

# HOUSING CONTRACT

2018 – 2019 ACADEMIC YEAR

**EFFECTIVE DATES OF CONTRACT** This contract will become effective when signed and the terms are applicable in any Reed College housing. Payment or acceptable arrangements must be made before the first day of classes on Monday, August 27, 2018. The signed contract is effective for a full academic year.

## Provided housing

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Fall semester 2018 (new incoming students):

Monday, August 20, 2018 – Friday, December 14, 2018

Fall semester 2018 (returning students):

Friday, August 24, 2018 – Friday, December 14, 2018

Spring semester 2019 (all students):

Friday, January 18, 2019 – Tuesday, May 21, 2019

**EARLY MOVE-IN TO REED COLLEGE HOUSING BEFORE THE CONTRACTED DATES WILL NOT BE GRANTED.**

## Room fees

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The room costs for the 2018- 2019 academic year are:

Residence hall/house room:     \$ 7,440

One bedroom apartment:       \$ 9,590

Two bedroom apartment:       \$ 8,300

## Board plan

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For fall semester, board begins with dinner on Monday, August 20, 2018 and ends with lunch on Friday, December 14, 2018. For spring semester, board officially begins with dinner



on Sunday, January 27, 2019 and ends with lunch on Tuesday, May 21, 2019. Limited food services are provided over breaks. Specifics of the meal plan are covered under dining on the Residence Life website, which can be found [here](#).

Students residing in Reed College housing are required to be on a board plan. The College provides the option of being off board in the College apartments and co-ops. First-year students generally do not live in the College apartments or co-ops.

The board plan costs for the 2018 - 2019 academic year are:

Board Plan A:       \$ 7,110

Board Plan B:       \$ 6,770

Board Plan C:       \$ 6,340

## Upon Arrival

Includes honor principle, occupancy guidelines, termination of contract, refunds, and keys

Next Section – While On Campus: Includes furnishings and damages, health and fire safety, cleaning, maintaining a living space, alcohol, other drug policy, smoking, weapons, and noise.

### Honor principle

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#### **THE STUDENT SENATE AND THE FACULTY APPROVED THE FOLLOWING RESOLUTION (2000):**

We declare our commitment to responsible and honorable conduct in academic and community affairs, and we reaffirm one another's rights to freedom of inquiry and expression in coursework, scholarship, and the day-to-day life of the Reed Community. In keeping with this declaration, we understand that all members of the community endeavor to be honest in every aspect of academic and community life.

We also understand that a commitment to responsible and honorable conduct means that members of the community



should behave in a way that does not cause unnecessary embarrassment, discomfort or injury to other individuals or to the community as a whole. Alleged honor violations, except for those pertaining to academic dishonesty, should be resolved by mediation or other judicial processes, whichever is appropriate; cases pertaining to academic dishonesty shall be adjudicated as per the Faculty Code. When specific rules and policies have been duly enacted in the best interests of the community, community members are on their honor to respect those rules and policies, and to accept any mediated consequence or judicial sanction should the violation of a rule or policy result in unnecessary embarrassment, discomfort, or injury to other individuals or to the community as a whole.

Living in the Reed College community confers upon the members thereof certain benefits and responsibilities. The policies and guidelines listed here have been established over the years to coincide with the honor principle, to prevent, and, when necessary, to address problems, meet fire code and safety regulations, to clarify this business transaction, to protect the College's property, and to create an inclusive and supportive living environment for all who live on campus.

**THE HONOR PRINCIPLE APPLIES TO THIS CONTRACT IN TWO WAYS:** Students' conduct should demonstrate respect for other individuals and for the community as a whole, and not cause any unnecessary embarrassment, discomfort, or injury; and, students are expected to comply with the policies outlined here and in other documents that pertain to living on campus. By signing a housing contract with Reed College, students are agreeing to abide by the contract's specifications and guidelines in upholding the rights and responsibilities that come with living on campus.

## Occupancy guidelines

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1. The student to whom a specific college residence is leased is responsible for any failure to follow the requirements of the Housing Contract within the space leased to the student, which may include any violations of law or college policy by guests. Residents are expected to take reasonable care in monitoring the actions of guests.
2. Reed College housing is for currently registered Reed College students **ONLY**. If a resident moves to a non-student status, they are generally given three days to vacate their Reed College housing.
3. The College does its utmost to provide housing to all entering full-time first-year students. However, preference for housing is given to those entering full-time, first-year students, whose applications for housing are received by **JUNE 15**.
4. The College reserves the right to deny College housing to any student on a case-by-case basis when the protection of health or safety of the student or others may justify such denial.
5. Upper-class students apply to live on campus at the end of the prior spring semester on a space-available basis through Room Registration. A portion of rooms is reserved for incoming students and is not available during Room Registration.
6. Student room charges are not affected by whether a room is at occupancy.
7. A resident contract is for a space in a residence hall, house, or apartment, but not for a specific room or roommate. The College reserves the right to assign roommates, reassign students who are without roommates, change room assignments, and/or use a room when it is not occupied.
8. A resident may not sell, transfer, or sublet any portion of the space covered by their contract to any other person. If the College becomes aware of such behavior, the student(s) involved can generally expect their contract to be administratively terminated and subject to the refund



terms detailed below. The College also reserves the right to bring an honor case against the students involved.

9. Residents not enrolled for spring semester must vacate their rooms by the posted closing date/time at the end of fall semester, or by the date determined at the time of a leave of absence, if taken. Personal possessions must be removed from the room at the time of move-out.
10. Residents can expect to be charged a \$50 per hour fee for not vacating the building by the posted closing date and time, up to 5 pm on the closing day. In addition, after 5 pm on the closing date, any resident who does not vacate their room can expect to be charged an additional fee.
11. Reed College reserves the right to close Reed College housing during winter and summer breaks.
12. Residents are responsible for removing personal belongings from their room when they move out. If a resident does not remove their belongings, the items will be packed and shipped to the resident's listed permanent address unless another address is provided, and the resident will be responsible for the cost of shipping. There may also be an additional fee for staff labor. The College is not responsible for any damage or costs associated with loss, storage, or shipping of a resident's personal property.

## Termination of contract by the student

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### STUDENT HOUSING CONTRACTS MAY BE TERMINATED BY:

1. Canceling the contract prior to the cancellation deadline: Residents desiring to terminate their housing contract must do so in writing on or before May 1, 2018 for a full-year contract beginning in the fall semester of the same year. After the cancellation deadline, students desiring to terminate their contracts must submit a [petition for approval](#).
2. Submitting a petition after the cancellation deadline: A petition for housing contract termination is considered



when conditions exist that originated after the housing contract was signed, and over which the student has little or no control. A decision to grant the petition to cancel the housing contract after the cancellation deadline is only made in exceptional circumstances. The student must document the exceptional circumstance(s) in a petition, that must be submitted to the Residence Life office. Generally, a student is not released from a contract until the date upon which a petition is favorably decided. Due to the College's policy of generally meeting full financial need, financial hardship is not normally considered to be an exceptional circumstance. [Petition instructions](#) for the housing contract and the board plan can be found on the Residence Life website. Information about the [appeals process](#) can also be found on the Residence Life website.

## Termination of contract by the college

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### THE COLLEGE MAY TERMINATE A HOUSING CONTRACT THROUGH ONE OF THE FOLLOWING PROVISIONS:

1. **ACADEMIC STATUS CHANGE TERMINATION:** If the resident withdraws, takes a leave of absence or medical leave of absence, graduates, or otherwise ceases to be a regularly enrolled student at Reed College, the housing contract is terminated by the Residence Life office generally three days after the change of student enrollment status unless a different date is mutually agreed upon by the resident and Residence Life staff. Cease to be regularly enrolled includes but is not limited to denial of registration and dismissal by the Reed College faculty.
2. **TERMINATION BY THE COLLEGE PRESIDENT:** The Alcohol and Other Drug Review Panel, Judicial Board, Temporary Hearing Board, Title IX Board, and Appeals Board have the ability to recommend to the Reed College President or their designee termination of a student's housing contract for violations of the honor principle or other community governance policies. (Refer to the Judicial Board and Title



IX Board codes and AODRP guidelines, which can be found on the community server on the Reed College computer network. An overview can be found [here](#).) Any final decision by the President or their designee that terminates the housing contract is generally effective immediately upon issuance of said final decision.

3. ADMINISTRATIVE TERMINATION: The College may deem it necessary to terminate the housing contract for non-compliance with any of the provisions of the contract or College policy, including any additional guidelines (as defined below), or for non-compliance with the health and fire safety provisions.

Administrative termination of the housing contract may occur independently of the College's honor process. Actions that may result in administrative termination of the housing contract may include, but are not limited to, the following:

- Egregious conduct that threatens the safety of the resident, the College's property, community members, or community members' property
- Evidence of illegal drug possession, manufacturing, distribution, or use in Reed College housing, entryways or external housing structures, and/or multiple violations of the College's Alcohol and Other Drug Policy
- Repeated violations of the Residence Life smoking policy detailed in the housing contract
- Repeated instances of disruptive behavior (including noise) in Reed College housing
- Incidents of non-cooperation with Community Safety or Residence Life staff

IN CASES WHERE THE POSSIBILITY OF AN ADMINISTRATIVE TERMINATION IS IMMINENT, notice to the affected resident that action affecting their housing contract is being considered typically will be attempted. The Dean of Students or the Assistant Dean of Students



for Residence Life may invite the resident to discuss the matter. Should the College administratively terminate the contract, residents typically will be provided with notice in writing and/or in person. This notification is intended to inform the resident of the basis of the housing contract termination and provide a timeline within which to vacate the Reed College housing.

Within 24 hours of the issuance of a notice to vacate, the resident may appeal the decision to terminate the contract by providing to the [Residence Life Appeals Committee \(RLAC\)](#) any additional information they believe may have bearing on the situation. The RLAC generally consists of two Deans or Directors from Student Services and one student House Adviser. After notification of the RLAC's decision, the student may make a final appeal to the Vice President for Student Services or their designee.

In the event the conduct or behavior of a resident is of a serious nature and warrants immediate action, the Vice President for Student Services or their designee has the ability to issue a notice to vacate immediately and/or temporarily prohibit the resident from entering Reed College housing and/or the campus. The notice to vacate or exclusion may remain in effect until a Judicial and/or Title IX Board honor case is concluded (if a case is brought to a hearing board) or the Vice President for Student Services or their designee determines to lift the restrictions or administratively terminate the resident's housing contract.

## Refund

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If a resident's housing contract is terminated for any of the reasons outlined above, the College uses the following guidelines in determining a refund, less any sums owed for damages, keys, violations, or other charges:

1. In the case of a contract termination due to exceptional circumstances, medical leave of absence, withdrawal, or a leave of absence, refunds are given on a prorated amount for room and/or board according to the initiated date of the termination, or the date of actual move-out, whichever occurs later. The Business Office determines the prorated amount in accordance with College's refund schedule. Please review the [Dining & Food Service page](#) for specifics about the board plan.
2. The College reserves the right to withhold a refund from any resident whose contract has been administratively terminated or terminated by the College President, or who has been dismissed. In such cases the resident remains responsible for fulfilling the current semester financial obligations for the room portion of the contract as well a \$250 cancellation fee. In exceptional circumstances, the College reserves the right to hold the student responsible for the financial terms of the contract for the full academic year. The Vice President for Student Services or their designee, in their sole discretion will determine if a situation is exceptional.
3. Any appeal related to Refunds should be directed to the [Residence Life Appeals Committee \(RLAC\)](#) within three business days. Refer to the "Administrative Termination" section of the contract for additional details.

## Keys

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To provide consistent security, resident cooperation in the careful distribution, use, and collection of keys is essential. Keys are not to be duplicated. Facilities staff manage keys.



If a resident does not pick up their room key within two weeks after the beginning of the semester the College reserves the right to administratively terminate the resident's housing contract. Residence Life generally will attempt to contact the student and provide a timeline to respond before action is taken.

Residents must promptly return their room key to the Physical Plant if their contract is terminated, they change rooms during the academic year, or when requested by Residence Life staff. Otherwise, keys must be returned on or before the final occupancy date for the spring semester.

Residents who fail to return their key to the College by the assigned due date, as noted on the key request form, or three days after the approved date of a room change, whichever occurs earlier, will be charged \$50 by Facilities for a lock change. If a room key is lost, the resident should report the loss to Facilities immediately. In the case of lost keys and/or failure to return the key when requested, the lock will be changed, a replacement key will be issued, and a \$50 charge will be billed to the resident's account.

Residents locked out of their room may make a request to Community Safety to unlock their door up to five times a semester without penalty. After five lockouts, Residence Life will reach out to the resident to assess whether a lock change is necessary. After additional lockouts, the College will assume that the key has been lost and a lock change will be ordered at a \$50 charge to the student.

## While On Campus

Includes furnishings, damages, health and fire safety, cleaning, maintaining a living space, alcohol, other drug policy, smoking, weapons, and noise

Next Section – Rooms: Includes room alterations, room changes, and room entry.



## **Furnishings and damages**

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The College furnishes each bedroom with a single bed, desk, chair, overhead light, bureau, bookshelf, closet or wardrobe, and window coverings. The College provides a sofa, loveseat, coffee table, dining table and chairs for the living room of each apartment. Residents must provide their own lamps, rugs, linens, mirror, and other furnishings as desired.

At the beginning of fall semester, and whenever a room change occurs throughout the year, residents must sign off on an inventory of furnishings and condition of their living space. The inventory is completed by a College staff member and then reviewed by the occupant through the housing portal. The resident confirming the condition of the room accepts full responsibility for the care of their living space for the duration of the contract term. If a resident does not sign off on the inventory within two weeks of moving into the space, the resident agrees and is held responsible for the stated condition of the living space. Residents are held financially responsible for any changes in the condition of their living space, including fixtures and college furniture, beyond normal wear and tear when they vacate housing. Residents are also liable for any accidental damage to their room that results from personal items brought into the room.

Residents are not allowed to remove furniture from their living space at any time. If a resident moves furniture, the resident must return it to the original location or the resident will be charged a fee for replacing the furniture.

## **Health and fire safety**

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The terms of the Health and Safety portion of the contract are applicable to the use of any space within Reed College housing, including commons areas, and are not limited to a specific room.



The burning of any material, including candles and incense, is prohibited. Residents found burning substances in Reed College housing or misusing or tampering with fire safety equipment (including covering smoke detectors, the removal of smoke detectors or door closures) may be fined \$100 per incident and/or required to complete residence hall-specific community service or a topic-specific community program. For incidents of misusing or tampering with fire safety equipment in common spaces, each resident in the building may be fined \$100 per incident.

The College's Alcohol and Other Drug (AOD) Policy also defines tampering with smoke detectors as a serious AOD violation and student may be held accountable to the AOD Policy in addition to the Housing Contract. Hanging objects from fire sprinkler pipes or blocking sprinkler heads is prohibited. Depending on the severity or frequency of the violation, further action may also occur, including, but not limited to, the honor process or administrative termination of the housing contract.

Because of fire code requirements the following are not permitted: hot plates, space heaters without automatic shut offs, halogen lamps without safety cages, and string lights that are not commercial grade. Power strips with internal fuses are permitted, but putting two power strips together is not permitted.

Residents are also not permitted to have personal air conditioning units in residential spaces without specific approval for a disability-related accommodation.

No hazardous materials of any kind may be used or stored in Reed College-owned housing. This includes flammable materials such as firecrackers, white gas and propane, corrosives such as acids and bases, or any chemical that could harm or injure community members. Students may face fire inspection fines for any fire code violations.



Corridors must be kept free of garbage and personal property, including bicycles, motorcycles, and furniture. No motorcycles or scooters are allowed inside. Community Safety or Facilities Services may impound these items.

Residents are not permitted on the roof or on the outside ledge of any Reed College housing.

Residents and their guests must vacate Reed College housing in the event of a fire alarm. Failure to do so may result in a fine and/or administrative action. The College performs several emergency drills each year and residents are expected to comply with any instructions or notifications associated with those drills. Residence Life staff will attempt to contact students who have an approved disability-related accommodation for early drill notification, but notification may not be possible in all instances.

## **Cleaning and maintaining a living space**

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Residents are responsible for maintaining the condition of their living spaces and cleaning them regularly. Residents who reside in Reed College housing agree to cooperate with College staff when room repairs, maintenance, painting, pest control, and/or cleanings are required. For planned projects of this nature, residents will be given notice and are expected to comply with instructions. The College will generally make reasonable attempts to inform the student of the potential consequences of noncompliance and reserves the right to administratively terminate the housing contract in extreme circumstances; for example, repeated failure to cooperate with College staff to allow necessary maintenance, repairs, and projects. Failure of the resident to quickly notify Residence Life or Facilities or to take immediate action regarding maintenance and pest control issues on College property will generally result in the resident being charged for damages, repairs, and services that are caused by the resident's failure to report or take action. The resident agrees



to follow all College directives in order to eradicate pests, including bed bugs. This may include living space preparation, clothes laundering, and leaving or remaining in the bed space for a period of time.

If residents need assistance with maintenance or housekeeping matters they should contact Facilities Services or the Residence Life office. When Facilities Services and/or Residence Life staff is contacted about a service request, residents will be deemed to have agreed to immediate entry to their room without any advance notice. Generally, a note indicating entry is left if the resident is not present at the time of entry.

Bodily fluids and other hazardous substances must be disposed of in the proper receptacles. Residents should report any plumbing, electrical or structural problems to the House Adviser, Resident Director, and/or Facilities Services immediately. Residents are expected to keep food properly stored and to remove garbage regularly. Reed College housing will be checked at least once a year to inspect the condition of living spaces. The inspection may be used to plan for summer repairs. Following this inspection, residents may be asked to clean their rooms or be charged for cleaning and repairs in extreme cases. Repairs may take place while the space is occupied.

All residents share responsibility for the condition of hallways and common areas. Facilities Services staff performs routine maintenance of public areas. If non-routine, housekeeping or repair to hallways or common areas is required, fees to cover those costs may be charged equally to those listed as residents of that hall or floor. In such instances, Residence Life will send notice of the charges.

Fees may be charged for any materials or personal property not completely removed from a room by the final occupancy date. Whenever residents vacate a room, whether it is to move to another room, move off campus, or leave at the conclusion of spring semester, they must remove



all garbage and personal belongings from the room. Students are charged for any extra cleaning. The College may remove abandoned materials or personal property without notice.

## Alcohol and other drug policy

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Residents are expected to be familiar with and uphold state and federal laws and College policies regarding the use and possession of alcohol and/or other drugs. Violations of the College's Alcohol and Other Drug Policy that occur inside Reed College-owned housing, in the entry ways to these buildings, or on external housing structures (i.e. porches and balconies) will be considered a breach of the housing contract and may result in termination of the contract according to the applicable termination guidelines. The College's [AOD policy](#) is distributed to each student at the beginning of the academic year.

## Smoking

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Smoking of any substance is prohibited in all Reed College housing. For purposes of this contract, the term "smoking" means inhaling, exhaling, burning, carrying or possessing any lighted tobacco or marijuana product, or the use of smoking devices or equipment that includes, but is not limited to cigarettes, cigars, hookahs, vaporizers, e-cigarettes, and pipes. This includes smoking out of the window while the smoker is in the building. Smoking is not permitted on balconies. Evidence of smoking may result in the student being fined \$100 per incident and/or other suitable sanction(s) (community service, for example) as determined by the Assistant Dean of Students for Residence Life. If the violation occurs in a shared living space, each resident may be fined \$100 per incident. The standard of evidence for smoking includes one or any combination of the following:

- Smell of smoke in or near the living space
- Ashes in or near the living space



- Remnants of smoking (such as cigarette butts) in or within proximity to the living space or balcony
- Tampering with or obstruction of smoke detectors
- Smoke damage in or near the living space
- Reports of smoking from Community Safety
- Reports of smoking from House Advisers or Resident Director
- Reports of smoking from other community members

Residence Life staff (the House Adviser, Resident Director and/or Assistant Dean of Students for Residence Life) will respond to each smoking incident. Multiple violations of this policy, or a violation deemed serious according to the AOD Policy, may result in an honor case and/or additional administrative action, including eviction. Residents may be charged a minimum of \$100 for additional cleaning upon moving out of their room if there is evidence of smoking in the room. *(NOTE: OREGON SMOKING LAW STATES ALL SMOKERS SHOULD BE AT LEAST 10 FEET FROM THE BUILDING WHILE SMOKING.)*

## Weapons

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Firearms are prohibited on Reed College owned or controlled property, including in all Reed College housing. See the [Firearms policy](#) for more information. Anyone found to be in possession of a firearm in College housing may be subject to Administrative termination of their housing contract and/or the honor process and the firearm may be remanded to the care of the Community Safety office. Evidence of any weapons offense may be turned over to the Portland Police Bureau (PPB), per the Partnership Agreement (Memorandum Of Understanding) between Reed College and PPB. Ammunition, explosive devices, fireworks, knives not commonly considered “pocket” or “utility” knives, weapons of any kind, and any other material or device determined by the College to pose a present or potential danger to people or property are strictly forbidden in the residence halls. Complaints from other residents about any personal





possessions not intended to pose a threat, but which may reasonably be expected to cause other residents to be alarmed and/or feel uncomfortable, may result in removal of those possessions and possible action. Exceptions to this policy may be granted by the Dean of Students or their designee or the Director of Community Safety for items that might otherwise violate this policy if there is a legitimate purpose related to the student's academic pursuits.

## Noise

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Residents are expected to demonstrate respect for those around them by refraining from making excessive noise. Community members are encouraged to ask others to be considerate and adjust their noise levels when appropriate, and residents should comply with any such reasonable requests. Noise disturbance may include, but is not limited to, loud volume that comes from computers, stereos, drums, instruments that require electronic amplification, televisions, social gatherings, and elevated voices. Residence Life staff and/or Community Safety may engage residents regarding noise complaints. Multiple noise complaints to Community Safety and/or Residence Life staff may be considered disruptive behavior and could result in Administrative termination of the housing contract and/or initiation of the honor process.

## Rooms

Includes room alterations, room changes, and room entry

Next Section – Animals: Includes service animals, support animals, and pets.

### Room alteration

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Alterations to living space, doors, or any public area or common space are not permitted. Alterations may include, but are not limited to, painting, drawing, chalking, and carving. If residents believe that their rooms are in need of



painting or repair, they should speak with Residence Life staff. Residents who paint rooms, doors, furnishings, or common areas or otherwise substantially alter the appearance or structure of college property without permission are charged the cost of restoration or replacement. Residents who wish to paint murals in common areas must have the design and materials approved in writing by the Residence Life office and the Director of Facilities Services.

## Room change

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Residents must first speak with their House Adviser(s), and then their Resident Director to discuss the possibility of a room change. They should also reference the [room change FAQ website](#) for more details on Residence Life's philosophy and practices regarding room changes. After a discussion with their HA and RD, residents may be referred to the Assistant Director of Residence Life or designee for a possible room change. Room change requests are granted based on availability and rationale for the request, among other factors. Not all room change requests are granted. The College reserves the right to reassign residents to new or different spaces that are unoccupied. In a double occupancy room, the College reserves the right to assign any student to a double if one bed space is vacant.

## Room entry

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The College balances respect for residents' privacy with a commitment to maintaining a safe living environment that is inclusive and conducive to Reed College's academic mission. The College reserves the right to enter all individual living spaces within Reed College housing at any time without prior notice. Reasons for entry include, but are not limited to, to complete maintenance or repairs, to protect personal and College property, to respond to an emergency, to respond to



or investigate possible violations of the College's policies, to investigate the cause of fire system alarms, and for periodic fire safety inspections without notice. If a College staff member needs to enter a living space for other non-urgent reasons, an attempt is made to notify the resident at least **24 HOURS** in advance. In the circumstance the College needs to enter a living space immediately, a note of entry will be left if the resident is not present at the time.

# Animals

Includes service animals, support animals, and pets

Next Section – Additional Guidelines: Includes storage, bike storage, responsibility of property, insurance, and guests.

## Service animals

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In accordance with the Reed College [Animal Policy](#), service animals are permitted to accompany persons with disabilities in all areas of Reed's facilities, including in Reed College Housing, where students, members of the public and other participants in services, programs and activities are allowed. Service Animals should be controlled with a leash, harness, voice, signals or other effective means. Residents with service animals are encouraged to meet with their Resident Director for an [intake meeting](#) regarding general expectations and guidelines of the animal residing in Reed College housing.

## Support animals

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As defined by the [Animal Policy](#), support animals include emotional support animals or therapy animals that mitigate one or more identified symptoms or effects associated with a handler's or owner's disability by providing emotional support, well-being or comfort. Residents with appropriate documentation of a disability requiring the use of a support animal must work with Disability Support Services regarding



their disability-related housing accommodation requests. A resident must have a housing accommodations letter from Disability Support Services for the support animal before it resides in Reed College housing. If a resident does not have a DSS accommodation letter for their support animal, the resident may be asked to remove the animal from Reed College housing and may be subject to a fine. The resident is generally expected to meet with their Resident Director for an [intake meeting](#) regarding general expectations and guidelines of the animal residing in Reed College housing **BEFORE** the animal is on campus.

## Pets

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Small caged animals and fish are permitted in the residence halls and houses; dogs and cats are not permitted. Residents are responsible for the well-being of their pets, including keeping cages and aquarium tanks clean. All pets must be removed from the living space during break periods. Complaints about disruption or pet care may result in the removal of the pet, fines for additional cleaning by College staff, and/or disciplinary action. Residents must register their pet and comply with the [Animal Guidelines](#) found on the Residence Life website.

One cat or one dog per **APARTMENT** is permitted; small caged animals and fish are also permitted. Residents are responsible for the well-being of their pets. Over break periods, the pet must be removed or adequate care must be arranged. Residents are not permitted to give their key or swipe card to community or non-community members to care for their animal. Complaints about disruption or pet care may result in the removal of the pet, fines for additional cleaning by College staff, and/or disciplinary action. Residents must register their pet and comply with the [Animal Guidelines](#) found on the Residence Life website.



# Additional Guidelines

Includes storage, bike storage, responsibility of property, insurance, and guests

## Storage

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The storage rooms are only for currently enrolled Reed students who are away from campus due to summer break, abroad status, or leaves. Due to high demand, Residence Life cannot guarantee access to storage and assigns it on a first-come, first-served basis. To learn more about signing up for storage, please visit the [storage website](#).

Items must be stored in boxes that have been purchased at the Reed College Bookstore, and must be clearly labeled with a storage sticker provided by Residence Life. The College reserves the right to remove abandoned materials or unmarked materials without notice. Students may store up to four boxes for a maximum of two years. After this period, Residence Life will attempt to contact students before disposing of belongings.

Due to limited space and fire code requirements, residents may not store bicycles, motorcycles, or furniture in storage rooms. The College reserves the right to move stored items to other locations. Complete storage room guidelines are posted on the Residence Life [website](#). Fire inspection fines may be assessed to residents who do not properly store items in designated storage areas.

The College does not assume any responsibility for residents' personal property, whether it is in the residents' living space, the storage area, or elsewhere on the premises. Thus, it is advised that residents refrain from storing computers and other valuables in storage rooms.



## **Bike storage**

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Indoor bike storage is only for currently enrolled Reed students. Students wanting to store their bike in indoor bike storage must register their bike with Community Safety. Unregistered bikes will be removed from storage, held for 60 days, then donated by Community Safety. Bikes should not be stored in common spaces or in hallways within the residence halls. Bikes found in these areas may be impounded by Community Safety.

Abandoned bikes will be removed from campus bike storage (both indoor and outdoor) by Community Safety. A bike is considered abandoned if it has been left unattended in the same location for an extended period of time, is missing parts, or is registered to a student who is no longer registered with the college. Bikes believed to be abandoned will be tagged with a red information tag. If the owner of the bike does not follow instructions on the tag and contact Community Safety within seven days, the bike will be impounded. Community Safety will hold impounded bikes for 60 days. After that time, the bike will be donated.

## **Responsibility for property and insurance**

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The College does not assume responsibility or liability for residents' property or guests' property against injury, damage, or loss, including but not limited to that caused by fires, earthquakes, floods, utility failures, natural disasters, pest infestations, thefts, criminal acts, or acts of war. Each student is solely liable for the safety of all personal property. Students are encouraged to work with their families to verify they are covered on an existing homeowner's policy or, alternatively, obtain renter's insurance from a carrier.

## **Guests**

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The rights of one's floormates or roommates to sleep and study must be respected at all times. Occasional overnight guests are permitted in a resident's living space with the consent of the roommate(s), if any, for a total of 14 days during each semester. A guest is defined as any person other than the official occupant of the room. Residents who wish to have a guest stay with them for more than two consecutive evenings must inform their House Adviser about the guest and expected time and duration of the visit. Residents are responsible for ensuring that their guests know and comply with College policies and housing contract regulations, should be present while their guest is visiting, and are responsible for their guest's actions and behaviors. Failure to comply with these requirements may result in action.

**THE COLLEGE RETAINS THE RIGHT TO ADOPT ADDITIONAL GUIDELINES AND PROCEDURES** ("Additional Guidelines") that are needed to ensure the safety and convenience of the residents during the specified contract period. These Additional Guidelines include those that pertain to Room Registration, summer storage, and residence hall closures. Residents are generally informed of such Additional Guidelines via email, through notices placed in on-campus mailboxes, and/or by verbal announcements from the Residence Life staff. Such Additional Guidelines are incorporated into this document and become part of the resident's housing contract.

**Reed College housing is not governed by ORS Chapter 90. Once signed, this contract is in effect through the last official day of spring semester unless terminated as provided above. Revised March 2018.**

