

**RESIDENTIAL LIFE CONTRACT ADDENDUM
PADUA HALL APARTMENTS
2008 - 2009**

1. Residence in Padua Hall Apartments is a privilege. Student behavior within Padua Hall should comply with the Standard of Conduct and Residential Life sections of the University of Saint Francis Student Handbook. A Student may be removed from Padua to a traditional hall or from campus if behavior falls below the required standard. (Initial____)
2. The reservation fee/damage deposit for Padua is \$200.00. The damage deposit will carry over in the case that a student would renew during the spring semester for the following fall. (Initial ____)

Any damages or stains to common areas or common area furniture will be charged to the apartment, unless full responsibility is taken by one of the apartment residents. Any damage found during the May inventory of the apartment will be taken from the deposit. Students will be notified as to any damage charges assessed as a result of the May inventory. Any charges exceeding the \$200.00 deposit will be added to the student's account. If a student has been charged for damages for one year and renews to the apartments, the charges will carry forward, and charges or damages billed over the amount remaining from the \$200 deposit will be added to the student's account. (Initial ____)
3. Students are required to officially check out of the apartment as per the housing contract. This official check out includes the following:
 - Scheduling a time to check out with a staff member to have the apartment inspected
 - Returning all keys issued during the apartment move-in
 - Signing and dating all appropriate paperwork as requested by staff (Initial____)
4. When moving into the apartment, students are to fill out a specific room condition report for the condition of their respective rooms as well as a room condition report for the common areas (bathrooms, living areas and furniture, kitchen area, and dining areas). (Initial____)
5. Apartment residents will regularly clean the apartment, including kitchenette appliances (i.e. microwave, toaster oven, and refrigerator), bathroom, carpet and all other areas needing cleaning. (Initial____)
6. Apartment bedrooms will have a bed, desk and dresser for the number of students living in the bedroom. Substitute beds, including waterbeds, lofting units or mattresses, or substitute desks or dressers may not be used. Students are to leave the bedroom furniture in their bedrooms. Common area furniture is to remain in the apartment and is not permitted on the balconies. (Initial____)
7. If fewer than six people sign up for a room assignment in a given apartment, individuals will be assigned by the Director of Residential Life. An effort will be made to assign students of similar interests and habits. (Initial____)
8. Upperclassmen in Padua are able to choose between either a 10 or 19 meal plan as part of their agreement to reside in the new residence hall. All first year students are required to have a 19 meal plan (Initial____)
 - 19 meal plan – traditional meal plan with 19 meals per week, including breakfast, lunch and dinner Monday through Friday and brunch and dinner on Saturday and Sunday all served in the Trinity Dining Room.
 - 10 meal plan – 10 meals per week of the student's choice in the Trinity Dining Room. In addition, the resident will have 105 meal points (equal to \$1 each) that can be used in the Dining Room, Café on the Corner, Cyber Fresh Café or at night in the Student Center.
 - Meal exchanges are available in the Cougar Lounge (student center) or the Cyber Fresh Café.
 - A student is able to change their meal plan only during the two weeks after the first day of class for the Fall and Spring semesters. (Initial____)
9. While visitors are not signed in to the apartments, the behavior of visitors is the sole responsibility of the person with whom they are visiting. Overnight visitors need to register with the Hall Director. Residential Life staff and Security Officers reserve the right to ask anyone to leave the new residence hall or university premises. (Initial____)

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10. Residents of an apartment unit will complete a Roommate Agreement signed by all persons living in the apartment. The Roommate Agreement assists the residents of an apartment to set mutual living standards and is to be completed by the end of the first week of classes of each semester and reviewed with staff members on a periodic basis or as requested by a resident of the apartment unit. (Initial_____)
11. Students are not permitted to hang or display items off of the balcony for any reason with the exception Homecoming activities. (Initial_____)
12. Students may utilize the balcony provided that any furniture taken out to the balcony is returned to the apartment when not in use. (See #7. Common area upholstered furniture is not to be taken outside the apartment.) Grills are not permitted on the balcony. (Initial_____)
13. In consideration of others, students are asked to not play musical instruments, boom boxes, or place any stereo equipment out on the balcony. (Initial_____)
14. Residents may be financially responsible for the dispatch of Fort Wayne Fire Department to campus due to fire equipment tampering or causing the fire alarm for the building to sound due to irresponsible cooking or due to a violation of any fire safety policies as outlined in the Student Handbook. (Initial_____)
15. Lamps that are brought into the apartment should not exceed 60 Watts of power capacity. (Initial_____)
16. Residents in the apartment are to respect courtesy and quiet hours as established in the Residential Life section of the Student Handbook. (Initial_____)
17. No item should be placed on inside or outside doors that will damage the finish or paint. (Initial_____)
18. Residents are responsible for the removal of trash from their apartments. A dumpster is located conveniently at the southwest corner of the building. Trash should not be left outside of apartment entrances. Any furniture brought for the apartment needs to be removed by the resident as they leave their assignment as per the housing contract. Residents will be charged for the removal of any trash or personal furniture left in the apartment. (Initial_____)
19. Residents who wish to stay in Padua Hall over breaks when the residence halls are closed (Christmas vacation and Spring Break), may do so for an additional vacation housing fee. They should sign up with the hall director and pay the fees, prior to the break. All of the residence halls including Padua will be closed for the week between Christmas and New Year's Day. Residents will not be able to stay during that week. (Initial_____)

By signing, I am indicating that I agree to the terms of the addendum to the Residential Life contract for Padua Hall. By initialing each item, I am indicating that I have read each statement.

Printed Name

Signature

Date

White: Office

Yellow: Hall Director

Pink: Resident