house. All keys must be returned to the Office of Residential Life at the time of check-out. A student who fails to return hir keys(s) to the Office of Residential Life within 24 hours of the termination of the housing contract or of checking out will incur a charge for a lock change. If a student has misplaced hir key(s) but believes ze can locate it, ze may borrow key(s) from the Office of Residential Life. Borrowed keys not returned to the Office of Residential Life within 3 business days will result in the lock being changed and an assessment for each key. The student will be held financially responsible for the expense. Duplication of keys by students is prohibited and is considered to be a serious violation of the Code of Non-Academic Conduct.

LOCKOUTS
On weekdays during Residential Life business hours (8:30 a.m. to 5:00 p.m.), all students can retrieve Loaner Keys from the Office of Residential Life free of charge. Loaner keys must be returned to the Office of Residential Life by close of the business day on which they are checked-out. Students living in the following areas: 156 High, 200 Church, the Butterfields, Clark, Fauver Residence Hall, Hewitt, Nicolson, and West College will go to the Resident Advisor on duty for their area when locked out from 8:00 p.m. to 8:00 a.m.

Public Safety will handle lockouts from 5:00 p.m. to 8:00 p.m., Monday thru Friday and 8:00 a.m. to 8:00 p.m. Saturday and Sunday. Public Safety will handle lockouts for all other areas when the Office of Residential Life is closed. Lockouts during non-business hours are subject to a $10 charge.

CHECK OUT
A student must vacate University housing by noon the day following termination of their student status in the event of withdrawal, resignation, graduation, completion of credit requirements, their last final, official leave or disciplinary action; or by the last day of the contract term. Failure to do so will result in the student having to pay both a fine and room charge. Upon vacating their room, the student must follow established check-out procedures as provided by the Office of Residential Life and the Physical Plant Office.

COMMUNITY STANDARDS & RESIDENTIAL REGULATIONS

As a residential institution, Wesleyan University believes that for each student the experience of living with other students has an educational importance that should parallel and enhance their academic and personal development. For students
to truly learn from this experience, they must respect the rights of other members of the community in which they live. In order to ensure the safety, security and maintenance of the residential units, the offices of Residential Life, Physical Plant, and Public Safety have outlined the following criteria for Community Standards and Regulations.

**PARKING**
Residents and their guests are expected to observe all Middletown motor vehicle parking and traffic ordinances. Any violation is subject to ticketing and/or towing by the Middletown Police Department and/or Public Safety at the owner’s expense. Residence hall students should park in designated student lots. Wood frame house residents and their guests may park in the driveway of their house and on the street when and where it is allowed. No university undergraduate housing includes individual or reserved parking, this includes the use of driveways, which are not reserved for residents of the unit next to the space. All student cars need to be registered with Public Safety, even if they are being parked in driveways at wood frame houses. Parking is never allowed on yards or in front of another driveway, obstructing a sidewalk, or alongside yellow or red curbs. Parking is restricted on all streets during snowstorms, and is subject to fines. A full description of all policies regarding on campus vehicles can be found at [http://www.wesleyan.edu/publicsafety](http://www.wesleyan.edu/publicsafety).

**PROPERTY**
It is important for you and your guests to respect the property of your neighbors. Acts of theft, vandalism, littering, and trespassing undermine community relations and a common sense of well-being. Any instances of theft, vandalism, or trespassing should be reported to Public Safety immediately.

**DOORS**
Doors within the residential units play a primary role in safety by preventing access from intruders and by enhancing the building’s fire and smoke control capabilities. Propping open corridor or stairway fire doors or exterior doors, opening a secured outside door of a residential unit to allow access to an unknown non-resident, forcing open a secured door, and tampering with door locks are prohibited activities. In wood frame houses, common areas do not have doors in order for all students in the house to enjoy the space.

Room doors must be closed and locked when the room is unoccupied or when occupants are sleeping. Residents should not leave their keys in their room doors or interfere with the function of locks at anytime.

**WINDOWS**
Exiting or entering through windows is prohibited. Window screens are considered permanent fixtures and should not be removed for any reason other than an emergency. At no time should anything be hung, mounted, or placed on the outside of a window. Window locks, as well as window stops (where provided) should be used whenever possible.

**STUDENT HANDBOOK**
University policies related to items that have been identified as possible fire and/or safety hazards apply equally to all University housing, including wood frame houses. Please refer to the Physical Plant and Fire Safety section of this contract for a complete listing of restricted items.

**NOISE**
Everyone at Wesleyan has a different schedule for working, sleeping, and socializing. All residents should be mindful of their neighbors' schedules and of Middletown’s ordinances with regard to noise, which require reduced levels after sundown every day. Noise should be kept within reasonable levels at all times, and special care should be taken to contain noise within your room, apartment or house during evening and night hours. Residents should make an effort to communicate with floor mates or neighbors about upcoming events. Residents who repeatedly disturb floor mates or neighbors with excessive noise will be charged under the provisions of the Code of Non-Academic Conduct that states “the persistent interruption of a reasonable level of peace and quiet is also a violation.” Repeated offenses of any of the above community standards will result in more serious consequences, including an administratively initiated move to another residential unit.

**QUIET HOURS**
One of the goals of Residential Life is to provide an atmosphere that is conducive to study and rest. In order to meet this goal, all residents must understand that the right of residents to study and sleep takes precedence over the right to make noise that disturbs others. At the beginning of the fall semester, the members of each residential unit will establish “Quite Hours” for their community. These hours cannot supersede Community Standards for Wood frame Houses or local municipal ordinances. When “Quiet Hours” are in effect, all noise should be kept at a minimal level and not be heard outside the room or unit. At all other times, students are expected to observe “Courtesy Hours” and be mindful to ensure that noise levels do not interfere with or negatively impact other students or the community. If another person asks you to control the noise level in and around your residence, you are expected to comply with the request.

A. Beginning at 12:00 a.m. on the second day of reading period through the last day of finals, twenty-four hour “Quiet Hours” are in effect in all residence halls.
B. Students in wood frame and program houses are expected to be mindful and courteous of all house members during reading week and finals week. Any social event that has the potential to be disruptive to the community at large will not be approved.

**SOCIAL EVENTS**
The University supports students having social gatherings in their residence as long as these gatherings do not create a disturbance to other members of our community. Students must take an active role in ensuring that the event does not disturb Wesleyan and community members. Students hosting a party in their apartment or house should always consult with floor mates and neighbors when planning the event. Any social gathering must comply with the University's Social Event Policy. When residents host a gathering, they will be held accountable for the actions of their guests. If guest activity causes any harm to persons or property, both the responsible person(s) and the hosts may be held financially responsible.

Unless otherwise specified in the Student Activities and Leadership Development Social Event Policy, a registered house event cannot exceed 49 people for an indoor event and 75 people for an outdoor event as long as your wood frame house has a backyard. However no party or social gathering should host more people than can be contained comfortably within the livable areas (no basements or attics) of the house, or apartment. Guests may be outside but should stay in the yard of the host house.

Residents should remember that noise from outside gatherings travels freely and can be especially disturbing to people nearby. Hosts are expected to be cognizant of noise being generated from their event, and act appropriately in accordance with community standards and expectations. Upon receiving a noise complaint, Public Safety will respond to the gathering and inform the hosts of the problem. If residents and/or guests fail to respond appropriately to a complaint about excessive noise from a registered gathering and a second visit is made by Public Safety, the event will be shut down and the hosts will be referred to the Student Judicial Board.

Residents who have an unregistered event will be shut down by Public Safety and refer the hosts to the Student Judicial Board after the first complaint/visit. Residents should not wait for Public Safety to notify them of a problem. All students, and particularly students hosting an event, should pay close attention to the noise and impact the party is having on the surrounding community. Hosts should attend immediately to noise concerns and other violations of the Code of Non-Academic Conduct. Charges may be presented to the appropriate judicial board about disturbances from gatherings under the provisions noted in the previous section on “Noise.” Judicial charges related to other types of violations of the Code of Non-Academic Conduct, such as alcohol violations or vandalism resulting from gatherings, may be brought forward following a single visit from Public Safety.

Repeated offenses of any of the above community standards may result in more serious consequences, including an administratively initiated move to another residential unit.

**WOOD FRAME HOUSES**
Living in a house is very different from living in a residence hall, program house, or apartment - with increased independence comes increased responsibilities. A wood frame house is an old house that has been lived in by students for many years. Most are not new facilities and sometimes show their age. Houses vary in size and amenities. Bedrooms, bathrooms, and living areas vary in size. The house will be a great place to live if you treat it like a home that needs constant care. The appearance of your home is a reflection on you, your housemates, and the Wesleyan community. You will be responsible for keeping the house clean, taking out your own garbage and recyclables, turning on/off your own heat, etc. Please remember the following:

- All trash must be placed in sealed plastic bags and then placed in covered trashcans.
- Recyclable items should be placed in the appropriate containers.
- Trash and recycling should be placed at the curb on the designated pick-up day. Trash cans and recycling containers must be brought back to the house following pick-up. Trash receptacles should not remain at the curb more than 12 hours prior to or following trash removal.
- Trash receptacles should not be visible to a neighbor or from a sidewalk on days other than when a pick-up is scheduled.
- Debris should be removed from the outer areas of the house and the yard kept in presentable condition by the residents of the house. Failure to comply may result in fines and/or disciplinary action.
- The University will provide snow removal and maintain the lawn.
- Indoor furniture is not permitted outside of houses or on lawns, decks, stoops, porches, etc.
- Cleaning service is not provided to wood frame houses. You are responsible for cleaning your house. It is also expected that the house be left in a clean condition at the end of the school year (refrigerator cleaned out, stove and oven cleaned, bathtub/shower cleaned and all trash, furniture and personal effects removed.)
- Laundry equipment and hook ups for washers and dryers are not provided. Do not purchase or rent laundry equipment expecting to use it in your residence.
- Physical Plant should be notified immediately regarding any maintenance needs or concerns. If something
breaks, gets damaged or is not working properly, or if you have any concerns about the safety or security of your house, it is your responsibility to call Physical Plant (X3400) during the day, or Public Safety (x3333) after hours, as soon as possible to report the problem. A little problem addressed quickly may prevent a bigger problem from occurring.

**QUIET HOUSES**
It is critical for all students to realize that living in a wood frame house is a privilege that comes with significant responsibility. Students living in these houses become part of a Middletown neighborhood, and must be sensitive to all of the student and non-student residents living in these neighborhoods.

All Wesleyan-owned student houses on Home Avenue, Lawn Avenue, and Brainerd Avenue are designated as quiet houses. Students who choose designated quiet houses during the room selection process agree not to host parties or social events unless they are small and the noise from such events will be contained within the house. Further, students agree to not participate in activities that might negatively impact their neighbors, and understand that they will be held responsible for disruptive noise or activities caused by them or their guests. Any violation will be addressed by Residential Life and the Student Judicial Board and repeated offenses may result in relocation of students from a house.

**SMOKING POLICY**

In order to limit exposure to environmental smoke, the University prohibits smoking in all residence halls, program houses, apartments, and Wood frame houses, as well as within 25 feet of university residences.

Effective implementation of this policy depends upon the respect and cooperation of all members of the Wesleyan University community. Students are encouraged to discuss problem situations regarding smoking in residential areas and outdoor areas with fellow students. Complaints and disputes that are not resolved through discussion should be brought to the attention of a Resident Advisor, House Manager, Head Resident or Area Coordinator. If a satisfactory resolution is not reached, the Director of Residential Life should be consulted. Students who violate the smoking policy will be fined, as well as charged with violating the Code of Non-Academic Conduct.

Community Standards are also part of your Housing Contract
Fire Safety Guidelines are also part of your Housing Contract
Physical Plant Housing Guidelines are also part of your Housing Contract