Overnight Commuter Guest Agreement Form

Currently Enrolled Commuter Students Only

During the academic year, commuter students are welcome to reserve a private room in a university residence hall on a limited basis according to the Overnight Commuter Guest Agreement. An overnight room request must be submitted to and approved by the Office of Residence Life at least 24 hours in advance of a student’s intended stay. Questions about the Overnight Commuter Guest Policy may be directed to the Office of Residence Life at 937-327-7800.

Complete all fields below (Please print):

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Home Address</td>
<td>City</td>
</tr>
<tr>
<td>Student Cell Phone #</td>
<td>Student Home Phone #</td>
</tr>
<tr>
<td>Student Email Address</td>
<td>Class Year</td>
</tr>
<tr>
<td>Emergency Contact Name</td>
<td>Relation</td>
</tr>
<tr>
<td>Emergency Contact Home Phone #</td>
<td>Emergency Contact Cell Phone #</td>
</tr>
</tbody>
</table>

Known Medical Conditions (if any)

I agree to vacate the guest room and return the room key to the Student Center Information Desk by 11 a.m. the morning after my stay. I understand that failure to do so will result in an additional room charge and/or a $50 lock change charge.

I have read and understand the rules & regulations regarding overnight visits at Wittenberg University found in the Overnight Commuter Guest Terms and Conditions and in the Student Handbook and agree to adhere to these policies.

Signature of Commuter Student | Date | Time

Wittenberg Staff only:

KEY CHECKED OUT BY:

| Staff Signature | Print Name | Date | Time |
Overnight Commuter Guest Terms and Conditions

This Agreement sets forth the terms and conditions under which an overnight commuter student will be allowed to occupy a room in university residence halls.

**Room Charges:** The cost of the commuter guest room is $25 per night. The student will be billed for the date requested once confirmation of his/her stay has been made by the Office of Residence Life. The charge will be posted to the student’s account.

**Cancellation Policy:** In the event that a student cannot keep her/his reservation, the student must notify the Office of Residence Life no later than 24 hours prior to the date of reservation in order to be eligible for a refund. If the student fails to check in for a date s/he has reserved without prior notification to the Office of Residence Life, the student will be billed for the cost of the commuter room.

**Occupancy:** This agreement covers the period of time during which the student is occupying the commuter guest room. Students may reserve the commuter guest room up to five times per semester. The commuter guest room is available to students from the first day of classes until the end of the academic year, when classes are in session.

**Personal Property:** Overnight commuter guests are required to bring their own pillow, linens, towels, and toiletries. Students may not leave their belongings in the commuter room between stays.

**Keys:** The student is responsible for the commuter guest room key assigned to her/him during the check-in process. After vacating the commuter guest room, the student must return the room key to the Student Center Information Desk. If the key is lost, stolen or if the student fails to return the room key by 11 a.m. the next morning, s/he will be charged for a second night and/or a lock change charge of $50 to re-core the room.

**Visitors:** The student is responsible for the escort and conduct of her/his visitors. Students must be present in the residence halls when guests are present and must follow all applicable guest policies. All visitors must comply with university and residence hall rules and regulations. The student will be responsible, financially and otherwise, for the actions of her/his visitor(s). **Overnight guests are not permitted in the commuter guest room.**

**Room Furnishings:** Students may not physically alter, remove, or in any way tamper with the furnishings provided by the university. Removal of or damage to furnishings may result in the assessment of a damage charge equal to the cost of replacement or repair.

**Alcohol & Other Drug Policy:** The illegal/irresponsible use of alcohol and drugs is a violation of university policy. In the residence halls:

1. Students who are of legal age may consume alcohol in their room with the doors closed.
2. Underage students may not be present in rooms where alcohol is available or being consumed.
3. Open containers, carriers, or cups of alcoholic beverages are not permitted in any lounge, hallway, restroom, or other public area of a residence hall.
4. Students may not promote a culture of alcohol by displaying empty containers or packaging in underage residence halls.

**Items Prohibited in Residence Halls:** Please review the complete list of prohibited items found in the **Student Handbook** (pages 126-128). Smoking is prohibited in the residence halls and in areas immediately adjacent.

**Damage to Rooms:** Students are responsible for the commuter guest room and jointly responsible for public areas during the time they are assigned to the commuter room. Before departing, students are responsible for removing their own trash and other unwanted items and removing all belongings. Students will be billed for any room damages and/or excessive cleaning necessary to restore the room to its original condition.

**Community Standards:** Students are responsible for their actions. Students are expected to treat others with dignity, civility, and respect in keeping with the policies and procedures outlined in the **Student Handbook.**

**Reservation of Rights:** The university hereby reserves the unconditional right to: enter and/or inspect rooms without notice when deemed appropriate; terminate agreements; repossess or reassign rooms; choose to not accept a request for housing; and affect other steps necessary and advisable for the safety, security and conduct of its residence program.