

UW Housing 12-Month Agreement

September 10, 2023–August 17, 2024

Definitions

For purposes of this *Agreement*, the terms below have the following meanings:

12-Month Apartments: Cedar Apartments, Mercer Court Buildings D and E, Nordheim Court, or any space assigned by *HFS*.

Agreement: The *12-Month Apartment Agreement* for 2023–24.

Agreement Holder: The student originally assigned to a *Room* in a *12-Month Apartment*.

Agreement Period: From September 10, 2023, or beginning on the assigned *Check-in* date, through noon on August 17, 2024.

Agreement Termination, Terminate: Ending the *Agreement* after *Check-in* and before August 17, 2024. For terminations before *Check-in*, see *Cancellation*.

Apartment: An assigned single occupancy or shared unit designated for single students including, but not limited to, *Rooms*, bathrooms, kitchens, living rooms, hallways, storage closets, landings and stairways.

Apartmentmate: See *Roommate*.

Cancel, Cancellation: *Cancelling* the *Agreement* before *Check-in*. For after *Check-in*, see *Agreement Termination*.

Check in, Check-in: Obtaining *Room* keys from *HFS* regardless of whether or not the student is physically occupying the space.

Check out, Checkout: Returning keys to the location designated by *HFS*.

Common Areas: All areas in an *Apartment* other than the student's *Room* including, but not limited to, lounges, living rooms, bathrooms, balconies, hallways and kitchens.

Defer, Deferment: Requesting to postpone assignment start date to a future quarter.

Dining Plan: Funds specifically allocated for use within *HFS* dining facilities based on the *Dining Plan* level selected by the student.

First Out, First In: A process used by *HFS* to determine if and when an *Agreement Holder* who has *Checked out* may be released from the financial obligations of this *Agreement*.

HFS: Housing & Food Services, a department of the *University* of Washington.

Husky Card: A *University* identification card with many uses including access to *HFS* facilities, the *Dining Plan* and the *Husky Card Account*.

Husky Card Account: A debit account for use in *HFS* laundry facilities, *HFS* dining facilities and for select on-campus services.

Prepayment: A payment of \$500 required to apply for a *Room* within the *12-month Apartments*.

Room: A space assigned to the student within *University Housing*.

Room Change: Moving from one *Room* to another *Room* within *University Housing*.

Roommate: Students assigned to share an *Apartment*.

Sublicense: A provision to permit an eligible student to temporarily occupy a *Room* during the absence of the *Agreement Holder* and upon approval by authorized *HFS* staff.

Sublicensee: An eligible student who has received permission from the *Agreement Holder* and authorized *HFS* staff to temporarily occupy a *Room* as part of the *Sublicense* process.

University: The *University* of Washington, Seattle campus.

University Housing: The entire network of *University* housing operations including the residence hall system, *12-Month Apartments*, family housing and facilities operated in a public-private partnership with the *University* (Commodore Duchess and Radford Court).

1. General Provisions

- 1.1. I agree to all terms and conditions of this *Agreement* and acknowledge this *Agreement* is binding once I electronically sign and submit it online.
- 1.2. This *Agreement* is entered into by and between the *University* and me, a *University* student, for my use and occupancy of a *Room* in a *12-Month Apartment* according to the terms specified herein. This *Agreement* is a legal and binding document between the *University* and me.
- 1.3. If I am younger than 18 years of age at the time I submit my housing application and *Agreement*, my parent or legal guardian must complete the [2023–24 Cosigner Agreement](#) within two weeks of my application submission.
- 1.4. The *University* and I intend for this *Agreement* to constitute a license for the use of a *Room* and *Apartment* in a *12-Month Apartment* as assigned by *HFS*, and further intend that this *Agreement* will not constitute a lease and will not create or transfer an interest in or a lien upon real estate. The relationship created by this *Agreement* between the *University* and me is that of licensor and licensee, not that of landlord and tenant. My use and occupancy is being provided incidental to the provision of educational services by the *University*.
- 1.5. I may not transfer or assign this *Agreement*, or the right to occupy my assigned *Room*, or any other rights or benefits granted hereunder, to another person except as authorized by *HFS* as stated in Section 16.
- 1.6. This *Agreement* is for the entire *Agreement* Period, September 10, 2023, through noon on August 17, 2024.
- 1.7. The information provided by me in my housing application is true, complete and accurate. If the *University* determines that I have provided untrue, incomplete or inaccurate information, the *University* will have a basis to declare me in breach of this *Agreement*, take disciplinary action against me, and/or require that I *Check out* of *University Housing* immediately.

- 1.8. All charges in this *Agreement* for the related service or action represent a reasonable approximation of the *University's* administrative costs, and I will be financially responsible for all payments as stated in this *Agreement*.
- 1.9. My primary cell number will be provided to the *University* for use by the emergency alert system. For more information visit the [UW Alerts webpage](#).
- 1.10. My failure to comply with any term of this *Agreement* shall be grounds for the *University* to declare me in breach of this *Agreement* and require that I *Check out* of *University Housing*, and may result in other action against me by the *University* including, but not limited to, disciplinary action, termination of this *Agreement*, future ineligibility to reside in *University Housing*, and collection of outstanding debt and recovery of collection agency fees as stated in Section 13.19.6.
- 1.11. *HFS* will not disclose information relating to my student record, housing account, application and assignment information as required by state and federal law, including but not limited to FERPA, except as stated in Section 7.5 and Section 18.7. I may authorize the release of information at myhfs.housing.uw.edu.
- 1.12. If I am seeking an accommodation for a disability, I must submit a Disability Resources for Students (DRS) [Housing Accommodation Request Form](#) by the deadline. Additional information is available on the [Disability Resources for Students](#) website. *HFS* cannot proceed with disability accommodation without direction from DRS.
- 1.13. If I have a special dietary need, I will schedule [a dining consultation](#) with UW Dining's Wellness Specialist.
- 1.14. I am required to adhere to vaccination requirements established by *HFS*, the *University*, and/or Public Health–Seattle & King County.
- 1.15. I must verify that I understand the inherent risk in living in congregate housing, notwithstanding health and safety measures, and that I am assuming such risk by signing this *Agreement*.
- 1.16. I understand that all residents are prohibited from behavior that would create a health or safety hazard within *University Housing*, and the *University* may request or require a resident to leave *University Housing* if their continued presence in the housing community poses a health or safety risk for community members. I am required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the *University* or *HFS* as it relates to public health crises including COVID. This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social and physical distancing, limitations on gatherings, wearing a face covering, COVID diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations on guests into *University Housing*, and quarantine/isolation requirements (including before or upon arrival to campus). Adherence to health and safety requirements applies to all residents, staff and visitors and extends to all areas of *University Housing* including *Rooms*, *Apartments*, bathrooms, community kitchens, lounges, study rooms, courtyards, *Common Areas*, dining facilities and other communal spaces. Some areas of *University Housing* may have different requirements than others. Requirements relevant to each area will be provided to residents as necessary.
- 1.17. I must verify that I understand how the *Agreement* has been, or might be, impacted by different scenarios related to COVID-19 or similar public health crisis.
- 1.18. In the event that the *University* sells or otherwise transfers its interest in a building, the *University* shall have the right to transfer and assign, in whole or in part, its rights and obligations under this *Agreement*. To the extent that the assignee assumes the obligations of *HFS* under this *Agreement*, the

University shall thereupon and without further agreement be released of all liability under this *Agreement*.

- 1.19. This *Agreement* may be amended with a 30-day notice by the *University* during the term of this *Agreement*.

2. Eligibility

- 2.1. I represent and warrant that I am eligible to reside in a *12-Month Apartment* because I meet and will maintain for the *Agreement Period* all of the following eligibility criteria and expectations:
 - 2.1.1. I currently am or have been accepted as a student at the *University*, and I will maintain my status as a registered *University* student.
 - 2.1.2. If I am graduating during spring quarter 2024, I am considered eligible to reside in 12-Month Apartments during summer quarter 2024 and will remain responsible for all terms of this *Agreement*, including ongoing charges through the end of the *Agreement Period*.
 - 2.1.3. I am or will be at least 17 years of age at the time I Check in.
 - 2.1.4. I have not been dismissed from any *University Housing* facility nor has the *University* ever terminated my *Agreement*, contract or lease, or filed an eviction or unlawful detainer action against me for any *University Housing* facility.
- 2.2. If at any time after I have submitted this *Agreement* I become ineligible under the eligibility criteria stated above to reside in 12-Month Apartments, I agree to inform HFS in writing at hfsinfo@uw.edu of my ineligibility within 24 hours of becoming ineligible, and to Check out as described in Section 21 within 72 hours of becoming ineligible, unless I am required to vacate earlier as described in this *Agreement*.

3. Criminal Offenses

- 3.1. If I have been arrested for, with prosecution ongoing, or convicted of a sex offense; or have entered a deferred adjudication agreement relating to a sex offense; or have been or am under active supervision by any state, territory or foreign country related to a sex offense; or have been or am required to register as a sex offender; I must notify HFS in writing at hfsinfo@uw.edu at the time this *Agreement* is submitted, and I acknowledge that the *University* has the discretion to determine whether my application to reside in *University Housing* should be accepted, and to assign me to a particular Room deemed appropriate by the *University*.
- 3.2. If after submitting this *Agreement* and my housing application I am arrested for, convicted of, or found to have committed a sex offense; enter a deferred adjudication agreement relating to or am placed under active supervision by any state, territory or foreign country relating to a sex offense; or am required to register as a sex offender; I will inform HFS of my offense in writing at hfsinfo@uw.edu within 24 hours. I further agree that I will provide HFS with all requested information regarding the event(s) at issue. HFS has the discretion to require that I Check out within 24 hours of said notification unless HFS provides me with written permission to remain in *University Housing*. Even if I am given written permission to remain in *University Housing*, HFS retains the ability to change that determination and require I Check out as additional information is obtained.
- 3.3. I will provide the *University* with any information it requests related to my offense(s) in order for the *University* to make a determination of my eligibility to reside in *University Housing* based on the best interests of the *University*.

4. Agreement Period and Check-in Dates

- 4.1. The duration of this *Agreement* and the charges outlined in this *Agreement* are for the period from September 10, 2023 through 12 noon on August 17, 2024.
- 4.2. *Check-in* dates and times for each quarter covered by this *Agreement* are:

Academic quarter	Check-in date and time
Autumn quarter	At or after 8 a.m. on September 10, 2023
Winter quarter	At or after 8 a.m. on December 31, 2023
Spring quarter	At or after 8 a.m. on March 24, 2024
Summer quarter	At or after 8 a.m. on June 16, 2024

- 4.3. Any request to *Check in* after noon on the second day of instruction must be submitted in advance to HFS at hfsinfo@uw.edu.
- 4.4. If I am assigned to a *Room* after the *Agreement Period* begins, my *Agreement* will begin on my assigned *Check-in* date. My *Check-in* date will be provided with my assignment information.
- 4.5. If I request to remain and am assigned for the period between the 2023–24 *Agreement* and the 2024–25 *Agreement*, the provisions of this *Agreement* will extend to cover the period between this *Agreement Period* and the 2024–25 *Agreement Period*.

5. Early Arrival Housing

- 5.1. I may request to [move in early](#) if I have a University-approved requirement to be on campus before formal *Check-in* (e.g., international student orientation, athletics, band, approved housing accommodation from DRS, HFS staff).
- 5.2. I must request and pay for early arrival housing separate from the 12-Month Apartments application and payment.
- 5.3. HFS will notify me via my University email address and authorized alternate email address, if available, as to whether or not my early arrival housing request is approved.
- 5.4. If I am approved for early arrival housing, I must agree to pay for early arrival housing charges for my early arrival period.
- 5.5. If my early arrival request is approved, I may be assigned to a temporary space for some or all of the early arrival period, and must comply with Room Change instructions and deadlines sent by HFS to my University email address.
- 5.6. If I request early arrival housing after the deadline, a late request for early arrival charge will be assessed. If I arrive early without being approved for early arrival and after HFS Student Services has closed, an expedite charge will be assessed. A list of incidental housing charges can be found on the HFS website.
- 5.7. If I am approved for early arrival housing and move in before the *Agreement Period* begins, the provisions of this *Agreement* begin on the date I am approved to *Check in*.
- 5.8. If I Cancel my 2023–24 housing application after *Checking in* to my early arrival housing assignment but before the standard *Check in* date for the quarter, I will be subject to Cancellation charges per Section 6 of this *Agreement*.

6. Application Cancellation or Deferment

- 6.1. I may *Cancel* or *Defer* my housing application and *Agreement* before my expected *Check in* date.
- 6.2. Details about [Cancellation and Deferment](#) can be found on our website.
- 6.3. If I wish to terminate this *Agreement* after my expected *Check-in* date, I may do so as described in Section 19.

7. Room Assignment

- 7.1. Submission of a housing application or *Agreement* does not guarantee me a *Room* in *University Housing*.
- 7.2. I will be assigned based on my assignment priority to any available *Room* within *12-Month Apartments* regardless of rate.
- 7.3. I may be assigned to any available *Room* regardless of application preferences expressed by me including, but not limited to, building, *Apartment* type and *Roommate* request.
- 7.4. I accept my assigned *Room* in *12-Month Apartments* through the end of the *Agreement Period*.
- 7.5. *HFS* will release my name, email address and telephone number to my assigned *Roommate(s)*.
- 7.6. *HFS* reserves the right to reassign me to a different *Room* at any time for any reason that is reasonable under the circumstances including, but not limited to, the welfare of residents; a violation of Community Standards or the Student Conduct Code; to accommodate facility operations or repair; to accommodate students with disabilities; to use available space more efficiently; or to further the best interests of the *University* and/or its community. I may be required to move with 48-hours' notice.
- 7.7. If a *Room* is available in my *Apartment*, I may be assigned a *Roommate* without prior notification.
- 7.8. If a *Room* is available in my *Apartment*, I will keep the available *Room* and *Common Areas* clean and accessible. If I fail to do so, I will be charged the daily *Room* rate for both the unavailable *Room* and my assigned *Room* until the *Room* and *Common Areas* are clean and accessible, and I may be subject to disciplinary action.
- 7.9. Residents are required to comply with requests from *HFS* to leave their assigned space within 24 hours due to COVID or other public health emergency, including but not limited to a public health requirement to isolate or quarantine and failure to do so is a violation of the *HFS* housing *Agreement* and may subject a resident to emergency removal from their assigned space. Removal from *University Housing* to isolate or quarantine does not constitute a termination of a resident's housing *Agreement*.

8. Dining Plan

- 8.1. I may select and pay for a Dining Plan level.
- 8.2. My Dining Plan funds may be used only in *HFS* dining facilities.
- 8.3. My Dining Plan works like a debit card, with the quarterly allotment deposited into my Dining Plan at the beginning of each quarter on the dates shown below:

Quarter	Dining funds available for use
Autumn quarter	8 a.m. on September 10, 2023
Winter quarter	8 a.m. on December 31, 2023

Spring quarter	8 a.m. on March 24, 2024
Summer quarter	8 a.m. on June 16, 2024

- 8.4. My *Dining Plan* funds are nonrefundable and nontransferable to any account including my *Husky Card Account*.
- 8.5. *HFS* will provide dining service from the first day of the quarter through midday on the last day of final examinations for each academic quarter. During Thanksgiving Break, Winter Break, Spring Break and the week between spring quarter and summer quarter, there will be limited or no service in the dining facilities.
- 8.6. The *Dining Plan* level I select will continue for each quarter through the end of this *Agreement Period* unless I change or *Cancel* it at myhfs.housing.uw.edu.
- 8.7. If I wish to lower my *Dining Plan* level, I must do so by the following date:

Quarter	Deadline to lower Dining Plan level
Autumn quarter	August 31, 2023
Winter quarter	November 30, 2023
Spring quarter	February 28, 2024
Summer quarter	May 31, 2024

- 8.8. If I wish to increase my *Dining Plan* level, I may do so at any time, except during the following periods:

Quarter	Dining Plan change freeze dates
Autumn quarter	September 1–October 1, 2023
Winter quarter	December 1, 2023–January 5, 2024
Spring quarter	March 1–31, 2024
Summer quarter	June 1–23, 2024

- 8.9. As long as I remain in residence, any balance remaining in my *Dining Plan* at the end of autumn quarter 2023, winter quarter 2024 and spring quarter 2024 will carry forward to the next quarter. In addition, the next quarter's *Dining Plan* level allotment will be added to my account.
- 8.10. Any balance remaining in my *Dining Plan* will be forfeited at noon on August 17, 2024.
- 8.11. If I *Check out* before the end of the *Agreement Period* and remain registered for classes, any balance in my *Dining Plan* will remain available for use through noon on August 17, 2024 at which point any balance remaining in my *Dining Plan* will be forfeited.
- 8.12. If I *Check out* during autumn quarter 2023, winter quarter 2024 or spring quarter 2024 and am no longer registered for classes, any balance in my *Dining Plan* will be prorated based on my *Checkout* date or usage, whichever is higher, and the resultant unused funds will be refunded.
- 8.13. If I *Check out* during summer quarter 2024, any balance in my *Dining Plan* will remain available for use through noon on August 17, 2024 at which point any balance remaining in my *Dining Plan* will be forfeited.

- 8.14. Dining service, including where and how it will be offered to residents, is subject to the discretion of *HFS* and the *University* and is subject to modification to address public health concerns. Due to health and safety guidance adopted by the *University* or *HFS*, *HFS* may limit the occupancy of dining areas, limit the amount of time students and other customers may remain within *HFS* dining areas, or make other operational adjustments needed to address health and safety concerns.

9. Prepayment

- 9.1. I will submit a \$500 prepayment at the time I apply for housing. If I am submitting a returning resident application and am a current resident, the \$500 prepayment is not required.
- 9.2. If I have been identified as eligible for prepayment Deferment, I may apply for housing without submitting a prepayment.
- 9.3. The prepayment will be used to pay future charges to my housing and *Dining Plan*.

10. Room Charges

- 10.1. I will be charged for and will pay the *Room* rate for the *Apartment* type to which I am assigned. [Housing rates](#) are established by the University of Washington Board of Regents.
- 10.2. My *Room* rate includes electricity, gas, Internet access, access to televised programming, water, sewer and garbage services. A temporary failure in utility service is not a breach of this *Agreement*.
- 10.3. If I am assigned a *Room* before the *Agreement Period* begins and do not *Cancel* as provided in Section 6, I must pay the entire quarter of housing charges regardless of the date I *Check in*.
- 10.4. If I am assigned a *Room* after the *Agreement Period* begins, I must pay prorated housing charges based on my *Check-in* date assigned by *HFS* even if I do not *Check in* on that date.
- 10.5. If I *Cancel* my application, I will be subject to *Cancellation* charges as stated in Section 6.
- 10.6. If I *Terminate* my *Agreement*, I will be subject to *Agreement Termination* charges as stated in Section 19.

11. Dining Charges

- 11.1. I will be charged for and will pay the Dining Plan rate for the level I select. Dining Plan rates are established by the University of Washington Board of Regents.
- 11.2. If I am assigned a Room before the quarterly Dining Plan level change deadline as shown in Section 8.7, I must pay the entire quarter of dining charges regardless of the date I Check in.
- 11.3. If I am assigned a Room after the quarterly Dining Plan level change deadline as shown in Section 8.7, I must pay a prorated dining amount based on my assigned Check-in date regardless of the date I Check in.
- 11.4. Any funds remaining in my Dining Plan will be forfeited at noon on August 17, 2024, except as stated in 8.12.

12. Other Charges

- 12.1. **Emergency kit:** I am required to purchase a 72-hour emergency kit provided by *HFS* at the beginning of my occupancy with *HFS*. I am only required to purchase one emergency kit during my occupancy with *HFS*.

- 12.2. **Laundry Charge:** I will be charged a quarterly fee for use of laundry as indicated on the [incidental charges](#) page.
- 12.3. **Incidental charges:** I will pay any [incidental charges](#) by the first of the following month in which they are charged unless I Check out before the end of that month, in which case I will pay them before I *Check out*.

13. Payments

- 13.1. I will pay my *HFS* charges according to the dates shown in the table below. I will select one of the following payment plans when I submit my housing application. The payment plan I select will determine my payment due dates.
- 13.1.1. **Monthly payment plan:** I will pay my monthly *Room* charges by the first day of each month.
- 13.1.2. **Financial aid payment plan:** *HFS* will post charges to my student fiscal services account. Any available funds, up to the full quarterly balance due, will be electronically transferred to *HFS*. If the full quarterly balance is not covered, I will pay any remaining balance according to the following schedule:

Month	Due date
September, October	October 13, 2023
January	January 19, 2024
April	April 14, 2024
July	July 5, 2024
November, December, February, March, June and August	Payments are due by the first day of the month

- 13.2. I will be charged for and will pay the rate for the *Dining Plan* level I select based on the following schedule:

Quarter	Monthly payment plan due date	Financial aid payment plan due date
Autumn quarter	September 1, 2023	October 13, 2023
Winter quarter	January 1, 2024	January 19, 2024
Spring quarter	April 1, 2024	April 12, 2024
Summer quarter	July 1, 2024	July 5, 2024

- 13.3. If I fail to make payments as required by this *Agreement*, my *Agreement* and assignment may be terminated. If my *Agreement* is terminated by *HFS*, I will be required to move out and will be charged a *Termination* charge as shown in Section 19.
- 13.4. During my *Occupancy Period*, all billing adjustments and incidental charges placed on my account after the due date are due by the first of the month.
- 13.5. I may view my statement of account at any time at hfs.uw.edu/myhfs/ledger.aspx.
- 13.6. I will make payments in one of the following manners:

- 13.6.1. With a Visa, MasterCard, American Express or Discover credit/debit card at hfs.uw.edu/myhfs/account.aspx; or,
 - 13.6.2. Online with an international account or 529 College Savings Plan (Payments made by a 529 account using [Flywire](#) must be coordinated with the 529 if the digital distribution option is available through your plan using Flywire.) ; or,
 - 13.6.3. By mail with a check to University of Washington, Housing & Food Services, Financial Services Office, 1045 NE Campus Parkway, Box 355607, Seattle, WA 98195-5607; or,
 - 13.6.4. In person with a personal check or a cashier's check at the HFS Student Services Office in 210 Lander Hall.
- 13.7. I may be assessed a late payment charge if my account is not paid in full by the payment due date. In addition, a [late payment charge](#) will be assessed after the fifth day of each subsequent month during which I have a past due balance.
- 13.8. If I have any questions about my account or if my payment will be late, I will contact the HFS Student Services Office in 210 Lander Hall at hfsinfo@uw.edu or 206-543-4059 before my account becomes delinquent.
- 13.9. If I fail to make payments after *Check-in* as required by this *Agreement*:
- 13.9.1. My *Dining Plan* and *Husky Card Account* may be inactivated until my account is paid in full; and,
 - 13.9.2. *HFS* may contact the person(s) I have designated as authorized to receive my financial account information; and,
 - 13.9.3. The *University* may declare me in breach of and terminate this *Agreement*, *Cancel* my assignment and require that I *Check out*, and/or take further action against me including, but not limited to:
 - Denying future applications for *University Housing*; and,
 - Placing a hold on *University* registration, transfer of credits, transcripts and graduation; and,
 - Assessing collection agency charges as outlined in Section 13.9.6; and,
 - Assessing legal fees and moving and storage costs; and,
 - Obtaining a legal judgment against me for any balance due.
 - 13.9.4. If I wish to dispute any charges posted to my account, I must [submit a waiver request](#) within 60 days of the charge being posted to my account. I understand that waiver requests submitted more than 60 days after charges have been posted will not be considered, and I will be responsible for full payment of those charges.
 - 13.9.5. After I *Check out*, all charges are due immediately.
 - 13.9.6. The *University* reserves the right to the recovery of collection agency fees as authorized by [RCW Chapter 19.16.500](#) , which may be based on a percentage at a maximum of 40 percent of the debt in addition to the recovery of any outstanding balance, attorney fees, court costs and other collection costs including moving and storage costs.
 - 13.9.7. I authorize the *University*, *HFS* and their respective agents and contractors to contact me regarding outstanding charges or repayment of outstanding charges at the current or any

future number that I provide for my cell phone or other wireless device using automated telephone dialing equipment or artificial or prerecorded voice or text messages.

14. Community Standards

- 14.1. I agree to abide by the Community Standards, which are appended hereto as Appendix A. I acknowledge that the Community Standards apply to me not only when I am in the building in which my Room is assigned but also while I am on any University Housing premises, which includes, but is not limited to, Common Areas, community centers, entry areas, hallways, parking areas, courtyards, terraces, decks, grounds, elevators, stairwells, playfields and dining facilities.
- 14.2. I agree to abide by all regulations, policies and standards of the University and HFS. Should my guests or I fail to comply with the conduct regulations, policies and standards of the University and HFS including, but not limited to, the Community Standards and the [Student Conduct Code WAC 478-121](#), the University may take disciplinary action against me pursuant to the [Residential Life Conduct Process](#) and/or the Student Conduct Code, except that, for allegations that, if true, would constitute sexual harassment (EDFR prohibited conduct) under WAC 478-121-605, disciplinary action against me will follow the process described in Part VII of the Student Conduct Code.

15. Room Changes

- 15.1. I may only make a Room Change with prior written approval by an authorized HFS staff member.
- 15.2. HFS will not accept Room Change requests from 12-Month Apartments to 9-month housing.
- 15.3. If I wish to change my Room, I must follow all Room Change procedures .
- 15.4. If HFS approves my Room Change request or I am required to make a Room Change as part of a disciplinary process, I will be assessed a nonrefundable Room Change charge.
- 15.5. If I do not follow proper Room Change procedures, I will be charged an improper Room Change charge in addition to the Room Change charge.
- 15.6. I will be required to pay the Room rate for the new Room beginning the date the Room Change is effective.
- 15.7. I must return my originally assigned Room keys to the location designated by HFS by my Room Change deadline. If my keys are not returned by the deadline, I will be assessed the daily rate for both Rooms until the keys to my originally assigned Room are returned, and I will be charged an improper Room Change charge.
- 15.8. If I make a Room Change without prior approval from an authorized *HFS* staff member:
 - 15.8.1. I will be assessed an unauthorized Room Change charge; and,
 - 15.8.2. I will be charged the daily Room rate for both Rooms until I have Checked out of my originally assigned Room or I have moved back to my originally assigned Room; and,
 - 15.8.3. I will be charged a Room Change charge if HFS approves my Room Change request; and,
 - 15.8.4. I may be assessed an improper Room Change charge if I do not follow proper Room Change procedures.
- 15.9. Before my Room Change deadline, I will remove all of my personal belongings from my Room and Common Areas and follow the cleaning guidelines . If I do not remove my personal belongings, HFS

may pack and store and/or dispose of them at my expense. While HFS intends to make reasonable efforts to protect my belongings, I will not hold the University liable for any damage or loss.

- 15.10. If my keys are not returned by my Room Change deadline, I may be assessed a lock change charge in order to secure my *Room*, plus an additional charge for each unreturned key.

16. Entry and Inspection

- 16.1. When performing routine inspections and maintenance, the University will give me at least 48-hours' notice of its intent to enter my Room or Common Area, and will enter only at reasonable times.
- 16.2. University staff, contractors and designees have the right to enter my Room and Common Area, and I will not be given prior notice:
- 16.2.1. In the event of an emergency.
 - 16.2.2. If I request or if my Roommate requests repairs or maintenance, which includes, but is not limited to, the submission of a work order.
 - 16.2.3. If my Roommate or any person sharing my Room, Apartment or cluster moves out for cleaning or maintenance.
 - 16.2.4. If University staff and/or University of Washington Police Officers are entering areas outside my Room unannounced to conduct rounds concerning health, safety or security checks, to enforce Community Standards and other policies, or to investigate possible criminal activity.

17. Cleaning, Alterations and Damages

- 17.1. Within one week of Check-in, I will inspect and, if necessary, submit a [work order](#) for any significant damage that requires urgent or immediate repair or missing items that require replacement. In addition, I will report any concerns about the Room condition as appropriate. Any damage or missing items not addressed through a [work order](#) or documented will be my responsibility and will be charged to me when I Check out.
- 17.2. I will report lost Room and/or Apartment keys to my regional desk immediately. If, after 72 hours, I have not demonstrated to HFS that I have located my keys, any affected locks will be changed at my expense. I may be assessed a [lock change charge](#) in order to secure my Room, plus an additional charge for each unreturned key or building access card.
- 17.3. I will keep my Room and Apartment Common Areas clean, orderly and in good condition at all times and will properly dispose of garbage, recyclables and compost items in designated collection sites. I will be responsible for any charges that result from my failure to keep my Room or Apartment Common Areas clean, orderly and in good condition.
- 17.4. If I am assigned to an Apartment with a private or semi-private bathroom, I will cooperate with my Roommate(s) to care for and maintain the bathroom including providing cleaning supplies.
- 17.5. I will not make any repairs or alterations to any University Housing premises. If repairs are required, I must [submit a work order](#) .
- 17.6. If I or any guest of mine damages any HFS property, I will be responsible for the reasonable cost of repair, replacement and/or cleaning as determined by HFS.
- 17.7. If any damage occurs in the Common Areas and/or shared areas of my Room/Apartment and the responsible person cannot be determined, any charges for repair, replacement and/or cleaning as determined by HFS will be divided equally among all Room/Apartment occupants.

- 17.8. HFS will continue to implement and modify its cleaning protocols to address COVID or other public health emergencies in the interest of minimizing the spread of disease until deemed no longer necessary.

18. Sublicense

- 18.1. I am permitted to *Sublicense my Room* as long as I have prior written approval from HFS and:
- 18.2. I will be residing in University Housing for the academic quarter following my Sublicense request; or,
- 18.3. I will be graduating at the end of spring quarter 2024 and intend to Sublicense my Room for summer quarter 2024.
- 18.4. My Sublicense is approved before I vacate.
- 18.5. Sublicense procedures can be found at hfs.uw.edu/12sublic.
- 18.6. If HFS approves my Sublicense request, I will be assessed a Sublicense charge.
- 18.7. If I choose to Sublicense my Room, I understand that I am still responsible for making housing payments to HFS, and any arrangements I make with my Sublicensee are made independent of HFS and this Agreement.
- 18.8. I must submit my Sublicense request by emailing hfsinfo@uw.edu (for Sublicenses during autumn quarter 2023, winter quarter 2024 or spring quarter 2024) or online at myhfs.housing.uw.edu (for Sublicenses during summer quarter 2024) at least 14 days before my intended Sublicense start date. If I do not submit my Sublicense request at least 14 days in advance of my intended Sublicense start date, I will be responsible for paying a late Sublicense notice charge per day for the number of days less than the required 14-day notice.
- 18.9. I may Sublicense my Room only for dates that closely mirror an academic quarter and for no less than a four-week period.
- 18.10. If my Sublicense request is approved, I am required to return my keys to my front desk before permitting my Sublicensee access to my Room.
- 18.11. I authorize the University to provide to my Sublicensee information regarding my account status, such as if my account is past due or at risk of being terminated. I waive any claims against the University that might relate to or arise from the provision of such information.
- 18.12. If I do not follow proper Sublicense procedures, I will be charged an improper Sublicense charge.
- 18.13. If I Sublicense my Room without prior authorization from HFS:
- 18.13.1. I will be assessed an improper Sublicense charge; and,
- 18.13.2. I may be assessed a Sublicense charge; and,
- 18.13.3. I may be assessed a late Sublicense notice charge per day for a maximum of 14 days as referenced in Section 18.4; and,
- 18.13.4. My intended Sublicensee may be required to Check out immediately; and,
- 18.13.5. I may be assessed a lock change charge plus an additional charge for each unreturned key in order to secure my Room and *Apartment*.

19. Agreement Termination

- 19.1. I may terminate my *Agreement* after on or after my expected *Check in* date. If I wish to *Cancel* this *Agreement* prior to my expected *Check-in date*, I may do so as described in Section 6.
- 19.2. The duration of this *Agreement* and the housing and dining charges contained within this *Agreement* are for the period of September 10, 2023, through noon on August 17, 2024.
- 19.3. If I *Check out* during autumn quarter 2023, winter quarter 2024 or spring quarter 2024 between September 10, 2023 and June 8, 2024:
- 19.3.1. I must submit an Agreement Termination notice in advance of my Checkout date at myhfs.housing.uw.edu; and,
- 19.3.2. I will be responsible for paying all charges for my assigned Room for the entire Agreement Period; and,
- 19.3.3. I will be responsible for all dining charges for the quarter during which I Check out; and,
- 19.3.4. I will not be assessed dining charges for future quarters; and,
- 19.3.5. I must Check out no later than the deadline shown below for the quarter during which I Check out; and,
- 19.3.6. I may become eligible to have my Room charges prorated on a First Out, First In basis as described in Section 19.5; and,
- 19.3.7. I will be charged according to the table below:

Checking out during	Termination notice submitted	Checkout deadline	Early termination charge
Autumn quarter (September 10– December 16, 2023)	On or before October 31, 2023	By noon on December 16, 2023	\$500
	November 1– December 16, 2023		\$500 + \$15 per day late notice charge
Winter quarter (December 17, 2023– March 16, 2024)	On or before January 31, 2024	By noon on March 16, 2024	\$500
	February 1– March 16, 2024		\$500 + \$15 per day late notice charge
Spring quarter (March 17, 2024– June 8, 2024)	On or before February 28, 2024	By noon on June 8, 2024	\$500
	March 1– June 8, 2024		\$500 + \$15 per day late notice charge

- 19.4. I may be subject to additional daily *Room* charges if I move out during Winter Break or Spring Break or the week between spring quarter and summer quarter.
- 19.5. If I *Check out* during summer quarter 2024, or between June 9, 2024, and August 17, 2024:
- 19.5.1. I will not be charged an early Termination charge; and,

- 19.5.2. I will be responsible for paying all summer quarter 2024 housing and dining charges; and,
 - 19.5.3. I must Check out by noon on August 17, 2024, following Checkout procedures as described in Section 20; and
 - 19.5.4. I may become eligible to have my Room charges prorated on a First Out, First In basis as described in Section 19.6; and
 - 19.5.5. I will be responsible for paying the early Termination charge and late notice charge as outlined in Section 19.3.7.
- 19.6. If I am determined to be eligible to participate in the First Out, First In process, my Room charges may be prorated as of the date an eligible student who is not currently an Agreement Holder Checks in to a Room in a 12-Month Apartment. HFS will make a reasonable attempt to reassign Rooms. The First Out, First In order is based on students' Checkout dates.
- 19.7. HFS will adhere to Termination requirements and charges as detailed in this Agreement, regardless of any change to the manner in which classes are delivered, as long as HFS continues to provide on-campus housing and dining as outlined in the Emergency Closures section of the HFS housing Agreement.
- 19.8. I will not be charged an early Termination charge, late notice charges or any future Room charges if I provide documentation within five days of my Checkout date to HFS at hfsinfo@uw.edu that establishes one of the following:
- 19.8.1. I am no longer a registered student at the *University* for autumn quarter 2023, winter quarter 2024 or spring quarter 2024 and have not graduated from the *University* during this *Agreement Period*; or,
 - 19.8.2. I am eligible based on Armed Forces exceptions per ESHB.SL. I must provide HFS with copies of any such military orders at hfsinfo@uw.edu ; or
 - 19.8.3. As stated in Section 21 of this *Agreement*.
- 19.9. If I provide documentation in advance of my Checkout date to HFS at hfsinfo@uw.edu that establishes I am graduating at the end of autumn quarter 2023 or winter quarter 2024, submit my Agreement Termination notice and *Check out* by the deadline stated in Section 19.3:
- 19.9.1. I will be exempt from the \$500 early *Termination* charge; and,
 - 19.9.2. I will be charged late notice charges if I submit my notice after the deadline stated in Section 19.3; and,
 - 19.9.3. I will be responsible for *Room* charges through the *Checkout* deadline as stated in Section 19.3; and,
 - 19.9.4. I will be exempt from future *Room* charges for the remainder of my *Agreement Period*.
- 19.10. If I am graduating during spring quarter 2024, I am considered eligible to reside in 12-Month Apartments during summer quarter 2024 and will remain responsible for all terms of this Agreement including ongoing charges through the end of the Agreement Period.
- 19.11. If I provide documentation within 14 days of my Checkout to HFS at hfsinfo@uw.edu that I am participating in a study abroad program or an internship program located outside of commuting distance as defined at hfs.uw.edu/comdist for University credit the next academic quarter, submit my Agreement *Termination* notice, and *Check out* by the deadline stated in Section 19.3:
- 19.11.1. I will be exempt from the \$500 early Termination charge: and,

- 19.11.2. I will be charged late notice charges if I submit my notice after the deadline stated in Section 19.3; and,
 - 19.11.3. I will be responsible for *Room* charges through the *Checkout* deadline as stated in Section 19.3.
- 19.12. If I am moving directly into Commodore Duchess or Radford Court:
- 19.12.1. I will be exempt from the \$500 early *Termination* charge;
 - 19.12.2. I will be charged late notice charges if I submit my notice after the deadline stated in Section 19.3.2.; and,
 - 19.12.3. I will be responsible for *Room* charges through the *Checkout* date as stated in Section 19.3.
- 19.13. If HFS Terminates my Agreement before the end of the Agreement Period for any breach of this Agreement:
- 19.13.1. My Agreement will be Terminated for the current quarter and future quarters; and,
 - 19.13.2. I will be responsible for paying the \$500 early Termination charge; and,
 - 19.13.3. I will be responsible for paying the full Agreement housing charges and the current quarter's dining charges; and,
 - 19.13.4. I will not receive a prorated refund of any housing and dining charges.
- 19.14. If I leave my *Room* permanently without formally *Checking out*, HFS will begin abandonment procedures, which includes contacting *Roommates*, neighbors, the registrar and other UW departments to try to determine my whereabouts and intentions. Charges associated with abandonment include lock change and key replacement, moving, handling and storage of belongings, and cleaning or repair charges, in addition to any *Room* payment owed. *Room* charges may be prorated if HFS determines I am no longer a student at the *University*.

20. Checkout

- 20.1. When I *Check out* of my Room, I will follow proper Checkout procedures .
- 20.2. If I am Checking out before the end of the Agreement Period, I will follow Agreement Termination procedures stated in Section 19.
- 20.3. Before I Checkout, I will remove all of my personal belongings from my Room and Apartment and follow the cleaning guidelines . I do not remove my personal belongings, HFS may pack and store and/or dispose of them at my expense. While HFS intends to make reasonable efforts to protect my belongings, I will not hold the University liable for any damage or loss.
- 20.4. If I do not return my Room keys by the date I provided on my Agreement Termination notice or at the end of the Agreement Period, whichever comes first, I will be assessed other applicable charges for unreturned items and/or labor charges as shown in the incidental housing charges table .
- 20.5. If my keys are not returned, I may be assessed a lock change charge in order to secure my Room, plus an additional charge for each unreturned key.
- 20.6. When I Check out, I will leave my Room and Apartment Common Areas and all furnishings in good order and repair except for reasonable wear, and pay any repair, replacement and/or cleaning costs as determined by HFS.

- 20.7. If I Check out and do not have a pending application or future assignment, any applicable refund will be returned to me. If the refund is returned to HFS for any reason, the money will be held for one year by HFS before remittance to the Washington State Department of Revenue.
- 20.8. It is my responsibility to keep my local address and permanent address current through MyUW .
- 20.9. Any balance in my Dining Plan will be forfeited at noon on August 17, 2024.
- 20.10. Any balance in my Husky Card Account will remain in my account when I Check out and will be refunded to me upon written request from my *University* email account to huskycrd@uw.edu.

21. Emergency Closures

- 21.1. The University's inability to make a Room available to me for any reason beyond the University's control including, but not limited to, natural disaster, fire, flood, earthquake, condemnation, pandemic, epidemic, endemic or other public health emergency, quarantine, utility malfunction, infestation, or other emergency or force majeure event shall not constitute a breach of this Agreement by the University. In such circumstances, the University shall have no liability to me in any way for injuries, reimbursement, damages, inconvenience, annoyance or compensation of any kind. The University may attempt to find, but cannot guarantee, an alternative space for me. If the unavailability of my Room or an alternative space persists for more than 72 hours, I may Terminate this Agreement and Check out during said unavailability without penalty provided that I shall be responsible for all financial obligations incurred up to the date of such Termination. The University agrees to provide me with a pro rata refund, calculated from the date of such Termination to the end of the Agreement Period, of any prepaid housing and dining payment made to the University. Upon resumption of standard operations, Agreement Termination requirements and charges will apply as described in Section 19.
- 21.2. If the University closes all dining facilities for emergency reasons or due to the emergency closure of the University, HFS agrees to provide a pro rata refund of my Dining Plan balance based on the number of days in which all dining facilities covered by the Dining Plan were unavailable for one or more meal periods and the number of days in this Agreement excluding all days on which the dining facilities were scheduled for closure prior to the emergency.

22. Injury or Property Loss

- 22.1. The University shall not have any responsibility or provide any compensation for any injury to me or any guest of mine, or for loss or damage to my property or that of any guest of mine, except to the extent caused by the University's negligence. I acknowledge that the University recommends that I carry appropriate insurance against such injury, loss or damage. I acknowledge that the University does not promise, warrant or guarantee the safety or security of me or any guest of mine, or of my personal property or the personal property of any guest of mine against the actions of other parties.
- 22.2. Nothing in this Agreement shall be construed as being intended to protect any person or class of persons from injury or harm.
- 22.3. If there is loss of or damage to my property or that of any guest of mine for any reason beyond the University's control including, but not limited to, natural disaster, fire, flood, earthquake, condemnation, pandemic, quarantine, utility malfunction, infestation or other emergency or force majeure event, the University shall have no liability to me or any guest of mine for reimbursement, damages, inconvenience, annoyance or compensation of any kind.

23. Severability and Choice of Law

- 23.1. The provisions of this Agreement are intended to be severable. If any term or condition is determined to be invalid for any reason, the remaining provisions of this Agreement shall continue to be valid and enforceable.
- 23.2. This Agreement shall be governed in all respects by the laws of Washington State. The parties agree that any legal action related in any way to this Agreement shall be brought exclusively in King County, Seattle, Washington.

24. Community Health Standards

- 24.1. I will adhere to vaccination requirements established by HFS, the University, and/or Public Health—Seattle & King County.
- 24.2. I understand there is increased risk in the spread of virus, such as COVID-19, when people are in close proximity with each other, such as congregate housing. I am assuming such risk by signing this Agreement.
- 24.3. I understand that all residents are prohibited from behavior that would create a health or safety hazard within University Housing, and the University may request or require a resident to leave University Housing if their continued presence in the housing community poses a health or safety risk for community members. I will comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the University or HFS as it relates to public health crises including COVID. This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social and physical distancing, limitations on gatherings, wearing a face covering, COVID diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations on guests allowed in University Housing, and quarantine/isolation requirements (including before or upon arrival to campus). Adherence to health and safety requirements applies to all residents, staff and visitors and extends to all areas of University Housing including Rooms, Apartments, bathrooms, community kitchens, lounges, study rooms, courtyards, Common Areas, dining facilities and other communal spaces. Some areas of University Housing may have different requirements than others. Requirements relevant to each area will be provided to residents as necessary.
- 24.4. I understand how this Agreement has been, or might be, impacted by different scenarios related to COVID-19 or similar public health crisis.

Appendix A: Community Standards

A. Conduct

1. I will respect the rights, privileges and property of other members of the University community and visitors to campus.
2. I will refrain from any conduct that would interfere with *University* operations or endanger the health, welfare or safety of other persons, myself or animals used by persons with disabilities.
3. I will refrain from any conduct that, in the *University's* sole judgment, would violate any city, county, state or federal laws. This conduct includes, but is not limited to, theft; robbery; possession of stolen property; damage to or unauthorized possession, use or removal of *University* property; gambling or wagering

activities; directing lasers at any person or mode of transportation; and unauthorized use of any service (e.g., *Husky Card*, building access cards, authorization codes).

4. I am subject to the [Student Conduct Code](#) for the University of Washington.
5. I will comply with the directions of *University* officials and their authorized agents acting in the performance of their duties.
6. I will not provide false information to or withhold material information from any *University* staff member or agent acting in the course of their duties.
7. I and my guests will present *Husky Cards* or other identification to authorized *University* staff upon request.
8. During posted Quiet Hours, I will refrain from making noise (e.g., loud talking, volume of electronic equipment, etc.) that can be heard beyond the boundaries of my *Room, Apartment* or any space I am visiting. Quiet Hours begin at 10 p.m. on the evenings before *University* classes are in session and at midnight on all other nights. Quiet Hours end each day at 10 a.m. Quiet Hours are in effect 24 hours a day beginning the Wednesday before Finals Week of each quarter and extending through the end of Finals Week.
9. I will refrain from making excessive noise (e.g., loud talking, volume of electronic equipment) even outside the designated Quiet Hours and areas.
10. I will refrain from engaging in sports activities and/or using recreational equipment including, but not limited to, bicycles, skates, skateboards, drones, balls, Nerf guns and Frisbees within all *University Housing* buildings including, but not limited to, *Rooms, Common Areas*, lounges, terraces, decks, bathrooms, hallways, stairwells and dining areas.
11. I will not commit any act of dishonesty including, but not limited to, personal misrepresentation, knowingly furnishing false information to the *University*, forgery and the alteration or fraudulent use of documents including electronic documents or instruments of identification (e.g., misuse of electronic mail systems and computers including unauthorized/illegal access to *University*-owned Ethernet connections).
12. I will not use language or engage in other behavior that is threatening and that is directed toward any person, including myself.
13. I will not participate in any action or situation involving physical or mental abuse, harassment, bullying, cyber-bullying, intimidation, hazing, pranks and/or other conduct that recklessly or intentionally endangers or threatens the health, safety or welfare of any person or results in damage to *University* property.
14. I will not participate in conduct that violates the *University's* policies regarding sexual misconduct as defined in the Student Conduct Code for the University of Washington (Title 478-121 WAC).
15. I will not use my *Roommate's* possessions without their prior consent.

B. Substance Use

1. I will not possess, use, purchase or be under the influence of alcohol if I am less than 21 years of age.
2. I will not be visibly intoxicated even if I am of legal drinking age.
3. I will not knowingly be in the presence of alcohol if I am less than 21 years of age. Exception: If my assigned Roommate is 21 years of age or older, they may possess or consume alcohol in my Room or Apartment in accordance with applicable policies.

4. I will not provide or serve alcohol to anyone less than 21 years of age, nor will I host or promote an event where alcohol is present and any guest who is less than 21 years of age is in attendance.
5. I will not possess alcohol containers if I am less than 21 years of age.
6. I will not possess or consume alcohol outside of my Apartment or with my Apartment door open.
7. I will not manufacture or sell alcohol either directly or indirectly.
8. I will not display advertisements of alcohol that are visible outside my Apartment.
9. I will not possess, share, sell or use kegs, beer bongs, beer balls or other common-source containers of alcohol, nor will I possess a large quantity of alcohol or alcohol containers intended for or used by a group rather than an individual.
10. I will not allow possession, consumption or storage of alcohol at any time in my Room or Apartment if I am less than 21 years of age. Exception: If my assigned Roommate is 21 years of age or older, they may possess or consume alcohol in my Room or Apartment in accordance with applicable policies.
11. I will not use, possess, possess with intent to deliver, deliver, manufacture, purchase, sell, share, distribute, transport, or be under the influence of illegal drugs or controlled substances as defined in RCW Chapter 69.50 or United States Code Title 21 Section 802 including, but not limited to, any quantity of marijuana. Possession of a medical marijuana license or prescription does not provide exemption from this policy.
12. I will not be knowingly in the presence of marijuana, illegal drugs or controlled substances.
13. I will not possess any drug paraphernalia.
14. I will not smoke or use electronic cigarettes or vaporizers or permit my guests to smoke or use electronic cigarettes or vaporizers in any University building or non-designated smoking area. Smoking on the University campus is permitted only in designated areas .

C. Guests

1. I understand that only I and my assigned Roommate may reside in my Room or Apartment.
2. I understand that I may be held responsible for any violation of University policies, rules, regulations and other standards of conduct by my guests in University Housing.
3. I will meet my guests at the entrance of my building and accompany them at all times while in the building.
4. I will not allow my guests to stay overnight in my Room or Apartment unless I obtain the prior consent of my Roommate. I will not pressure my Roommate to consent to my guests staying overnight.
5. I will not allow my guests to occupy my Room or Apartment on an extended or permanent basis.
6. I will ensure that the presence of my guests will not restrict my Roommate from free access to our Room, Apartment or any Common Area, or create a situation that would infringe on my Roommate's right to remain undisturbed.
7. I will not allow my guests to occupy my Room unless I am also present.
8. The University has the discretion to require that any guest leave University Housing and may prohibit any guest from being on University premises. I will cooperate with any request by the University that my guests leave, and I agree not to allow anyone who I know to have been prohibited or excluded from

University Housing premises by the *University* to be present in my *Room, Apartment* or on *University Housing* premises.

D. Safety and Security

1. I will not provide building access to someone I do not know.
2. I will not lend or give my *Room* keys or my *Husky Card* to anyone, nor will I use the *Room* key or *Husky Card* of another student.
3. I will not duplicate or misuse a *University* key or *Husky Card*.
4. I will not enter any residential *Room* areas within *University Housing* other than the one I am assigned to unless I am accompanied by a resident of that community.
5. I will not possess candles. (For ceremonial candle use, please contact your Community Manager.)
6. I will not burn incense or anything with an open flame or do anything to violate the [Seattle Fire Code](#). (For ceremonial use of incense or sage, please contact your Community Manager.)
7. I will not sleep or allow my guests to sleep anywhere outside my *Apartment*.
8. I will not use, store or possess fireworks, ammunition, explosives, flammable liquids, propane, other compressed gases, spray paint or other hazardous materials.
9. I will not:
 - Possess, use, manufacture, transport, display, sell or distribute any firearms, electroshock weapons, air-powered guns (e.g., BB guns, air soft guns, pellet guns, paint guns) or other weapons or replicas of any of the above-mentioned items.
 - Possess any knife having a blade longer than three inches that is not used for culinary purposes.
 - Possess any knife having a blade that projects or swings into position by force of a spring (e.g., switchblade).
 - Intentionally wield or brandish any item capable of producing bodily harm in a manner that intimidates another person or warrants fear for safety of another person.
10. I will not under any circumstance use outside of the intended purpose, hang anything on, or tamper with any safety device, sign or equipment including, but not limited to, fire pull stations, smoke detectors, heat detectors, sprinklers, sprinkler valves, sprinkler pipes, water pipes, fire extinguishers, alarm systems, asbestos materials stickers, or any areas labeled by an asbestos materials sticker. I will report safety equipment malfunctions to *University* staff immediately.
11. If I am responsible for fire alarm activation, I may be charged for costs associated with the response by fire safety personnel.
12. I will not enter or exit through any window except as a health or safety emergency egress out of a building.
13. I will not throw, drop, propel or pour anything from windows, balconies, ledges, landings or stairwells.
14. I will not access roofs or climb on the sides of buildings or be on the outside ledges of buildings.

E. Pets

1. I will not allow or keep any pets or animals on the premises with the exception of fish.

F. Communication and Computing

1. I will read all correspondence and information sent by *HFS* to my *University* email account or mailbox, or posted on my *Room* door, and I will promptly respond if requested.
2. I will keep my local address and permanent address current through [MyUW](#) .
3. I will use *University* computer resources in accordance with all *University* policies and applicable laws including, but not limited to, the *University's* guidelines for [Appropriate Use of University Resources](#) .

G. Facilities

1. I will not use or possess prohibited equipment or appliances as listed on the [12-month move in page](#) . I will use open-flame cooking appliances (e.g., barbecues, hibachi grills, fondue pots) only in designated outdoor areas, and I will not allow any smoke from my cooking to interfere with the air supply of any building. Toasters may only be used in designated kitchen/kitchenette areas.
2. I will not cook in any lounge, lobby, television room or other public area except for designated kitchens and kitchenettes.
3. I will not leave my *Apartment* while cooking and/or while operating the range.
4. I will not tamper with or interfere with the operation of security systems, locks or elevators, unlock doors designated to be locked or prop any door.
5. I will familiarize myself with and abide by emergency evacuation instructions and procedures including, but not limited to, evacuation drills.
6. I will keep my *Room* and *Apartment* shared areas clean, orderly and in good condition at all times, and will comply within 24 hours with any *University*-prescribed corrective action. I will be responsible for any charges that result from my failure to keep my *Room* or *Apartment* shared areas clean, orderly or in good condition.
7. I will not obstruct any walkway, hallway, stairwell, door or any part of the premises and grounds.
8. I will not put any decorative lighting, decoration, object or equipment in the hallways, stairways or exits.
9. I will not display or hang the following items on the exterior of *Room* or *Apartment* doors: decorative lighting, large combustible items, items that hang from door frames, and items that cover over fifty percent of the door, the *Room* or *Apartment* number or the peephole.
10. I may have artificial, nonmetallic trees and living potted trees and plants in my *Room*. I will not display trees or plants in any lounge or public area.
11. I may decorate only with miniature, low-heat producing electric lights that are Underwriter Laboratories, Inc. (UL) approved or with nonelectrical decorations. LED lights are recommended.
12. I will not allow light bulbs or lighted decorations to come in contact with combustible materials.
13. I will turn off all electrical decorations when my *Room* or *Apartment* is unoccupied.
14. I will not place, store, display or hang any items on or outside windows, roofs, outside ledges, stairwells, landings, hallways or any other *Common Area*.

15. I will not vandalize, destroy, damage or tamper with or move materials posted by or the property of the *University*, *University* contractors and vendors, other residents or their guests from their designated locations.
16. I will not operate, park or store motorcycles or motorized scooters inside any building or on stairwells, patios, porches, walkways, terraces or decks.
17. I will not use my *Room* or *Apartment* or any other *University Housing* facility for commercial purposes or financial profit.
18. I will not sell my *Room* assignment or otherwise profit in any way from my assigned *Room*.
19. I will not post any materials outside my *Apartment* except as allowed in the [Residential Life Posting Policy](#) .
20. I will not solicit or distribute promotional materials except as allowed in the [Residential Life Solicitation Policy](#) .
21. I will place garbage, recyclables and compostable items in specifically designated collection sites. I may be required to pay any applicable city of Seattle fines for disposing of recyclables in improper waste containers.
22. I will not install, alter or remove any fixtures, mechanisms or locks in *University Housing* premises. This includes, but is not limited to, removing windows or screens, installing shelves or hooks, damaging walls, painting or paneling surfaces, removing doors, removing drapes or blinds, replacing light fixtures and tampering with the heating system. I will not paint or make any permanent changes to my *Room* or *Apartment*.