Roommate Agreement

This *Roommate Agreement* form is for the following students:

_____ _____ Hall/Room: _____

This document is provided as a reminder to each resident of your rights and responsibilities. Your enjoyment of life in your room will depend, to a large extent, on the thoughtful consideration that you demonstrate for each other. All roommates are required to sign this agreement.

Roommate Bill of Rights and Responsibilities

To study and sleep free from undue interference:

DISCUSS: Your study habits, previous and anticipated; how you feel about radio, stereo, or TV playing; your morning and evening schedules.

Quiet hours for our room will be:

When I require extra study time for an exam/project I will inform you ___ days in advance.

Other important items:

To expect that a roommate will respect one's personal belongings:

DISCUSS: How you feel about your possessions; borrowing policy—what is okay to borrow or use, what should not be touched without asking.

What can be borrowed:

Ask before borrowing:

Do not touch/borrow:

To have a clean environment in which to live:

Discuss: How strongly you feel about the room being neat or messy or somewhere in between; sharing responsibility for the room's cleanliness.

Define *clean:*

Cleaning schedule:

To have free access to one's room and facilities without pressure:

Discuss: Guests and the flow of traffic in your room; use of the bathroom.

When can guest come in to the room:

How and when the need to discuss a change in access will occur:

To have personal privacy;

DISCUSS: How you will manage to have the private time you need; what information will not be shared with others.

When do you need some alone time? How will this be communicated?

To have a safe and secure room:

DISCUSS: Locking your door when going to class, meals, shower, etc.; ensuring the appropriate person (s) are notified if there is a key lost, lock broken, or other security issues.

To assert one's self:

DISCUSS: Open communication; how you feel about someone what you need or want; telling each other if something is bothering you.

You will know if I am frustrated:

I will inform you of problems in this manner:

To be free from fear of intimidation, physical and/or emotional harm:

DISCUSS: Open communication; how you express anger; respecting each other.

To redress grievances:

DISCUSS: How conflicts will be settled (Residence Life staff are available for assistance in settling violations).

If this agreement is broken, what will the consequences be?

When an incident occurs that is in violation of this Agreement, we agree to discuss and rectify the issue in the following manner:

Witnesses *MUST* be present as you read this out loud:

We, as roommates, enter into this agreement in good faith. We agree to be cooperative and considerate in settling any conflicts that arise. We will discuss with each other any problems that arise under this agreement. If we cannot resolve the problem, we will ask our Resident Assistant to meet with us. We realize that failure to adhere to this agreement will result in appropriate sanction.

By signing this document I agree to all stipulations discussed and documented

Roommate Signature_____Roommate Signature_____

Witness Signature_____Date_____

Tips For Roommate Success

Be Respectful

- Never borrow anything unless you ask permission first. Don't use items like shampoo hoping she won't notice.
- Be careful and conscientious when you do have permission so you won't break anything.
- If you have a cleaning schedule, take it upon yourself to do your turn, don't wait to be reminded.

Be Courteous

- Have good manners. Clean up after yourself; don't be a slob. When your roommate has friends over or is talking on the phone, don't blast your stereo.
- Be civil with each other. There is no need to scream or yell at each other over petty matters.
- Be gentle. Your roommate isn't always your frustration punching bag. Take it easy!
- Be good natured. Take their habits in stride.
- Be willing to compromise but don't let yourself get walked on -- you should both work at it.

Communicate

- Take time. If you both have busy schedules, try to set aside time every week to talk about how things are going.
- Be honest about your feelings. If you're angry about being awakened when your roommate comes in at 2 am, let your roommate know; don't say "It's ok".
- If you have a problem - confront it right away. Don't hold it in or hope the problem will go away.
- Be able to take constructive criticism. Don't be defensive. Listen open-mindedly.
- Be compassionate. Your roommate isn't used to living with you either. Understand each other and be supportive.

Be Alert

- Notice signs of "bad day blahs" but don't ask "What's wrong? Are you mad at me?" constantly.
- Notice signs of preparation for bed and studying. Don't infringe on these, as they are important for college success.
- Offer to do fun things with your roommate when she looks bored, but don't expect to be joined at the elbow.
- Be aware of petty irritations: noise, messes, intruders constantly; but don't walk on ice!

Guidelines to Establishing Community Standards

What is outlined here is a formal process and is meant only as a guide.

The initial meeting to determine the suite/apartment standards will be chaired by any member living within the suite/apartment. Prior to the meeting being adjourned, a meeting chair and recorder will be named for the following meeting. The recorder will take notes and make sure updates are posted. The chair will propose an agenda. Meetings will be outlined as followed.

1. Call to Order
2. Recorder recognized
3. Old Business
    A. Review unsolved topics from previous meetings
4. New Business
    A. Announcements
    B. Recognitions
    C. Community Programs
    D. Standards Concerns
5. Next Meeting
    A. Topics
    B. Chair/Recorder
    C. Meeting date/time
6. Adjourn

A communication center must be maintained in each suite/apartment. The communication center will have a copy of the Standards. It will also have an area to post messages; list concerns that need to be addressed at the next meeting; the next meeting date and time posted; and the community meetings' chair will be listed.

The suite/apartment standards will become binding when all residents have had the opportunity to review, discuss, establish and vote on them; 2/3 vote "yes"; and all residents have signed. The RA must have a copy of the Standards. This will enable the RA to review the Standards making sure that are appropriate. Additionally, this enables the residents to have the support of the Dean should a violation against the Standards be brought forth. Should any part of the standards be in violation of any College policy, it will be completely voided.

Each resident will receive a copy of the Standards and a copy will be given to the RA. The original, with each person's signature will be displayed in on the communication center. This document shall be completed by the end of the 2nd week of the fall semester and renewed in its entirety by the 2nd week of the Spring semester. Any new Resident moving into the hall after the 2nd week of either semester is obligated to agree to these standards.

Suite/Apartment Community Standards

_____ suite/apartment establishes these standards in order to live in a community with respect, kindness, and consideration for each resident. The standards are established with consideration for each resident's needs, allowing everyone to voice their opinion taking care to listen to all view points and with an open-mind.

Standards

We, the residents of _____ suite/apartment have discussed openly all the following and with a 2/3 majority vote agree to live by the Standards for the _____academic year. While we understand that we can't change the policies beyond their limits, we can limit them more to meet our needs.

1. Visitation hours will be
   a. _____Sun.-Thurs.
   b. _____Fri. and Sat.

   These hours fall in the guidelines established by BAC:
   9:00 am to 12:00 am or less on Sunday through Thursday (all facilities)
   9:00 am to 2:00 am or less on Friday and Saturday (RA/CA) or 9:00 am to 12:00 am on Friday and Saturday (PO/OC)

2. All same sex over night guest must be approved by the other members of our suite/apartment _____days.

3. A meeting of the suite/apartment to address concerns with the community standards can be called at any time.

4. All residents of the suite/apartment agree to pick-up after themselves and agree to always leave common areas neat, clean, picking up after themselves

5. Personal room trash will be placed in outside dumpsters, or other designated areas.

6. Quiet hours will be _____ and noise cannot be heard (with room door closed) more than _____ rooms away.

   These hours fall in the guidelines established by BAC:
   10:00 pm to 12:00 pm or less on Sunday through Thursday
   12:00 am to 12:00 pm or less on Friday and Saturday

7. The kitchen is for use by all apartment residents who agree:
   a. To clean-up after themselves;
   b. Immediately wash and remove personal dishes or wash and put away common dishes;
   c. Label all personal food left in refrigerator and remove all outdated food; and
   d. Take out trash when it is full immediately

8. Other special standards specific to suite/apartment:

Consequences

When a minor standard is broken, the incident can be resolved within the suite/apartment. The suite/apartment can determine significant consequences with approval from the Residence Life staff. For repeat violations or when a College policy, not listed here is broken, the incident will be referred to the Dean of Residential Life.

Agreement

We, the undersigned, have agreed to all written in this document.

A. We agree to live in _____ by these standards.
B. We agree to hold each other accountable and will work to resolve any issue independently.
C. We agree to be respectful to every residents needs.
D. We agree to hold meetings to
   a. Review Standards,
   b. Discuss community concerns,
   c. Settle disputes between residents, and
E. We agree to additional meetings that can be called by any resident when necessary.

All Residents sign below and a copy of this document will be posted in the suite/apartment.
A copy also needs to be given to the RA.

_____ _____
Resident signature date

_____ _____
Resident signature date

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Resident signature date

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