

# Pacific Union College Residential

<b>FOR OFFICE USE ONLY</b>			
Assignment:	<b>Men's</b>	Gr Ne Ni	<b>Women's</b> A G Mc Wi
Room Reservation Fee Rec. #	_____ (Continuing students have paid reservation fee)		

PUC ID \_\_\_\_\_

NAME: \_\_\_\_\_  
*Last*
*First*
*Middle*

ADDRESS: \_\_\_\_\_  
*No. & Street*
*City, State*
*Zip Code*

HOME PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_

New Student    Former Student    Continuing Student    Gender:  Male    Female

Term applying for:  Fall    Winter    Spring    Summer \_\_\_\_\_ Year

Class Standing:  FR    SO    JR    SR    GRAD

NAME OF PERSON RESPONSIBLE FOR PAYMENT OF HOUSING FEES:

NAME: \_\_\_\_\_  
*Last*
*First*
*Middle*

ADDRESS: \_\_\_\_\_  
*No. & Street*
*City, State*
*Zip Code*

**LICENSEE AGREES:**

1. The licensee is an accepted student at Pacific Union College ("College") and will maintain status as a regularly enrolled student throughout the occupancy. The Office of Student Services may require that the licensee carry an academic load of at least eight units.
2. The licensee must pay a room reservation fee before a room in the residence hall may be reserved. After completing this agreement, keep yellow copy of this agreement and send white copy to: **ENROLLMENT SERVICES, Pacific Union College, One Angwin Avenue, Angwin, CA 94508.**
3. This license is for the academic year (or such of the academic year that remains) and financially obligates the licensee to full payment of rents for the academic year (or remaining portion thereof, if applicable) except for the dates of closure set forth in Section I below.
4. **The room reservation fee will be forfeited if the licensee does not cancel the reservation at least 21 days to the start of the quarter for which licensee has reserved occupancy if licensee does not occupy a room for that quarter.**
5. The licensee agrees to all terms and conditions of this license as set forth below and further states: I have read this license agreement and hereby agree to abide by its terms and conditions and all applicable College regulations and policies while a resident of College residences.

**ROOM RESERVATION FEE MUST HAVE ALREADY BEEN PAID OR MUST ACCOMPANY THIS SIGNED AGREEMENT**

\_\_\_\_\_  
Signature of Licensee
Date

A MINOR LICENSEE (under 18) also must have license agreement signed by parent or legal guardian.

I hereby agree to assume and be primarily responsible for rental charges specified payable at the time and the amount indicated, and I hereby acknowledge that I have read and understood this license agreement.

\_\_\_\_\_  
Signature of Parent/Guardian
Date

**I. OCCUPANCY**

College hereby grants to the licensee occupancy of a College residence room as a licensee for the academic year (or remaining portion thereof, if applicable) unless terminated sooner under the provisions of this license agreement. The exceptions to this policy are outlined below in Section IV, "TERMINATION OF OCCUPANCY." Specific assignment of a room shall be made by College. All licensees and guests must vacate their College residence during the periods specified in Section III, 4 and 5 below. (NOTE: Some of our residence halls may also be closed during the quarter vacations.)

**II. CHARGES AND PAYMENTS**

The licensee shall pay the College the amount established by College's Administrative Council for the type of room assigned. The first payment shall include the room reservation fee as established by College unless the fee has been previously paid. If the premises have been maintained in accordance with provisions of this license agreement, College shall return the reservation fee upon termination of occupancy, if there is no account balance. In the case of an account balance, the room reservation fee shall be applied to the outstanding account. Following the check-out procedures established by the residence hall, the dean will expedite return of the room reservation fee to the licensee or to the licensee's account. Failure to follow formal check-out procedures shall result in forfeiture of the room reservation fee. If the licensee is assigned space in a College residence after the payment period has begun (first day of classes), he or she shall be charged pro rata for the remaining payment period. The residence payment shall be made in accordance with the policy as set forth in the *General Catalog*. Make check or money order payable to Pacific Union College and mail to: **Enrollment Services, Pacific Union College, One Angwin Avenue, Angwin, CA 94508.**

**III. TERMS AND CONDITIONS OF OCCUPANCY**

1. The use of residence facilities is subject to the housing policy and residence life provisions of the College Student Handbook to which is herein incorporated by reference. The Handbook is available to each student online. **It is the responsibility of the licensee to access and read a copy of the Handbook before occupancy of the premises.**
2. This license agreement shall not be assigned in whole or in part and may be terminated by College or the licensee as set forth in Section IV of this license.
3. It is agreed by the licensee and College that no lease or any other interest in real property is created by this license agreement. Although the use granted does not create a property interest in the licensee, the licensee is hereby informed of the possibility that a taxing authority may take a contrary view and subject the licensee to payment of property taxes on the possessory property interest determined to be created herein.
4. This license agreement does not grant permission to occupy a room during vacations as listed in the official academic calendar. In cases of need, housing may be available during this time. The licensee must make the appropriate arrangements with the residence hall dean by the announced deadlines to qualify for consideration of vacation housing. All vacation licensees will be required to live in a space assigned to them by the residence hall dean. The College, upon giving notice, reserves the right to change the vacation schedule. NOTE: Licensees not returning after the quarter break will be charged the regular license fee prorated per day for failure to remove belongings from their residence hall room beginning with the first day of quarter break.
5. The following schedule lists the opening and closing dates for the residence halls. Residences are open from the Sunday before instruction begins to the Thursday night of test week. The College, upon giving notice, reserves the right to make changes to this schedule.
6. The College assumes no responsibility for any property of the licensee which is lost, stolen, damaged or destroyed in the College residence at any time including but not limited to periods when the licensee is not in occupancy. Each licensee is issued a room key or door code and is expected to keep his or her room locked. Licensees bringing furniture, stereos, bicycles, computers and other expensive items into the College residences are cautioned to arrange for insurance on these items, as the College carries only limited fire insurance and no theft insurance on personal possessions. Each licensee agrees to share in the responsibility for maintenance of residence security. Licensees shall not loan or duplicate keys. A \$20 fee will be charged to replace lost or broken keys. The misuse of keys or obtaining them under false pretenses will result in serious disciplinary consequences, which may include a minimum \$200 fine, probationary status, suspension or dismissal from the College.
7. Rooms are assigned for the entire academic year (or the remaining portion of the academic year, if applicable), however, the College may change room assignments at anytime during the year for reasons of health, student welfare or as a result of disciplinary action. Rooms are licensed for single or multiple-occupancy. The College may require a licensee who is renting at a multiple room rate but living alone to move to a room with a roommate or be assigned a roommate. Licensees may be charged a single room rate if they room alone. Under exceptional circumstances as determined by the residence hall deans, reassignments requested by the licensee may be made by the residence hall dean.
8. The licensee shall abide by all College regulations. Failure to do so may result in disciplinary action including, but not limited to, expulsion from the College and may result in revocation of the license.

9. The use and or possession of alcohol and/or tobacco in College residences is strictly prohibited. The use of drugs is prohibited in College residences except for medically prescribed use. Disciplinary consequences for violation of this policy may include suspension, mandatory withdrawal, or dismissal.
10. The licensee shall not bring or keep highly flammable materials, air-powered guns, dart boards, fireworks, explosives, firearms, or other flying projectiles into College residences. Open flames, candles, torches, incense and oil lamps are prohibited in College residences. Disciplinary action, a minimum fine of \$100, plus court costs and attorneys' fees if prosecution is necessary will be assessed for possession and/or use of any of these items and for failure to vacate your room during a fire drill, tampering with fire equipment or appliances, or negligence which might endanger others.
11. All licensees and the parents or guardians of licensees should note that freshman licensees have a 12:00 midnight curfew Sunday through Friday and a 1:00 a.m. curfew on Saturday night. There is a 1:00 a.m. curfew for all non-freshman licensees on regular student status. 21-year-old (or older) licensees may apply for 21-year-old leave privileges. Room check will be taken at 11:00 p.m. Sunday through Friday night and at 12 midnight, on Saturday night. Licensees are expected to abide by the College residence hall leave policy as set forth in the Student Handbook. All outside exits and access doors, except the main entrance of the residence are considered fire escapes after residence hall closing times. After closing times, licensees are expected to use the front entrance only and to sign in and out at the lobby reception desk.
12. All licensees and the parents or guardians of licensees should note that College residences are not co-educational. Guests and visitors of the opposite sex are not permitted in the residence halls except for the main lobby areas from 6 a.m. until 12 midnight daily.
13. Licensees who operate motor vehicles on campus shall do so in compliance with the Campus Vehicle Code. Each licensee shall abide by all vehicle policies and regulations in the Student Handbook and additional regulations as stipulated by Pacific Union College.
14. Licensees are expected to abide by the College's 24-hour courtesy noise policy. TVs, radios, stereos, video game consoles, and musical instruments are permitted in licensee rooms so long as they cannot be heard outside the room of use. Earphones should be used for those who wish to enjoy sound above that level. Licensees who are not able to control electronic noise will be subject to having their noise equipment removed from their College residence by residence hall dean's staff.
15. The licensee must not bring any electrical appliance, including but not limited to electric heaters, into the College residences without approval by the residence dean. Failure to comply with this rule warrants a minimum \$50 fine. The licensee may bring refrigerators, microwave ovens and other electronic appliances as listed in the Student Handbook into the College residence. It is understood that the residence hall dean has the right to inspect all refrigerators at any time.
16. Licensee-owned air conditioners are not permitted in College residences.
17. The only pets allowed in the residence hall rooms are fish. Anyone with a pet other than a fish will be assessed a fine of no less than \$25. In some cases, the licensee may be given a one-week warning prior to removal of the pet by a member of the residence hall staff.
18. Selling or soliciting of goods or services in the College residences must first be approved by the vice president for Student Services, which approval (or disapproval) is in the sole discretion of said vice president. Peddlers are prohibited from functioning on College property.
19. Cooking with the use of an open coil appliance, open flame, or any flammable material in the student rooms is not permitted. In accordance with the standards of the Seventh-day Adventist Church, students are not to prepare meat in College residences.
20. The College reserves the right for the residence hall dean, his or her representative or a College security office to enter and inspect the licensee's room at any time, with or without notice to licensee, and with or without licensee being present for purposes of management, health, safety, maintenance and to investigate and assess licensee's compliance with College rules and regulations. Licensee acknowledges that said acts by College do not violate licensee's reasonable expectation of privacy. The College reserves the right to seize and remove any items from licensee's room (or anywhere else on College property) that do not comply with school policy. The licensee, by accepting a room in one of the College residences, acknowledges and allows the right of the College administration as specified in this license.
21. The College furnishes single beds and chests of drawers, desks, desk chairs, and keys for each room. A licensee may not bring furniture of his or her own into the residence hall. No College furniture is to be moved into, out of or between rooms in College residences without written approval from the residence hall dean. Tampering with, disassembling, or moving furniture without the permission of a residence hall dean will result in a minimum charge of \$50.
22. Main lobby or parlor living room furnishings may not be removed from those respective areas. The licensee's room is furnished as it is. No additional furniture must be provided by the College. Removing any furnishings including but not limited to the screens and the door may result in College disciplinary action. Any damage will be charged to the licensee.
23. The licensee is responsible for his or her room and its furnishings including the screens, windows and the door. There is a \$50 fine for removal or tampering with windows and or screens. Any damage or loss will be charged to the licensee. Licensee must keep his or her room neat, clean, and habitable.
24. The residence hall maintenance staff is responsible for maintaining College residences. This includes painting, repairs, and any installation including hooks or nails for mirrors or pictures or any wall hangings. Requests for these services should be submitted by filling out a work order at the front desk.
25. When the licensee checks out of the premises at the termination of occupancy, the room shall be in good order, clean and free of damages, normal wear and tear expected. Charges will be assessed for failure to follow normal check-out procedures or for repairs of any damage or cleaning. This charge will be billed directly to the licensee.
26. The licensee agrees to be jointly and severally responsible with other licensees of the room for the protection of the College residence, its furnishings and equipment.
27. Private locks may not be installed by licensees on the doors. Premises shall not be altered by the licensee without the express written permission of the residence hall dean.
28. The College will not be responsible for items left in storage at any time. Storage is limited to one academic year and only during such time as a licensee is a student at the College (except for certain previously authorized exceptions by the residence hall dean). The College reserves the right to dispose of any articles left longer than one academic year (or such earlier time that licensee is not a student at the College). Storage is limited to luggage and approved storage cartons which are properly tagged stating 1) licensee's name 2) date of storage 3) forwarding address. Items left in storage longer than one academic year (or licensee's termination of student status) may be disposed of by the College.
29. Each residence hall room is equipped with a single phone jack. Licensees must provide their own telephone and may make arrangements for off campus phone access with the College information technology department. Each residence hall room is equipped with Internet connection capability. Licensees must make contact with the College information technology department to arrange connectivity.
30. A minimum charge of \$500 will be assessed to the licensee for misuses of the College telephone system including but not limited to accepting collect calls, tampering with wiring, using any 900 dialing service including 976 and roll-overs. Leaving sexually suggestive messages on Phone Mail will result in a loss of service.
31. Each residence hall is provided with coin-operated washers and dryers and a space for ironing clothes.
32. Antennas or other fixtures are not to project out or through the dorm room window screen and are not allowed on the roofs of College residences.

#### **IV. TERMINATION OF OCCUPANCY**

1. The College may revoke this license upon oral or written notice to the licensee. Notice shall be delivered personally to the licensee, or at the discretion of the College, be posted in some suitable place on the College residence of the licensee. Termination of this license or the licensee's abandonment of the premises shall not release the licensee from paying obligations due the College.
2. The College may revoke the license agreement and evict the licensee for one or more of the following disciplinary causes:
  - a. as a result of disciplinary action against the licensee pursuant to the Student Handbook
  - b. disorderly, unethical, abusive or obscene conduct in or near the College residences
  - c. misuse, abuse, theft, or destruction of College residence, property, or personal property
  - d. possession or use of explosives of any type, flammable materials or items, dangerous chemicals or deadly weapons in or near the College residence
  - e. possession or consumption of alcoholic beverages, possession and abuse of drugs or possession and use of tobacco products
  - f. the sale and possession of dangerous drugs or narcotics except when lawfully prescribed pursuant to medical or dental care
  - g. violation of guest or visitor policy
  - h. failure to comply with a request or directive of College official
  - i. disruption of the community
  - j. violation of any policy of College
  - k. licensee's status as a student at College being terminated or suspended
  - l. as deemed necessary or appropriate by the College for the safety of licensee or other students or College employees
3. Prior to occupancy, the licensee may cancel his or her reservation upon written notice of cancellation to the residence hall dean. Room reservation fee may be forfeited if not made timely.
4. After occupancy is begun, the licensee may petition to be released from the obligations of this license agreement. The granting or denying of the petition is in the sole discretion of College. The licensee shall immediately vacate the premises upon the expiration of the period of this license or upon the termination of provisions of this license.

#### **V. GUESTS OF THE LICENSEE**

1. Arrangements for overnight guests should be made in advance (no less than 24 hours) with the residence hall dean. A request for an overnight guest may be denied at the discretion of the residence hall dean. Guest requests are to be temporary and infrequent. Guests will be denied for more than occasional visitations.
2. By securing prior approval, a licensee may have a guest for up to four nights per quarter without charge. Licensees shall be charged a per guest per night fee for use of the housing facilities in excess of four days per quarter.
3. The guest fee applies if the guest stays overnight anywhere in the residence halls, uses the shower facilities or temporarily stores belongings in a licensee's room or any combination of the above.
4. Overnight guests should be limited to three consecutive nights. Exceptions to this policy must be approved in advance by the residence hall dean.
5. The host licensee is responsible for the guest fee and for the guest's behavior including any damage done by the guest. A guest may use residence facilities only when accompanied by the licensee.
6. When there are guests in the guest rooms of the opposite sex, licensees are not allowed to visit in the guest room.

Every effort has been made to ensure that the Residential License's content is accurate at the time of publication. However, policies, prices, fees, and other information may change.