 TERMS OF THE AGREEMENT:

1. “Visiting Students” are any student (Carroll or those attending other institutions during the academic year) who are not taking Carroll courses or working 15+ hours per week on campus.

2. The resident understands and agrees that the terms and conditions of the summer contract are based on the educational goals and mission of Carroll College are in consideration for other residents’ health, safety, and privileges and comply with College policies as set forth in the current college catalog, student handbook, and established local, state, and federal laws.

3. The resident agrees to maintain the assigned space and all public areas in the residence hall. Upon check in to the room, the resident will complete and sign a check in/check out inventory form, which becomes part of this agreement. The resident is responsible for reviewing and maintaining the condition of the room. Discrepancies must be brought to the attention of the staff person checking the resident in BEFORE signing the form.

4. The resident understands billing will be processed according to the stated arrival and departure dates. If the student changes their plans after official check-in to the assigned room, that student will be charged the ENTIRE cost unless permission is granted by the Director of Community Living to adjust the charges. The current rates are $120 per week (whichever is less) or $85 per week in a double with a roommate. The Billing Period is Monday-Sunday.

5. Non-Carroll student residents are required to pay their entire bill, as well as a $400 security deposit up front. The security deposit will cover any cleaning or damages left by the resident, and any unused portion will be returned to the resident within 30 days of their departure. Residents are financially responsible for damages to individual rooms, other public areas and equipment, other than normal wear and tear. Additionally, the resident is responsible for any damage caused by guests.

6. Housing during the summer is limited and available on a first-come/first-serve basis. Carroll College student requests will be fulfilled before non-Carroll College student requests. The college reserves the right to make room changes during and prior to occupancy.

7. Participation in all fire alarms is mandatory. Failure to comply may have their contract terminated. Anyone found tampering, damaging, or otherwise using fire safety equipment or apparatus for purposes other than its intended use will be immediately removed from campus housing, and may be referred to local law enforcement for criminal charges.

8. Carroll College is a tobacco-free and smoke-free campus. The use and possession of tobacco and tobacco-related products, including vaping, is prohibited.
9. Residents will be issued an access card for their stay. Replacement of lost cards is $15.

10. A resident vacating a room must arrange to be checked out of the space within 24 hours of the last day of their summer contract. An appointment must be made 24 hours in advance with the appropriate staff person for check-out (normally one of the Summer Community Advisors). At this time the condition of the room will be reviewed and noted on the check-in/check-out inventory form. Any charges to the resident regarding the room condition at check-out will be generated from the form. Residents may appeal charges assessed to the Student Life Office.

11. All rules, provisions, regulations, and policies in the current college catalog, student handbook, and any addendums to those policies are hereby incorporated into this contract and are binding on all parties to this agreement. The resident agrees to comply with all rules and regulations of the college.

12. Residents under this contract are allowed to have guests under the following conditions: all guests must comply with all Carroll College policies and all applicable laws, overnight guests are not permitted, and the resident is responsible for the actions of all guests. Failure to comply with this provision may result in termination of the contract and immediate eviction.

13. The College reserves the right to enter any resident room by Community Living Staff or other agents of the college (including security) in the event of an emergency, for reasons of health and safety, to uphold community standards, and for normal maintenance. This includes entry to promote safety and conduct, to ensure compliance with Carroll College alcohol and drug policies and any other action that does not comply with federal, state or local laws.

14. The college will not be liable for any damages or losses to person or property caused by theft, burglary, assault, vandalism, or other crimes, fire, flood, water leaks, rain, hail, ice, snow, smoke, explosions, interruptions of utilities, or other phenomena. The college strongly recommends that the resident secure his or her own insurance to protect against loss for any of the above-mentioned occurrences. The student agrees to hold harmless and indemnify the college for any claims or damages payable as a result of negligence or acts or omission to act by the resident in violation of this agreement or college policy.

15. This agreement is not transferable to any other party. This contract will be terminated if the resident withdraws from, or is terminated from, their approved reason for being in Helena, per the contract. The resident is still responsible for any financial obligations incurred in accordance with this agreement.

16. Having read and agreed to the terms of this contract, the undersigned hereby makes application for the residence space as requested. The undersigned also agrees to reside in the residential living space assigned by the college for the ENTIRE period as indicated below, or the portion remaining. This document, together with the current student handbook herein constitutes the entire agreement between the college and the resident. No amendment to this contract is valid unless in writing and signed by both the resident and the college. Any clause in this contract declared invalid by law should not invalidate the remainder.

17. In the event that the University should find it necessary to bring legal proceedings to recover possession of the resident’s room, or to enforce any of the terms here within, including the recovery of damages or charges, the resident agrees to pay all reasonable attorney’s fee, costs, and expenses incurred by the College.
18. As a Non-Carroll student here to pursue an opportunity toward attaining my degree, I understand that should any conduct issues arise during my stay that they will be reported back to my home institution’s conduct office for consideration.

19. Acceptance and processing of this agreement by Community Living does not constitute approval of academic admission to Carroll College.

This is a legally binding agreement – READ CAREFULLY before signing

Name ___________________________________________ Home Institution ________________________________

Reason for being in Helena (must be academically related):
________________________________________________________________________________________

Cell Phone # __________________________ Mailing Address: __________________________________________

Emergency Contact Name __________________________ Relationship: ____________________________

Emergency Contact Phone # __________________________ Alternate # ____________________________

Have you ever been convicted of a felony? _______ If yes, please explain: ______________________________

Do you require any accommodations under the ADA or FHA? __________ If yes, please attach a letter describing the request if it has not already been provided to Carroll College.

Please indicate your Check-in and Check-out dates.

Check-in Date ___________________________ Check-out Date: ________________________________

Please Note: Summer Housing starts May 15th at 4pm. Visiting students from other institutions must move out no later than August 10th at 4pm.

Signature of Resident __________________________ Date ______________ Signature of College Official ______________ Date ______________

For Office Use Only

Room Assignment: __________________________ Date: ______________ Initials: ______________ Order ______________

Number of Weeks: __________________________ Amount Due: $ ______________ Deposit Paid: $ ______________