

**Office Use Only**

Deposit # \_\_\_\_\_

Residence Hall \_\_\_\_\_

Date of Deposit \_\_\_\_\_

Room # \_\_\_\_\_ Phone \_\_\_\_\_

In Colleague \_\_\_\_\_

Box \_\_\_\_\_ Assigned \_\_\_\_\_

**Casper College Residence Hall Application – Agreement Summer 2008**

Type or Print Clearly

Complete all information

1. Name (print) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Last first middle

2. Mailing Address (permanent) \_\_\_\_\_  
Street/PO Box city state zip

E-mail \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

3. Emergency notification: parent / guardian / next of kin

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Street/PO Box city state zip

4. Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Casper College Student I.D. # \_\_\_\_\_  
Leave blank if unknown

Please check  male  female

5. Reservation beginning \_\_\_\_\_ 2008 to \_\_\_\_\_ 2008

Please note that the three residence halls are all three-story buildings and that there are NO ELEVATORS. Casper College will strive to meet the requirements of the Americans with Disabilities Act of 1990 for students needing campus housing arrangements. List any special needs you have that should be considered for appropriate room assignment. (i.e. anything that would necessitate a ground floor room) \_\_\_\_\_

6. Age \_\_\_\_\_ Date of birth \_\_\_\_\_  
month, date, year

**Smoking is NOT permitted in Campus Housing. Alcohol is NOT permitted on campus regardless of age.**

I have read, understand and agree to abide by the *Summer 2008 Residence Hall Terms and Conditions of Occupancy*, which are a part of and in addition to the Residence Hall Application - Agreement and by this reference made a part thereof. This agreement covers the period from May 17, 2008 to August 2, 2008. Failure to abide by this agreement is cause for action by Casper College.

For students under the age of 18 at the time of application, Casper College requires the signature of the parent or guardian indicating consent to the Residence Hall and Food Service Application-Agreement.

\_\_\_\_\_ date

\_\_\_\_\_ student signature

\_\_\_\_\_ parent signature

revised March 17, 2008



Housing Office  
307-268-2249

## ***Casper College Residence Hall Terms and Conditions of Occupancy*** **Summer 2008**

Students residing in the residence halls during the summer must be enrolled in at least 3 credit hours during the mini-mester and/or summer session.

### **Reservation Deposit**

In addition to the signed agreement, a deposit of \$200 is required. The deposit is over and above the cost of the room. The check or money order should be made payable to Casper College and should be returned with the application/agreement. Upon occupancy of the room the \$200 room reservation deposit becomes a damage deposit then held by the Casper College Accounting and Financial Management Office. The resident is responsible for any damage that exceeds the \$200 damage deposit. Upon termination, if all provisions of the contract have been complied with and no damage charges have been assessed, the \$200 damage deposit will be refunded by mail to the student.

### **Residence Hall Rates for Summer 2008**

Payment of \$1,100 is to be paid in full at the time of occupancy. Financial arrangements other than payment in full must be set up with the Housing Office (Peggy Candelaria, CE 202).

A food service plan is not required during the summer. The cafeteria in the Roberts Commons will offer meals during the days there are summer camps or conferences on campus. Summer housing residents are welcome to eat in the cafeteria. Meals can be purchased on an individual basis for the following rates:

Breakfast	\$4.60	No earlier than 7:00 a.m., no later than 9:00 a.m.
Lunch	\$5.80	No earlier than 11:00 a.m., no later than 1:00 p.m.
Dinner	\$7.00	No earlier than 4:30 p.m., no later than 6:00 p.m.

***Check the dining services section on the Casper College web page under Student Services for exact dining times each week.***

### **Length of Agreement**

The terms of this agreement apply to the Summer of 2008. The period of occupancy for the Summer 2008 semester will begin May 17, 2008, and terminate August 2, 2008. Rooms must be vacated by noon on August 2, 2007.

### **Assignment Information**

#### **Assignment of Space**

Casper College agrees to assign accommodations and provide a residence hall room only after the student has:

- 1) completed and endorsed the Residence Hall Application Agreement and
- 2) submitted the \$200 deposit in accordance with the instructions contained herein.

**Note: The \$200 damage deposit is over and above the cost of the room.**

## **Check – In / Check – out Procedures**

A room conditions checklist is completed at the time of check-in listing the condition of the room and its contents.

To checkout of the residence hall, residents must notify the housing staff and return the room keys in person to the housing staff. Each resident should observe the following procedure when terminating his or her occupancy:

- a. Remove all personal items
- b. Clean the room
- c. Return keys to the housing staff
- d. Leave a forwarding address with the housing staff

Financial obligations owed to the college will be deducted from refunds.

**Students who do not check out with the housing staff and return their keys will not receive their deposit refund.**

## **Keys**

The key policy is designed with security of the students, their belongings and the building as primary concerns. Students are encouraged to take care to secure their belongings and to lock their room at all times for personal safety.

Upon arrival residents are issued a room key, outside door key, and a mailbox key by the housing staff.

If a student has lost or misplaced the room or outside door key or has been locked out, a substitute key may be checked out from the housing staff for a five (5) calendar day period. The key must be returned to the housing staff no later than 12 noon on the fifth (5<sup>th</sup>) day. If at the end of the five days the door key has not been returned or the original key found, a \$55 charge will be assessed against the student to re-core the lock and make new keys. Mail box keys will be replaced for a fee of \$5.00.

Each resident also receives an outside door key to allow the locking of the wing for security reasons. A \$25 charge is made for replacement of lost outside door keys.

Failure to return either the room key or the outside door key could result in a charge for re-coring the lock plus payment for new keys.

Duplication of hall keys by the student is not permitted and can also result in charges for re-coring the lock plus payment for new keys. Unauthorized duplication of college keys is a violation of the Student Conduct and Judicial Code.

## **Housekeeping and Maintenance Repairs**

Residents are responsible for the cleanliness of their rooms and are expected to cooperate in the maintenance of public rooms and areas. Vacuum cleaners may be checked out from the housing staff. Students are responsible for the disposal of trash and waste in their rooms. Containers for waste are located at the east entrances of each residence hall. Residents are responsible for disposing their trash into the designated outside receptacles. Residents failing to comply will be subject to disciplinary action. Residents should not remove any equipment or furnishings from their assigned rooms or from the public areas of the residence hall. Please make any requests for maintenance or repairs to the housing staff.

## **Responsibility for Damage in Student's Room**

Damage incurred within the resident's room is the responsibility of the residents assigned to that room.

All rooms are subject to examination by the college officials for reported damages, unauthorized appliances, necessary maintenance, and the safety or security of other students. Damage or malfunction of room or hall equipment should be reported immediately to the housing

staff. Residents will be held responsible for damages exceeding the damage deposit. The cost of any room damage or extra custodial services will be charged to the occupants of the room. If the room is not clean when the student moves out, a fee will be charged for cleaning.

## Hall and Room Information

### Room Equipment

An inventory of equipment in the room is taken when residents move into the residence hall. Any discrepancies should be reported at once to the housing staff.

The following minimum equipment is furnished by the college for each student in the room: bed, mattress, mattress cover, mattress pad, drapes or blinds, desk, chair, study lamp, waste basket, and key. In addition there is closet space and a chest of drawers with a mirror.

### Telephone Service

Residents must provide their own touch-tone telephones. One telephone outlet is provided in each room. There is no charge to connect the phone in the room. The resident will assume the extension number assigned to the room.

For an off-campus call the resident should dial (9) and the number. For on – campus calls the resident should dial the last four digits only.

Long distance calls will require a long distance calling card. There are no coin telephones in the residence halls.

### Phone Usage

- For local calls Dial 9 + 7 digit number
- For long distance Dial 7+ 1+ calling card information + area code + 7 digit number
- Operator will accept credit card or collect calls only
- Emergency call 9 + 911
- Dial 0 for Casper College switchboard

### Mail Service

Individual mail boxes are provided in the hall lobby. The housing staff will distribute the mail in the boxes. Mail will be distributed Monday through Friday only. No provisions are made for pick-up or delivery of mail on Saturday, Sunday or holidays. Mail is picked-up and delivered once each day at approximately 10 a.m. Materials deemed important to the resident such as official college communications or notices of administrative or academic nature can be placed in mailboxes. Commercial solicitations cannot be placed in the mailboxes unless received through the U.S. Mail, addressed by sender to the resident with the appropriate hall address and mailbox number. Stamps may be purchased at the Strausner Student Center Desk or from the housing staff. Correspondents should be notified that mail must be addressed as follows:

Resident's Name  
McIntire Hall  
365 College Drive  
Casper, WY 82601

**Notice** that the name Casper College is **NOT** used in this address. When mail is addressed to Casper College, it may be delayed at least a day before being delivered to the residence hall. Do not include the word "Box" as it is confused with the Casper P.O. Boxes.

## **Laundry**

Coin operated washers and dryers are located in the basement of each hall wing. Ironing boards are provided, but the student must provide his or her own iron.

## **Conditions for Termination**

### **Termination of Agreement by Student**

Students terminating the agreement during the summer must follow the appropriate checkout procedures as stated in the above under Check-In/Check-out Procedures.

### **Cancellations and Penalties**

If applicants for the summer semester wish to cancel their application-agreement for the Summer 2007, they must notify the housing in order to receive a full refund of their \$200 deposit.

Failure to properly check in or out of the residence halls will result in the loss of the \$200 deposit.

### **Termination of Agreement by Casper College & Residence Hall Regulations**

Residents residing in campus housing must observe all Casper College Residence Hall Regulations published in the Terms and Conditions of Occupancy and The Student Handbook. The Casper College Student Conduct and Judicial Code may be the reference for disciplinary proceedings for students residing in campus housing. Disciplinary action may include written warning, disciplinary probation, monetary fines, referrals for counseling, campus community service, room reassignment, disciplinary suspension from campus housing and/or Casper College. Casper College, by administrative action and giving not less than 24 hours notice, can revoke this agreement and require students to leave the residence halls for one or more of the following causes. Any student found to have committed the following misconduct is subject to the disciplinary sanction outlined above.

1. Failure to make payment of charges as required by the Residence Hall Agreement and the Terms and Conditions of Occupancy.
2. Use, possession or distribution of alcoholic beverages or public intoxication. Possession and/or display of full or empty alcoholic beverage containers.
3. Manufacture, use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
4. Possession and/or use of weapons ) including but not limited to paintball, pellet, bb, air guns), firearms, ammunition, fireworks, firecrackers, dangerous chemicals, flammable or combustible substances.
5. Conduct which is disorderly, lewd, or indecent; breach of peace on the college premises or at functions sponsored by the college.
6. Possession or harboring of pets, fish or animals of **any kind**.
7. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
8. Assault, sexual assault, fighting, physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
9. Failure to comply with the direction of housing staff employees, college officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested.
10. Failure to obey the summons of a college judicial body or college official.
11. Failure to observe published campus policies including parking, smoking, sexual harassment, and racial discrimination. Failure to comply with any other policies or rules instituted by the residence hall staff.
12. Behavior in campus housing indicating that the student is not able to adjust to the requirements of group living. Failure to respect the rights of others living in campus housing community.

13. Smoking is not permitted anywhere within campus housing.
14. Restrooms are intended for single sex use as designated by the signs on the door, unless otherwise indicated as a public restroom.

### **Use of Residence Hall Facilities**

Student rooms and the furnishings provided therein are to be used in the manner for which they were designed. **Casper College property, including room and lounge area furnishings may NOT be moved within the building or taken from the residence hall.** Built-in furniture, such as desk, wardrobe, or vanity may not be moved. Window screens are to be kept in place on the windows at all times. There will be a fine of \$10 for removal of window screens at anytime during the summer. There will be a fine of \$50 if any part of the bed frame is disassembled at any time during the summer. These fines will be deducted from the student's damage deposit. Casper College reserves the right to enter and inspect residence hall rooms at any time when necessary to protect and maintain the property of Casper College or the safety of its residents, and whenever necessary, to aid in the basic responsibility of Casper College regarding discipline and maintenance of an educational atmosphere.

The facilities of each hall are reserved for the use of residents and their guests. Unescorted visitors, no matter whether they are students or non-students, are not permitted to use any of the facilities without authorization from the hall director. Residents who use the residence hall facilities for purposes that are illegal may be subject to disciplinary action, including eviction from the hall.

### **Responsibility for Damage in Common Areas**

Casper College expects residence hall depreciation through normal usage. Students in individual floor section units will be liable for damage above normal wear and tear to public areas in their particular floor section under the following conditions:

- 1) That the damage cannot be assigned as the responsibility of identified persons;
- 2) There is reason to believe that responsibility for the damage lies among the residents of that particular floor section. Damage that cannot be assigned to a particular person or floor section will be assigned to the entire wing.

### **Personal Property Liability**

Neither Casper College nor its officers, agents, or employees are liable for the loss, theft, disappearance, damage or destruction at any time or in any place of any property belonging to, used by, or in the custody of, any resident or guest, no matter where such property is normally kept, used or stored. **Students should consider the purchase of insurance to cover loss or damage of personal property, or the extension of parents' insurance for this purpose.**

Residents are urged to mark all personal items with permanent identification, avoid leaving valuables and large sums of money in unattended rooms, and to lock rooms during any absence. All losses should be reported immediately to the hall director or Campus Security.

Any problems with door locks should be reported to the hall staff.

### **Overnight Guests**

This agreement is for room and board for the applicant only. No part of this agreement is transferable to any other party. Overnight guests of the same sex as the resident may be accommodated for two nights. All overnight guests must register with the housing staff. Registered guests of the same sex as the resident may be accommodated for a maximum two nights for no charge with consent of the roommate. A fine of \$20 per night will be assessed to a student hosting an unregistered guest.

Registered guests not accommodated in the host's room, but in a separate room will be charged \$20 per night. The student host is responsible for the payment of all charges related to the presence of

the guest in the residence hall and for insuring that the guest complies with residence hall rules. The residence hall staff will collect guests' fees and fines as necessary.

Co-habitation with a member of the opposite sex is NOT permitted in the residence halls.

In the best interest of residents and guests frequent visitation of children and/or babysitting is not permitted in the residence halls unless the area coordinator grants permission.

### **Alcohol**

Casper College is a dry campus, no alcohol is allowed anywhere on campus. Residents may not have full, partially consumed, or empty alcohol containers in their rooms or vehicles. Housing takes a strict stand on the enforcement of this policy. Any people who are in the room where an alcohol violation has occurred will be found in violation of this policy, regardless if consuming alcohol or not.

First time offenders are subject to a \$150 fine, community service, a one-time alcohol education class, and/or any other discipline the area coordinator deems necessary.

Second time offenders are subject to a \$250 fine, community service, a one-time alcohol education class, and/or any other discipline the area coordinator deems necessary.

Third time offenders will have their contract terminated and be asked to leave the residence halls.

### **Electrical Equipment & Cooking Appliances**

Because of the fire hazard involved, hot plates, space heaters, sun lamps, hamburger cookers, toaster ovens, and all other electrical equipment with open coils are not permitted.

Residents may use small electrical appliances and equipment in their rooms. All appliances must be UL (Underwriter Laboratory) approved

### **Refrigerators/Microwave Ovens**

Residents may have personally owned refrigerators in their rooms if the machines comply with the following specifications:

- a. Maximum capacity 6 cubic ft
- b. Motor 115 volt, 60 cycle AC, 100 watts
- c. Good electrical condition and UL approved

Refrigerators must be operated and maintained in full compliance with safety and sanitary standards. Cleaning should involve particular attention to eliminate mold growth. Casper College will not assume any liability for malfunction, damage to refrigerators, or spoilage of food, for any reason, including power failure. Other food kept in the room must be in airtight containers.

Microwave ovens are permitted in the residence hall rooms.

### **Bathrooms/Restrooms**

Bathrooms are intended for single sex use as designated by the signs on the door. Males may not use women's bathrooms and women may not use men's bathrooms

### **Pets**

Because of the design of residence halls and certain problems (noise, allergic reactions, sanitation, inhumanness) inherent in keeping pets in or around the residence halls, **no pets, fish or animals of any kind may be brought into the residence halls for any purpose.** Residents who persist in bringing pets into/or harboring them in the halls will have their Residence Hall Agreement terminated.

**Candles/Incense**

Because of the potential fire hazard, candles may not be burned in the residence halls. Incense may not be burned in the residence halls because of the potential fire hazard and the allergic reaction of other residents.

***Smoking is not permitted in any public area within the residence halls, including lobbies, hallways, bathrooms, stairways, or laundry rooms. Please be considerate of your fellow residents and refrain from smoking by any of the doorways or air intakes for the swamp coolers.***

**Accident Reporting**

If you are involved in a vehicle or personal injury accident on campus, report the accident immediately to the Campus Security Department [2688]. The responding officer will take a report and summon necessary medical or law enforcement personnel. The officer's report will include identifying information on all persons involved in the accident, a description of the event surrounding the accident, statements of information provided by all accident participants and witnesses, and actions taken by the responding officer.