

# New Student Orientation 2019 Guest Housing Agreement

## Sul Ross State University Residential Living

Name: \_\_\_\_\_ A#: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Circle your dates: **April 12-13   June 10-11   June 13-14   June 17-18   June 20-21   August 8-9**

I. **PROPERTY DAMAGE** - The visitor is liable for any conditions requiring special cleaning or damages to the assigned unit (including appliances), University property, lobbies, recreation areas, TV rooms, laundry areas and other semipublic areas caused by his/her willful actions or negligence. The visitor will not be liable for damages caused by natural disaster or for normal wear and tear. The visitor will receive a bill for the full amount of any of the above-mentioned damages. The said amount is due immediately upon receipt and will prevent future visitation if not paid in full.

II. **LIABILITY** - The University does not assume any responsibility for loss, theft or damage of personal property of the visitor.

III. **OCCUPANCY PROVISION** - The University reserves the right to make assignments of accommodations as considered necessary. The University may terminate this agreement and take possession of the room at any time.

IV. **KEY AND/OR ACCESS CARD** - The visitor will be required to return all keys and/or access card(s) issued at the time of departure to avoid a lock replacement fee. Cost for replacement is: \$325 for unit key, \$60 for each bedroom key, and \$5 for each access card.

V. **CHECK-OUT** - The visitor may check out during posted office hours. Prior to departure all keys and access cards must be returned and trash removed from the room. Excess trash left in room may result in a \$25 cleaning charge.

*Upon acceptance of housing under this agreement the visitor agrees to abide by all published University and Residence Hall rules, regulations and policies. Copies of these policies can be found online at <http://www.sulross.edu/>*

*By signing below I hereby acknowledge that I have read and agree to abide to the terms and conditions of this agreement and do hereby agree that I will abide by and be legally bound to the terms and conditions of this agreement.*

\_\_\_\_\_

Guest Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Responsible adult if guest is under 18

\_\_\_\_\_

Date

\_\_\_\_\_

Staff Signature

\_\_\_\_\_

Date

### OFFICE USE ONLY

Building \_\_\_\_\_ Room # \_\_\_\_\_

Check-In Date (mm/dd/yr) \_\_\_\_\_

Check-Out Date (mm/dd/yr) \_\_\_\_\_

Amount paid \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

**Key(s) Issued**  Yes  No

Keys Returned  Yes  No

**Bedroom key(s) Issued**  Yes  No

Bedroom key(s) Returned  Yes  No

**Access Card Issued**  Yes  No

Card # \_\_\_\_\_

Access Card Returned  Yes  No

Additional Charges \$ \_\_\_\_\_

Staff Checking Out Guest:

\_\_\_\_\_