

2022–23 12-Month Apartment Agreement

September 11, 2022–August 19, 2023

I. Definitions

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

12-Month Apartments: Cedar Apartments, Mercer Court D and E, Nordheim Court 2, 5, 6, 7 and 8, or any space assigned by HFS.

Agreement: The 12-Month Apartment Agreement for 2022–23.

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

Agreement Period: From September 11, 2022, or beginning on the assigned *Check-in* date, through 12 noon on August 19, 2023.

Agreement Termination, Terminate: Ending the *Agreement* after *Check-in* and before August 19, 2023. 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: Ending the *Agreement* before *Check-in*. For cancellations 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 Account: Funds specifically allocated for use within HFS dining facilities based on the *Dining Account* 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 Account* 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/Apartment Condition Report: The form used to identify the condition of *Rooms* and *Apartments*.

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).

II. General Provisions

- A. I agree to all terms and conditions of this *Agreement* and acknowledge this *Agreement* is binding once I electronically sign and submit it online.
- B. 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.
- C. 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 2022–23 Cosigner Agreement, available at <https://forms.office.com/r/PmWdmac1GA> within two weeks of my application submission.
- D. 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*.
- E. 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 XVI.
- F. This *Agreement* is for the entire *Agreement Period*, September 11, 2022, through 12 noon on August 19, 2023.
- G. 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.
- H. 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*.
- I. My primary cell number will be provided to the *University* for use by the emergency alert system. More information can be found at uw.edu/safety/alert.
- J. 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 XI.L.

- K. 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 VIII.E and Section XVI.G. I may authorize the release of information at myhfs.housing.uw.edu.
- L. If I am seeking an accommodation for a disability, I must submit a Disability Resources for Students (DRS) Disability Housing at depts.washington.edu/uwdrs/housing by the deadline shown at hfs.uw.edu/accommodation. Additional information is available at disability.uw.edu/. HFS cannot proceed with disability accommodation without direction from DRS.
- M. If I have a special dietary need, I will schedule a dining consultation with UW Dining Wellness Specialist. Additional information is available at hfs.uw.edu/Eat/Resident-Dining.
- N. I am required to adhere to vaccination requirements established by HFS, the University, and/or Public Health–Seattle & King County.
- O. 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.
- P. 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, by reading and submitting a HFS Public Health Agreement found at <https://hfs.uw.edu/getmedia/d651b110-ab26-4e3d-848b-11fe952134c5/2022-23-HFS-Public-Health-Agreement.pdf.aspx> as part of my housing application.
- Q. This Agreement may be amended with a 30-day notice by the University during the term of this Agreement.

III. Eligibility

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:

- A. I currently am or have been accepted as a student at the University, and I will maintain my status as a registered student for autumn quarter 2022, winter quarter 2023 and spring quarter 2023.
- B. If I am graduating during spring quarter 2023, I am considered eligible to reside in 12-Month Apartments during summer quarter 2023 and will remain responsible for all terms of this Agreement, including ongoing charges through the end of the Agreement Period.
- C. I am or will be at least 17 years of age at the time I Check in.
- D. 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.
- E. 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 XVIII within 72 hours of becoming ineligible, unless I am required to vacate earlier as described in this Agreement.

IV. Criminal Offenses

- A. 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.
- B. 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.
- C. 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.

V. Agreement Period and Check-in Dates

- A. The duration of this Agreement and the charges outlined in this Agreement are for the period from September 12, 2022 through 12 noon on August 20, 2023.
- B. 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 11, 2022
Winter quarter	At or after 8 a.m. on January 1, 2023
Spring quarter	At or after 8 a.m. on March 26, 2023
Summer quarter	At or after 8 a.m. on June 18, 2023

- C. Any request to Check in after 12 noon on the second day of instruction must be submitted in advance to HFS at hfsinfo@uw.edu.
- D. 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.

- E. If I request to remain and am assigned for the period between the 2022–23 *Agreement* and the 2023–24 agreement, the provisions of this *Agreement* will extend to cover the period between this *Agreement Period* and the 2023–24 agreement period.

VI. Early Arrival Housing

- A. I may request to move in early if I have *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). Information about early arrival housing can be found at hfs.uw.edu/12ea.
- B. I must request and pay for early arrival housing separate from the *12-Month Apartments* application and payment.
- C. *HFS* will notify me via my *University* email address as to whether or not my early arrival housing request is approved.
- D. If I am assigned for early arrival housing, I must agree to pay for early arrival housing charges for my early arrival days as shown at hfs.uw.edu/12ea.
- E. 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.
- F. If I request early arrival housing after the deadline shown at hfs.uw.edu/12ea, an expedite charge will be assessed. A list of incidental housing charges can be found at hfs.uw.edu/charges.
- G. 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 *Check in*.
- H. If I *Cancel* my housing application after *Checking in* to my early arrival housing assignment but before the quarter begins, I will be subject to *Cancellation* charges per Section VII of this *Agreement*.

VII. Application Cancellation or Deferment

- A. I may *Cancel* or *Defer* my housing application and *Agreement* before I *Check in*.
- B. Details about *Cancellation* and *Deferment* can be found at hfs.uw.edu/cancel.
- C. If I wish to terminate this *Agreement* after *Check-in*, I may do so as described in Section XVII.

VIII. Room Assignment

- A. Submission of a housing application or *Agreement* does not guarantee me a *Room* in *University Housing*.
- B. I will be assigned based on my assignment priority to any available *Room* within *12-Month Apartments* regardless of rate.
- C. I may be assigned to any available *Room* regardless of assignment preferences expressed by me including, but not limited to, building, *Apartment* type, and *Roommate* request.
- D. I will accept my assigned *Room* in *12-Month Apartments* through the end of the *Agreement Period*.
- E. *HFS* will release my name, email address and telephone number to my assigned *Roommate*.
- F. *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 a 48-hour notice.
- G. If a *Room* is available in my *Apartment*, I may be assigned a *Roommate* without prior notification.
- H. If a *Room* is available in my *Apartment*, I will keep the available *Room* 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* is clean and accessible, and I may be subject to disciplinary action.

IX. Dining Account

- A. I may select and pay for a *Dining Account* level. Information about the *Dining Accounts* can be found at hfs.uw.edu/Eat/Resident-Dining.
- B. My *Dining Account* funds may be used only in *HFS* dining facilities.
- C. My *Dining Account* works like a debit card, with the quarterly allotment deposited into my *Dining Account* at the beginning of each quarter on the dates shown below:

Quarter	Dining funds available for use
Autumn quarter	8 a.m. on September 11, 2022
Winter quarter	8 a.m. on January 1, 2023
Spring quarter	8 a.m. on March 26, 2023
Summer quarter	8 a.m. on June 18, 2023

- D. My *Dining Account* funds are nonrefundable and nontransferable to any account including my *Husky Card Account*.
- E. *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.
- F. The *Dining Account* 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.
- G. If I wish to lower my *Dining Account* level, I must do so by the following date:

Quarter	Deadline to lower dining account level
Autumn quarter	August 31, 2022
Winter quarter	November 30, 2022
Spring quarter	February 28, 2023
Summer quarter	May 31, 2023

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

Quarter	Dining account change blackout dates
Autumn quarter	September 1–September 30, 2022
Winter quarter	December 1, 2022–January 5, 2023
Spring quarter	March 1–29, 2023
Summer quarter	June 1–21, 2023

- I. As long as I remain in residence, any balance remaining in my *Dining Account* at the end of autumn quarter 2022, winter quarter 2023 and spring quarter 2023 will carry forward to the next quarter. In addition, the next quarter's dining level allotment will be added to my account
- J. Any balance remaining in my *Dining Account* will be forfeited at 12 noon on August 19, 2023.
- K. If I *Check out* before the end of the *Agreement Period* and remain registered for classes, any balance in my *Dining Account* will remain available for use through 12 noon on August 19, 2023 at which point any balance remaining in my *Dining Account* will be forfeited.
- L. If I *Check out* during autumn quarter 2022, winter quarter 2023 or spring quarter 2023 and am no longer registered for classes, any balance in my *Dining Account* will be prorated based on my *Checkout* date or usage, whichever is higher, and the resultant unused funds will be refunded.
- M. If I *Check out* during summer quarter 2022, any balance in my *Dining Account* will remain available for use through 12 noon on August 19, 2023 at which point any balance remaining in my *Dining Account* will be forfeited.

X. Charges

A. Prepayment

1. I will submit a \$500 *Prepayment* at the time I apply for housing.
2. If I have been identified as eligible for *Prepayment* deferment, I may apply for housing without submitting a *Prepayment*.
3. If I am a continuing resident, my *Prepayment* will be required after the no-charge *Cancellation* deadline found at <https://hfs.uw.edu/cancel>.
4. The *Prepayment* will be used to pay future charges to my housing and dining account.

B. Room Charges

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 and can be viewed at hfs.uw.edu/rates.
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*.
3. If I am assigned a *Room* before the *Agreement Period* begins, I must pay full housing charges regardless of the date I *Check in*.
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 regardless of the date I *Check in*.
5. If I *Cancel* my application, I will be subject to *Cancellation* charges as stated in Section VII.
6. If I *Terminate* my *Agreement* I will be subject to *Agreement Termination* charges as stated in Section XVII.

C. Dining Charges

1. I will be charged for and will pay the *Dining Account* level rate for the level I select. *Dining Account* rates are established by the University of Washington Board of Regents and can be viewed at hfs.uw.edu/rates.
2. If I am assigned a *Room* before the quarterly *Dining Account* level change deadline as shown in Section IX.G, I must pay the entire quarter of dining charges regardless of the date I *Check in*.
3. If I am assigned a *Room* after the quarterly *Dining Account* level change deadline as shown in Section IX.G, I must pay a prorated dining amount based on my assigned *Check-in* date regardless of the date I *Check in*.
4. Any funds remaining in my *Dining Account* will be forfeited at 12 noon on August 19, 2023 except as stated in VIII.L.

D. Other Charges

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.
2. Incidental charges: I will pay any incidental charges by the end of the 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*.
3. A list of incidental housing charges can be found at hfs.uw.edu/charges.

XI. Payments

- A. 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.
1. Monthly Payment Plan: I will pay my monthly *Room* charges by the first day of each month.
 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.

Housing charges	Monthly payment plan		Financial aid payment plan	
	Due Date	Late payment charge applied	Due Date	Late payment charge applied
September	September 1, 2022	September 7, 2022	October 14, 2022	October 20, 2022
October	October 1, 2022	October 7, 2022	October 14, 2022	October 20, 2022
November	November 1, 2022	November 7, 2022	November 1, 2022	November 7, 2022
December	December 1, 2022	December 7, 2022	December 1, 2022	December 7, 2022
January	January 1, 2023	January 7, 2023	January 20, 2023	January 26, 2023
February	February 1, 2023	February 7, 2023	February 1, 2023	February 7, 2023
March	March 1, 2023	March 7, 2023	March 1, 2023	March 7, 2023
April	April 1, 2023	April 7, 2023	April 14, 2023	April 20, 2023
May	May 1, 2023	May 7, 2023	May 1, 2023	May 7, 2023
June	June 1, 2023	June 7, 2023	June 1, 2023	June 7, 2023
July	July 1, 2023	July 7, 2023	July 7, 2023	July 13, 2023
August	August 1, 2023	August 7, 2023	August 1, 2023	August 7, 2023

B. I

will be charged for and will pay the rate for the *Dining Account* level I select based on the following schedule:

Quarter	Monthly payment plan due date	Financial aid payment plan due date
Autumn quarter	September 1, 2022	October 15, 2022
Winter quarter	January 1, 2023	January 20, 2023
Spring quarter	April 1, 2023	April 14, 2023
Summer quarter	July 1, 2023	July 7, 2023

- C. 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 XVII.
- D. 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.
- E. I may view my Statement of Account at any time at hfs.uw.edu/myhfs/ledger.aspx.
- F. I will make payments in one of the following manners:
1. With a Visa, MasterCard, Discover or American Express credit/debit card at hfs.uw.edu/myhfs/account.aspx; or,
 2. Online with an international account at <https://landing-pages.flywire.com/landing/washingtonpages>; or,
 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,
 4. By authorizing *HFS* to transfer funds directly from my *University* financial aid account.

a. I may authorize transfer of funds through the following date:

Quarter	Funds transfer deadline
Autumn quarter	August 31, 2022
Winter quarter	November 30, 2022
Spring quarter	February 28, 2023
Summer quarter	June 1, 2023

b. I may authorize transfer of funds when I apply for housing, or by emailing hfsinfo@uw.edu.

- G. I will be assessed a late payment charge if my account is not paid in full within 5 days after the payment due date (See Section XI.A.2) 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. A list of incidental housing charges can be found at hfs.uw.edu/charges.

- H. If I have any questions about my account, I will contact the *HFS* Student Services Office, 210 Lander Hall, hfsinfo@uw.edu or 206-543-4059, before my account becomes delinquent.
- I. If I fail to make payments after *Check-in* as required by this *Agreement*:
 - 1. My *Dining Account*, if applicable, and *Husky Card Account* may be inactivated until my account is paid in full; and,
 - 2. *HFS* may contact the person(s) I have designated as authorized to receive my financial account information; and,
 - 3. The *University* may declare me in breach of and terminate this *Agreement*, terminate my assignment and require that I *Check out*, and/or take further action against me including, but not limited to:
 - a. Cancelling future assignments
 - b. Denying future applications for *University Housing*; and,
 - c. Placing a hold on *University* registration, transfer of credits, transcripts and graduation; and,
 - d. Assessing collection agency charges as outlined in Section XI.L; and,
 - e. Assessing legal fees, and moving and storage costs; and,
 - f. Obtaining a legal judgment against me for any balance due.
- J. 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. The waiver request can be found at hfs.uw.edu/waiver. 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.
- K. After I *Check out*, all charges are due immediately.
- L. The *University* reserves the right to the recovery of collection agency fees as authorized by RCW Chapter 19.16.500 found at <https://apps.leg.wa.gov/RCW>, 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.
- M. 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 pre-recorded voice or text messages.

XII. Community Standards

- A. 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* and *Apartment* are 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. Furthermore, I acknowledge that I am responsible for the behavior of my guests.
- B. I acknowledge that I am subject to the Student Conduct Code for the University of Washington, which may be found at depts.washington.edu/cssc.
- C. 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, 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. The Residential Life Conduct Process may be found at hfs.uw.edu/conduct.

XIII. Room Changes

- A. I may only make a *Room Change* with prior written approval by an authorized *HFS* staff member.
- B. *HFS* will not accept *Room Change* requests from *12-Month Apartments* to 9-month housing.
- C. If I wish to change my *Room*, I must follow all *Room Change* procedures, which can be found at hfs.uw.edu/12rc.
- D. 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.
- E. 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.
- F. I will be required to pay the *Room* rate for the new *Room* beginning the date the *Room Change* is effective.
- G. 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.
- H. If I make a *Room Change* without prior approval from an authorized *HFS* staff member:
 - 1. I will be assessed an unauthorized *Room Change* charge; and,
 - 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,
 - 3. I will be charged a *Room Change* charge if *HFS* approves my *Room Change* request; and,
 - 4. I may be assessed an improper *Room Change* charge if I do not follow proper *Room Change* procedures.

- I. Before my *Room Change* deadline, I will remove all of my personal belongings from my *Room* and *Common Areas* and follow the cleaning guidelines at hfs.uw.edu/12checkout. 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.
- J. 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.

XIV. Entry and Inspection

- A. When performing routine inspections and maintenance, the *University* will give me at least 48 hours' notice of its intent to enter my *Room*, *Apartment* or *Common Area*, and will enter only at reasonable times.
- B. *University* staff, contractors and designees have the right to enter my *Room*, *Apartment* and *Common Area* and I will not be given prior notice:
 1. In the event of an emergency;
 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;
 3. If my *Roommate*, including any person sharing my *Apartment* moves out, for cleaning or maintenance.
 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.

XV. Cleaning, Alterations and Damages

- A. Within one week of *Check-in*, I will inspect and, if necessary, update the *Room/Apartment Condition Report* and submit to Residential Life. Any damage or missing items not declared on the *Room/Apartment Condition Report* will be my responsibility and will be charged to me when I *Check out*.
- B. 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 in order to secure my *Room*, plus an additional charge for each unreturned key or building access card. A list of incidental housing charges can be found at hfs.uw.edu/charges.
- C. I will keep my *Room* and *Apartment* 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* clean, orderly and in good condition.
- D. I will cooperate with my *Roommate* to care for and maintain the bathroom, including providing cleaning supplies.
- E. I will not make any repairs or alterations to any *University Housing* premises. If repairs are required, I must submit a work order at uw.edu/facilities/fsworks.
- F. 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*.
- G. If any damage occurs in the *Common Areas* and/or shared areas of my *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 *Apartment* occupants.

XVI. Sublicense

- A. I am permitted to *Sublicense* my *Room* as long as I have prior written approval from *HFS* and:
 1. I will be residing in *University Housing* for the academic quarter following my *Sublicense* request; or,
 2. I will be graduating at the end of spring quarter 2023 and intend to *Sublicense* my *Room* for summer quarter 2023.
 3. My *Sublicense* is approved before I vacate.
- B. If *HFS* approves my *Sublicense* request, I will be assessed a *Sublicense* charge. *Sublicense* procedures can be found at hfs.uw.edu/12sublic.
- C. 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*.
- D. I must submit my *Sublicense* request by emailing hfsinfo@uw.edu (for *Sublicenses* during autumn quarter 2022, winter quarter 2023 or spring quarter 2023) or online at myhfs.housing.uw.edu (for *Sublicenses* during summer quarter 2022) 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.
- E. I may *Sublicense* my *Room* only for dates that closely mirror an academic quarter and for no less than a four-week period.
- F. 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*.
- G. 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.
- H. If I do not follow proper *Sublicense* procedures, I will be charged an improper *Sublicense* charge.
- I. If I *Sublicense* my *Room* without prior authorization from *HFS*:
 1. I will be assessed an improper *Sublicense* charge; and,
 2. I may be assessed a *Sublicense* charge; and,
 3. I may be assessed a late *Sublicense* notice charge per day for a maximum of 14 days as referenced in Section XVI.D; and,
 4. My intended *Sublicensee* may be required to *Check out* immediately; and,
 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*.
 6. A list of incidental housing charges can be found at hfs.uw.edu/charges.

XVII. Agreement Termination

I may terminate my *Agreement* after I *Check in*. If I wish to terminate this *Agreement* before *Check in*, I may do so as described in Section VII.

- A. The duration of this *Agreement* and the housing and dining charges contained within this *Agreement* are for the period of September 11, 2023, through 12 noon on August 19, 2023.
- B. If I *Check out* during autumn quarter 2022, winter quarter 2023, or spring quarter 2023 between September 11, 2023 and June 10, 2023:
 1. I must submit an *Agreement Termination* notice in advance of my *Checkout* date at myhfs.housing.uw.edu; and,
 2. I will be responsible for paying all charges for my assigned *Room* for the entire *Agreement Period*; and,
 3. I will be responsible for all dining charges for the quarter during which I *Check out*; and,
 4. I will not be assessed dining charges for future quarters; and,
 5. I must *Check out* no later than the deadline shown below for the quarter during which I *Check out*; and,
 6. I may become eligible to have my *Room* charges prorated on a *First Out, First In* basis as described in Section XVII.D; and,
 7. I will be charged according to the table below:

Checking out during	Termination notice submitted	Checkout deadline	Early termination charge
Autumn quarter (September 12–December 17, 2022)	On or before October 31, 2022	By 12 noon on December 17, 2022	\$500
	November 1–December 17, 2022		\$500 + \$15 per day late notice charge
Winter quarter (December 19, 2022–March 18, 2023)	On or before January 31, 2023	By 12 noon on March 18, 2023	\$500
	February 1–March 18, 2023		\$500 + \$15 per day late notice charge
Spring quarter (March 19, 2023–June 10, 2023)	On or before February 28, 2023	By 12 noon on June 10, 2023	\$500
	March 1–June 10, 2023		\$500 + \$15 per day late notice charge

8. I may be subject to additional daily *Room* charges if I move out during winter break or spring break the week between spring quarter and summer quarter.
- C. If I *Check out* during summer quarter 2023, or between June 11, 2023 and August 19, 2023:
 1. I will not be charged an early *Termination* charge; and,
 2. I will be responsible for paying all summer quarter 2023 housing and dining charges; and,
 3. I must *Check out* by 12 noon on August 19, 2023, following *Checkout* procedures as described in Section XVIII; and
 4. I may become eligible to have my *Room* charges prorated on a *First Out, First In* basis as described in Section XVII.D.
- D. 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.
- E. 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:
 1. I am no longer a registered student at the *University* for autumn quarter 2022, winter quarter 2023 or spring quarter 2023 and have not graduated from the *University* during this *Agreement Period*; or,
 2. I have been approved for agreement takeover as described at hfs.uw.edu/12sublic; or,
 3. 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
 4. As stated in Section XIX of this *Agreement*.
- F. 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 2022 or winter quarter 2023, submit my *Agreement Termination* notice and *Check out* by the deadline stated in Section XVII.B:
 1. I will be exempt from the \$500 early *Termination* charge; and,
 2. I will be charged late notice charges if I submit my notice after the deadline stated in Section XVII.B; and,
 3. I will be responsible for *Room* charges through the *Checkout* deadline as stated in Section XVII.B; and,
 4. I will be exempt from future *Room* charges for the remainder of my *Agreement Period*.
- G. If I am graduating during spring quarter 2023, I am considered eligible to reside in *12-Month Apartments* during summer quarter 2023 and will remain responsible for all terms of this *Agreement*, including ongoing charges through the end of the *Agreement Period*.

- H. 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 XVI.B:
 - 1. I will be exempt from the \$500 early *Termination* charge; and,
 - 2. I will be charged late notice charges if I submit my notice after the deadline stated in Section XVII.B; and,
 - 3. I will be responsible for *Room* charges through the *Checkout* deadline as stated in Section XVII.B; and,
- I. If I am moving directly in to Commodore Duchess Apartments or Radford Court:
 - 1. I will be exempt from the \$500 early *Termination* charge;
 - 2. I will be charged late notice charges if I submit my notice after the deadline stated in Section XVII.B.; and,
 - 3. I will be responsible for *Room* charges through the *Checkout* date as stated in Section XVII.B; and,
- J. If HFS terminates my *Agreement* before the end of the *Agreement Period* for any breach of this *Agreement*:
 - 1. My *Agreement* will be terminated for the current quarter and future quarters; and,
 - 2. I will be responsible for paying the \$500 early *Termination* charge; and,
 - 3. I will be responsible for paying the full *Agreement* housing charges and the current quarter's dining charges; and,
 - 4. I will not receive a prorated refund of any housing and dining charges.
- K. 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 UW.

XVIII. Checkout

- A. When I *Check out* of my *Room*, I will follow proper *Checkout* procedures as described at hfs.uw.edu/12checkout.
- B. If I am *Checking out* before the end of the *Agreement Period*, I will follow *Agreement Termination* procedures stated in Section XVII.
- C. Before I *Checkout*, I will remove all of my personal belongings from my *Room* and *Apartment* and follow the cleaning guidelines at hfs.uw.edu/12checkout. 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.
- D. 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 at hfs.uw.edu/charges.
- E. 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. A list of incidental housing charges can be found at hfs.uw.edu/charges.
- F. When I *Check out*, I will leave my *Room* and *Apartment* 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.
- G. If I *Check out* I must immediately pay any housing account balance or additional charges assessed after I *Check out*.
- H. 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.
- I. It is my responsibility to keep my local address and permanent address current through MyUW at myuw.washington.edu.
- J. Any balance in my *Dining Account* will be forfeited at 12 noon on August 19, 2023.
- K. 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.

XIX. Emergency Closures

- A. 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, 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*, and to return my *Deposit* pursuant to this *Agreement*. Upon resumption of standard operations, *Agreement Termination* requirements and charges will apply as described in Section XVII.
- B. 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 Account* balance based on the number of days in which all dining facilities covered by the *Dining Account* 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.

XX. Injury or Property Loss

- A. 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

property, 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.

- B. Nothing in this *Agreement* shall be construed as being intended to protect any person or class of persons from injury or harm.
- C. 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.

XXI. Severability and Choice of Law

- A. 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.
- B. 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.

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 will comply with the directions of *University* officials and their authorized agents acting in the performance of their duties.
- 5. 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.
- 6. I and my guests will present *Husky Cards* or other identification to authorized *University* staff upon request.
- 7. 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.
- 8. I will refrain from making excessive noise (e.g., loud talking, volume of electronic equipment) even outside the designated Quiet Hours and areas.
- 9. 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.
- 10. 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).
- 11. I will not use language or engage in other behavior that is threatening and that is directed toward any person, including myself.
- 12. 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.
- 13. 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).
- 14. 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 found at <https://apps.leg.wa.gov/RCW/> or United States Code Title 21 Section 802 found at <https://www.govregs.com/uscode/21/802> 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, which can be found at ehs.washington.edu/system/files/resources/smokingareas_seattle.jpg.

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 at seattle.gov/fire/fmo/firecode/firecode.htm.
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:
 - a. 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.
 - b. Possess any knife having a blade longer than three inches that is not used for culinary purposes.
 - c. Possess any knife having a blade that projects or swings into position by force of a spring (e.g., switchblade).
 - d. 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 due to smoke from cooking, 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* or *Apartment* 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 at washington.edu/itconnect/work/appropriate-use.

G. Facilities

1. I will not use or possess prohibited equipment or appliances including, but not limited to, waterbeds, halogen lamps, space heaters, air conditioners, space heaters (except those provided by *HFS*), privately-owned ranges, refrigerators over 4.4 cubic feet, full-size appliances or dishwashers, or appliances that exceed the usage limits of my *Apartment*. 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 is 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*, *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 at hfs.uw.edu/posting.
20. I will not solicit or distribute promotional materials except as allowed in the Residential Life Solicitation Policy at hfs.uw.edu/solicitation.
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*.