

Name _____ Room _____ Date _____

Northern Kentucky University and the Office of University Housing are committed to providing a quality living environment for residential students. Policies have been developed to address fire safety, safety of residents, and personal responsibilities for living in the housing community. **Although this document highlights several policy violations, every resident is responsible for reading and becoming knowledgeable of University Housing policies and procedures.** Lack of familiarity with policies does not diminish accountability and responsibility. Housing guidelines can be referenced online at: <http://housing.nku.edu>. The policies below are enforced for both residents of housing and their guests.

Please read and initial each of the following statements:

_____ **Housing/Dining Agreement** – residents are responsible for knowing the terms and conditions of one’s Housing/Dining Agreement. As stated in this document, the Housing/Dining Agreement is a full academic year agreement (fall **and** spring semesters) and if one breaks the agreement prior to the end of the term, he/she is subject to applicable fees including a cancellation fee and paying the remainder of both fall and spring semester fees

- **Academic year cancellations from First Year Student Move In Day through end of the second week of classes:** Resident will be responsible for **75%** of semester housing fee and will also forfeit the \$200 prepayment. Resident will receive prorated meal plan credit through November 1st (fall) or March 1st (spring).
- **Academic year cancellations from the beginning of the third week of classes through the end of fall semester:** Resident will be responsible for **100%** of fall housing fees **and 50%** of spring housing fees if enrolled for spring semester classes. Resident will also forfeit the \$200 prepayment. Resident will receive prorated meal plan through November 1st (fall) or March 1st (spring).
- **Spring semester cancellations for new spring residents:** Residents who check in to housing and cancel before the end of the second week of classes will be responsible for **75%** of spring semester housing fees. Resident is responsible for 100% of spring housing fees beginning the third week of classes. Resident receives prorated meal plan through March 1st. Resident will also forfeit their \$200 prepayment. Resident will receive prorated meal plan through March 1st.

_____ **Renters Insurance/University Liability-** The University does not assume responsibility for the Resident’s or other persons’ loss of money or valuables, or for damage to personal property within University Housing facilities. If the Resident is not covered by insurance for loss of personal property through policies held by the Resident or the Resident’s family, the University **strongly recommends that the Resident contact an insurance carrier concerning the availability of protection against such losses.** University Housing is not responsible for damages.

_____ **Alcohol-** Alcoholic beverages and empty alcohol containers are prohibited. This policy is in effect for **all** residents and guests of University Housing.

_____ **Drugs-** Illegal drug possession and distribution are prohibited. Individuals in violation of this policy are subject to probation with the University, eviction from University Housing, and additional sanctions.

_____ **Smoking/Tobacco-** NKU is a tobacco-free campus. Tobacco products are therefore prohibited in all interior/exterior building space, outside ground areas, walkways and parking structures, indoor/outdoor athletic facilities, and vehicles. Smoking and tobacco use are also prohibited in all interior/exterior residential areas.

_____ **Fire Safety Equipment-** Smoke detectors, fire extinguishers, and exit lights are important parts of the fire safety of each living community. Destruction or vandalism of fire safety equipment is prohibited and violators will face significant disciplinary action, including a \$100 fine per resident, suspension from residential living or the University. False alarms are subject to a \$200 fine. False alarms include burned food, intentionally pulled alarms, etc.

_____ **Candles - ALL** candles, whether lit or unlit are prohibited (this includes wickless candles).

_____ **Compliance with the University Staff–** Residents are expected to comply with all directives from University staff to include the University Housing staff. Failure to comply will result in significant disciplinary action.

_____ **NKU All Card//Resident Room Keys-** Residents are prohibited from lending one’s assigned residence hall keys and NKU All Cards to guests or other residents of housing. Individuals in possession of keys and NKU All Cards that are not assigned to them will have these items confiscated by University Housing staff members or the University Police.

_____ **External Doors-** Specific external doors are accessible with the use of your room key. The forced opening of all other external doors is prohibited. Door propping is not permitted. Door propping results in a fine of \$25.00 for first propped door distributed equally among the responsible residents. Fines are subject to increase with repeated incidents.

_____ **Mail Notification/Email Notification-** University Housing will distribute important and time sensitive housing information to residents via campus mail and/or email. Residents must regularly check NKU email accounts and campus mailboxes.

_____ **Noise-** Each resident has the right to enjoy a quality living environment, thus noise that impacts other residents is prohibited. Courtesy hours are in effect 24 hours a day.

_____ **Common Area Damage and Group Billing-** In the event that there is damage to the common area of a building, floor, or wing, NKU will work to identify the responsible resident(s). If the responsible resident(s) cannot be identified, Housing will bill all residents of the building, floor, or wing. Residents should report alleged vandalism acts to the Office of University Housing and/or the University Police as quickly as possible.

_____ **Pets-** Pets, other than fish, are prohibited. Fish must be contained in aquariums that do not exceed 10 gallons.

Fines – Improper checkout (not checking out with staff member, clean space, key return)	\$200	
Holdover charge (not checking out at announced time)	\$150 per day	
Improper disposal of trash	1 st - \$25	2 nd - \$ 50.00
Lock outs (per academic year)	1 st - No Charge	2 nd - 5 th - \$5- \$10- \$20- \$40 - \$80 (6 th and after)
Lock change due to lost keys	\$20- \$100	
Failure to complete disciplinary action	\$50	
Failure to attend/reschedule administrative meeting	\$50	
Pet policy violation	1 st day- \$50	Additional days/violations-\$100
Drug and alcohol violation	1 st - \$50 2 nd - \$100	Additional violations- \$200
Smoke Detector – tampering	\$100	
Smoking in room	\$50	
Candles in room	\$25	

My signature below indicates that I have read, understand, and initialed each of the preceding statements. I further understand that the highlighted policy list are not exhaustive and that I am responsible for reading and being aware of the University policies stated in the Code of Student Rights and Responsibilities and the University Housing policies listed at <http://housing.nku.edu>.