I. Definitions

For purposes of this Agreement, the terms below have the following meanings:

12-Month Apartments: Cedar Apartments, Mercer Court Apartments buildings D and E, Nordheim Court Apartments, and Stevens Court Apartments buildings K and L; or any space assigned by HFS.


Agreement Holder: The student originally assigned to a Room in a 12-Month Apartment.

Agreement Period: From September 11, 2016, or beginning on the assigned Check-in date, through 12 noon on August 19, 2017.

Agreement Termination: Ending the Agreement after Check-in and before August 19, 2017. For terminations prior to Check-in, see Cancellation.

Apartment: An assigned studio or shared unit designated for single students including, but not limited to, Rooms, bathrooms, kitchens, living rooms, hallways, storage closets, landings and stairways.

Apartmentmate: See Roommate.

Cancel, Cancellation: Ending the Agreement before Check-in. For cancellations after Check-in, see Agreement Termination.

Check in, Check-in: Obtaining Room keys from HFS regardless of whether or not the student is physically occupying the space.

Check out, Checkout: Returning keys to the location designated by HFS.

Common Areas: All areas in an Apartment other than the student’s Room including, but not limited to, lounges, living rooms, bathrooms, balconies, hallways and kitchens.

Deposit: A payment of $500 required to occupy a Room within 12-Month Apartments.

Dining Account: Funds specifically allocated for use within HFS dining facilities based on the Dining Account level selected by the student.

First Out, First In: A process used by HFS to determine if and when an Agreement Holder who has Checked out may be released from the financial obligations of this Agreement.

HFS: Housing & Food Services, a department of the University of Washington.

Husky Card: A University identification card with many uses including access to HFS facilities, the Dining Account and the Husky Card Account.

Husky Card Account: A debit account for use in HFS laundry facilities, HFS dining facilities and for select on-campus services.

Room: A space assigned to the student within University Housing.

Room/Apartment Condition Report: The form used to identify the condition of Rooms and Apartments.

Room Change: Moving from one Room to another Room within University Housing.

Roommate: Students assigned to share an Apartment.

Sublicense: A provision to permit an eligible student to temporarily occupy a Room during the absence of the Agreement Holder and upon approval by authorized HFS staff.

Sublicensee: An eligible student who has received permission from the Agreement Holder and authorized HFS staff to temporarily occupy a Room as part of the Sublicense process.

University: The University of Washington, Seattle campus.

University Housing: The entire network of University housing operations including the Residence Hall System, 12-Month Apartments, Family Housing and facilities operated in a public-private partnership with the University (Commodore Duchess and Radford Court).

II. General Provisions

A. I agree to all terms and conditions of this Agreement and acknowledge this Agreement is binding once I electronically sign and submit it online.

B. This Agreement is entered into by and between the University and me, a University student, for my use and occupancy of a Room in a 12-Month Apartment according to the terms specified herein. This Agreement is a legal and binding document between the University and me.

C. If I am younger than 18 years of age at the time I submit my housing application and Agreement, my parent or legal guardian must complete the 2016–17 Cosigner Agreement, available at https://catalyst.uw.edu/webg/survey/hfsinfo/292514 within two weeks of my application submission.

D. The University and I intend for this Agreement to constitute a license for the use of a Room and Apartment in a 12-Month Apartment as assigned by HFS, and further intend that this Agreement will not constitute a lease and will not create or transfer an interest in or a lien upon real estate. The relationship created by this Agreement between the University and me is that of licensor and licensee, not that of landlord and tenant. My use and occupancy is being provided incidental to the provision of educational services by the University.

E. I may not transfer or assign this Agreement, or the right to occupy my assigned Room, or any other rights or benefits granted hereunder, to another person except as authorized by HFS as stated in Section XV.

F. This Agreement is for the entire Agreement Period, September 11, 2016, through 12 noon on August 19, 2017.

G. The information provided by me in my housing application is true, complete and accurate. If the University determines that I have provided untrue, incomplete or inaccurate information, the University will have a basis to declare me in breach of this Agreement, take disciplinary action against me, and/or require that I Check out of University Housing immediately.

H. All charges in this Agreement for the related service or action represent a reasonable approximation of the University’s administrative costs, and I will be financially responsible for all payments as stated in this Agreement.

I. My assignment and account information will not be released to any person regardless of their relationship to me unless I provide authorization via my Housing Student Profile at https://ucharm.hfs.washington.edu/ucharm, and as stated in Section XV.G.

J. My primary contact telephone number will be provided to the University for use by the emergency alert system. More information can be found...

K. My failure to comply with any term of this Agreement shall be grounds for the University to declare me in breach of this Agreement and require that I Check out of University Housing, and may result in other action against me by the University including, but not limited to, disciplinary action, termination of this Agreement, future ineligibility to reside in University Housing, and collection of outstanding debt and recovery of collection agency fees as stated in Section X.L.

L. HFS will not disclose information relating to my student record, housing account, application and assignment information as required by state and federal law, including but not limited to FERPA, except as stated in Section VII.E and Section XV.G. I may authorize the release of information at https://ucharm.hfs.washington.edu/ucharm.

M. If I am seeking accommodation for a disability or medically related dietary restriction, I must submit a Disability Resources for Students (DRS) Disability Housing & Medical Dietary Request at http://depts.washington.edu/uwdrs/housing/ by the deadline shown at https://www.hfs.washington.edu/accommodation. Additional information is available at www.disability.washington.edu.

N. This Agreement may be amended with a 30-day notice by the University during the term of this Agreement.

III. Eligibility

I represent and warrant that I am eligible to reside in a 12-Month Apartment because I meet and will maintain for the Agreement Period all of the following eligibility criteria and expectations:

A. I currently am or have been accepted as a student at the University, and I will maintain my status as a registered student for fall quarter 2016, winter quarter 2017 and spring quarter 2017 unless I qualify for an exception as stated in Section XVI.J.

B. If I am graduating during spring quarter 2017, I am considered eligible to reside in 12-Month Apartments during summer 2017 and will remain responsible for all terms of this Agreement, including ongoing charges through the end of the Agreement Period.

C. I am or will be at least 17 years of age at the time I Check in.

D. I have not been dismissed from any University Housing facility nor has the University ever terminated my agreement, contract or lease, or filed an eviction or unlawful detainer action against me for any University Housing facility.

E. I have not vacated at the request of the University’s designated property management company in lieu of legal eviction from any University Housing facility.

F. I am not registered or classified as, nor have I ever been required to register or been classified as, a Level 2 or Level 3 sex offender pursuant to the laws of Washington State or the equivalent in any other state, territory or foreign county.

G. If I have been convicted of a sex offense; or have entered a deferred adjudication agreement relating to a sex offense; or have been or am under active supervision by any state, territory or foreign country related to a sex offense; or have been or am required to register as a Level 1 sex offender, I must notify HFS in writing at hfsinfo@uw.edu at the time this Agreement is submitted and I acknowledge that the University has the discretion to determine whether my application to reside in University Housing should be accepted, and to assign me to a particular Room deemed appropriate by the University.

H. If after submitting this Agreement and my housing application I am convicted of or am found to have committed a sex offense; enter a deferred adjudication agreement relating to or am placed under active supervision by any state, territory or foreign country related to a sex offense; or am required to register as a sex offender, I will inform HFS of my offense in writing at hfsinfo@uw.edu within 24 hours of any adjudication. I further agree that I will Check out within 24 hours of said notification unless HFS provides me with written permission to remain in University Housing.

I. I will provide the University with any information it requests related to my offense(s) in order for the University to make a determination of my eligibility to reside in University Housing based on the best interests of the University.

J. If at any time after I have submitted this Agreement I become ineligible under the eligibility criteria stated above to reside in 12-Month Apartments, I agree to inform HFS in writing at hfsinfo@uw.edu of my ineligibility within 24 hours of becoming ineligible, and to Check out as described in Section XVII within 72 hours of becoming ineligible, unless I am required to vacate earlier as described in this Agreement.

IV. Agreement Period and Check-in Dates

A. The duration of this Agreement and the charges outlined in this Agreement are for the period from September 11, 2016 through 12 noon on August 19, 2017.

B. Check-in dates and times for each quarter covered by this Agreement are:

<table>
<thead>
<tr>
<th>Academic Quarter</th>
<th>Check-in Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Quarter</td>
<td>At or after 8 a.m. on September 11, 2016</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>At or after 12 noon on January 1, 2017</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>At or after 8 a.m. on March 26, 2017</td>
</tr>
<tr>
<td>Summer Quarter</td>
<td>At or after 8 a.m. on June 18, 2017</td>
</tr>
</tbody>
</table>

C. Any request to Check in after 12 noon on the second day of instruction must be submitted in advance to HFS at hfsinfo@uw.edu.

D. If I am assigned to a Room after the Agreement Period begins, my Agreement will begin on my assigned Check-in date. My Check-in date will be provided with my assignment information.

E. If I am assigned to 12-Month Apartments for the 2017–18 agreement period, the provisions of this Agreement will extend to cover the interim period between this Agreement Period and the 2017–18 agreement period.

V. Early Arrival Housing
A. I may request to move in early if I have University-approved requirement to be on campus prior to formal Check-in (e.g. athletics, band, housing staff). Information about early arrival housing can be found at [www.hfs.washington.edu/12ea](http://www.hfs.washington.edu/12ea).

B. I must request and pay for early arrival housing separate from the 12-Month Apartments application and payment.

C. HFS will notify me via my University email address as to whether or not my early arrival housing request is approved.

D. If I am assigned for early arrival housing, I must agree to pay for early arrival housing charges for my early arrival days as shown at [www.hfs.washington.edu/12ea](http://www.hfs.washington.edu/12ea).

E. If my early arrival request is approved, I may be assigned to a temporary space for some or all of the early arrival period, and must comply with Room Change instructions and deadlines sent by HFS to my University email address.

F. If I am approved for early arrival housing and move in before the Agreement Period begins, the provisions of this Agreement begin on the date I Check in except as stated in Section V.G.

G. If I Cancel my housing application after Checking in to my early arrival housing assignment but before the quarter begins, I will be subject to Cancellation charges per Section VI of this Agreement.

### VI. Cancellation

I may Cancel my housing application and Agreement before I Check in. If I wish to cancel this Agreement after Check-in, I may do so as described in Section XVI.

A. If I wish to Cancel my housing application and Agreement, I must submit my Cancellation notice at [https://ucharm.hfs.washington.edu/ucharm](https://ucharm.hfs.washington.edu/ucharm).

B. Except as stated in Section VI.C, a Cancellation charge as shown in the table below will be assessed regardless of my reason for Cancelling my housing application including, but not limited to, a change of student status at the University, being assigned to a Room that does not meet my preferences, or finding different housing accommodations.

| Fall Quarter Applicant Cancellation Deadlines and Charges |
|---|---|
| **Deadline** | **Charge** |
| On or before April 30, 2016 | $0 |
| May 1–May 15, 2016 | $150 |
| May 16–31, 2016 | $200 |
| June 1–30, 2016 | $300 |
| July 1–31, 2016 | $400 |
| August 1–31, 2016 | $500 |
| September 1–10, 2016 | $500 + $15 per day late Cancellation charge |
| On or after September 11, 2016 | $500 + full Agreement Period charges |

| Winter Quarter Applicant Cancellation Deadlines and Charges |
|---|---|
| **Deadline** | **Charge** |
| On or before October 31, 2016 | $0 |
| November 1–15, 2016 | $350 |
| November 16–30, 2016 | $500 |
| December 1–31, 2016 | $500 + $15 per day late Cancellation charge |
| On or after January 1, 2017 | $500 + full Agreement Period charges |

| Spring Quarter Applicant Cancellation Deadlines and Charges |
|---|---|
| **Deadline** | **Charge** |
| On or before January 31, 2017 | $0 |
| February 1–15, 2017 | $350 |
| February 16–28, 2017 | $500 |
| March 1–25, 2017 | $500 + $15 per day late Cancellation charge |
| On or after March 26, 2017 | $500 + full Agreement Period charges |

| Summer Quarter Applicant Cancellation Deadlines and Charges |
|---|---|
| **Deadline** | **Charge** |
| On or before May 31, 2017 | $0 |
| June 1–17, 2017 | $500 |
| On or after June 18, 2017 | $500 + full Agreement Period charges |

C. I will not be assessed a Cancellation charge if:
1. I submit my Cancellation within one week of submitting my initial housing application and have not yet been assigned a Room; or,
2. I notify University Admissions at askuwadm@uw.edu and HFS at hfsinfo@uw.edu that I decline my offer of admission or am transferring to another institution; or,
3. My offer of admission to the University is rescinded by the University; or,
4. I have received military orders for entry into the service, a permanent change of station or deployment for at least 90 days. I must provide HFS with copies of any such military orders at hfsinfo@uw.edu.
D. If I Cancel my initial housing application, reapply, and Cancel again, I will be assessed Cancellation charges based on the latest Cancellation date.
E. If I do not submit my Cancellation notice at https://ucharm.hfs.washington.edu/ucharm and do not Check in to my Room by 12 noon on the second day of University instruction of the applicable academic quarter:
   1. HFS will consider my application for housing Cancelled, Cancel this Agreement, and reassign my Room; and,
   2. I will be charged a $500 Cancellation charge; and,
   3. I will be responsible for paying full Room charges for the full Agreement Period.
F. If I am assigned a Room after the Agreement Period begins and I do not Check in to my Room by my assigned Check-in date:
   1. HFS will consider my application for housing Cancelled, Cancel this Agreement, and reassign my Room; and,
   2. I will be charged a $500 Cancellation charge; and,
   3. I will be responsible for paying full Room charges for the remainder of the Agreement Period.
G. If I Cancel this Agreement and do not have a pending housing application or assignment for a future term, my Deposit will be used to pay for any balance due on my account. If my balance due exceeds the amount of my Deposit, I will pay the remaining balance immediately.
H. If I Cancel my early arrival housing request I will be charged based on the schedule shown at www.hfs.washington.edu/12ea.
I. HFS will refund any remainder of my Deposit to me. If the refund is returned to HFS for any reason, the money will be held for one year by HFS before remittance to the Washington State Department of Revenue.

VII. Room Assignment
A. Submission of a housing application or Agreement does not guarantee me a Room in University Housing.
B. I will be assigned based on my assignment priority to any available Room within 12-Month Apartments regardless of rate.
C. I may be assigned to any available Room regardless of assignment preferences expressed by me including, but not limited to, building, Apartment type, and Roommate request.
D. I will accept my assigned Room in 12-Month Apartments through the end of the Agreement Period.
E. HFS will release my name, email address and telephone number to my assigned Roommate.
F. HFS reserves the right to reassign me to a different Room at any time for any reason that is reasonable under the circumstances including, but not limited to, the welfare of residents; a violation of Community Standards or the Student Conduct Code; to accommodate facility operations or repair; to accommodate students with disabilities; to use available space more efficiently; or to further the best interests of the University and/or its community. I may be required to move with a 48-hour notice.
G. If a Room is available in my Apartment, I may be assigned a Roommate without prior notification.
H. If a Room is available in my Apartment, I will keep the available Room clean and accessible. If I fail to do so, I will be charged the daily Room rate for both the unavailable Room and my assigned Room until the Room is clean and accessible, and I may be subject to disciplinary action.

VIII. Dining Account
A. I may select and pay for a Dining Account level. Information about the Dining Accounts can be found at www.hfs.washington.edu/housing/12dining.
B. My Dining Account funds may be used only in HFS dining facilities.
C. My Dining Account works like a debit card, with the quarterly allotment deposited into my Dining Account at the beginning of each quarter on the dates shown below:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Dining Funds Available for Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Quarter</td>
<td>8 a.m. on September 11, 2016</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>8 a.m. on January 1, 2017</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>8 a.m. on March 26, 2017</td>
</tr>
<tr>
<td>Summer Quarter</td>
<td>8 a.m. on June 18, 2017</td>
</tr>
</tbody>
</table>
D. My Dining Account funds are nonrefundable and nontransferable to any account including my Husky Card Account.
E. HFS will provide dining service from the first day of the quarter through midday on the last day of final examinations for each academic quarter. During Thanksgiving break, winter break, spring break and the week between spring quarter and summer quarter, there will be limited or no service in the dining facilities.
F. The Dining Account level I select will continue for each quarter through the end of this Agreement Period unless I change or cancel it at https://ucharm.hfs.washington.edu/ucharm.
G. If I wish to lower my Dining Account level, I must do so by the following date:
<table>
<thead>
<tr>
<th>Quarter</th>
<th>Deadline to Lower Dining Account Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Quarter</td>
<td>September 1, 2016</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>December 1, 2016</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>March 1, 2017</td>
</tr>
<tr>
<td>Summer Quarter</td>
<td>June 1, 2017</td>
</tr>
</tbody>
</table>

H. If I wish to increase my Dining Account level, I may do so at any time, except during the following periods:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Dining Account Change Blackout Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Quarter</td>
<td>September 2–September 22, 2016</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>December 2, 2016–January 3, 2017</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>March 2–March 27, 2017</td>
</tr>
<tr>
<td>Summer Quarter</td>
<td>June 2–June 19, 2017</td>
</tr>
</tbody>
</table>

I. As long as I remain in residence, any balance remaining in my Dining Account at the end of fall quarter 2016, winter quarter 2017 and spring quarter 2017 will carry forward to the next quarter.

J. Any balance remaining in my Dining Account will be forfeited at 12 noon on August 19, 2017.

K. If I Check out prior to the end of the Agreement Period and remain registered for classes, any balance in my Dining Account will remain available for use through 12 noon on August 19, 2017 at which point any balance remaining in my Dining Account will be forfeited.

L. If I Check out during fall quarter 2016, winter quarter 2017 or spring quarter 2017 and am no longer registered for classes, any balance in my Dining Account will be prorated based on my Checkout date or usage, whichever is higher, and the resultant unused funds will be refunded.

M. If I Check out during summer quarter 2017, any balance in my Dining Account will remain available for use through 12 noon on August 19, 2017 at which point any balance remaining in my Dining Account will be forfeited.

IX. Charges

A. Deposit
   1. I will pay a one-time Deposit of $500 at the time I apply for housing.
   2. If I have been identified as eligible for Deposit deferment, I may defer payment to the payment due dates shown below:
      a. Fall Quarter Applicants: $250 due with September housing charges, $250 due with January housing charges
      b. Winter Quarter Applicants: $250 due with January housing charges, $250 due with April housing charges
      c. Spring Quarter Applicants: $250 due with April housing charges, $250 due with June housing charges
      d. Summer Quarter Applicants: $500 due with June housing charges
   3. The Deposit does not apply toward housing or dining payments.
   4. HFS will hold my Deposit until I Check out without any future application for on-campus housing.

B. Room Charges
   1. I will be charged for and will pay the Room rate for the Apartment type to which I am assigned. Housing rates are established by the University of Washington Board of Regents and can be viewed at www.hfs.washington.edu/housing/12rates16-17.
   2. My Room rate includes electricity, gas, Internet access, cable or satellite television, water, sewer and garbage services. A temporary failure in utility service is not a breach of this Agreement.
   3. If I am assigned a Room before the Agreement Period begins, I must pay full housing charges regardless of the date I Check in.
   4. If I am assigned a Room after the Agreement Period begins, I must pay prorated housing charges based on my Check-in date assigned by HFS regardless of the date I Check in.
   5. If I Cancel my application I will be subject to Cancellation charges as stated in Section VI.
   6. If I terminate my Agreement I will be subject to Agreement Termination charges as stated in Section XVI.

C. Dining Charges
   1. I will be charged for and will pay the Dining Account level rate for the level I select. Dining Account rates are established by the University of Washington Board of Regents and can be viewed at www.hfs.washington.edu/housing/12rates16-17.
   2. If I am assigned a Room before the quarterly dining fund date as shown in Section VIII.C, I must pay the entire quarter of dining charges regardless of the date I Check in.
   3. If I am assigned a Room after the quarterly dining fund date as shown in Section VIII.C, I must pay a prorated dining amount based on my assigned Check-in date regardless of the date I Check in.
   4. Any funds remaining in my Dining Account will be forfeited at 12 noon on August 19, 2017 except as stated in VIII.L.

D. Other Charges
   1. Emergency kit: I am required to purchase a 72-hour emergency kit provided by HFS for $25 at the beginning of my occupancy with HFS. I am only required to purchase one emergency kit during my occupancy with HFS.
   2. Incidental charges: I will pay any incidental charges by the end of the month in which they are charged unless I Check out before the end of that month, in which case I will pay them before I Check out. A list of incidental housing charges can be found at
X. Payments

A. I will select one of the following payment plans when I submit my housing application. The payment plan I select will determine my payment due dates.

1. Monthly Payment Plan: I will pay my monthly Room charges by the first day of each month.
2. Financial Aid Payment Plan: HFS will post charges to my student fiscal services account. Any available funds, up to the full quarterly balance due, will be electronically transferred to HFS. If the full quarterly balance is not covered, I will pay any remaining balance according to the following schedule.

<table>
<thead>
<tr>
<th>Housing Charges</th>
<th>Monthly Payment Plan Due Date</th>
<th>Financial Aid Payment Plan Due Date</th>
<th>Late Payment Charge Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>September 1, 2016</td>
<td>October 14, 2016</td>
<td>October 20, 2016</td>
</tr>
<tr>
<td>October</td>
<td>October 1, 2016</td>
<td>October 14, 2016</td>
<td>October 20, 2016</td>
</tr>
<tr>
<td>November</td>
<td>November 1, 2016</td>
<td>November 1, 2016</td>
<td>November 7, 2016</td>
</tr>
<tr>
<td>December</td>
<td>December 1, 2016</td>
<td>December 1, 2016</td>
<td>December 7, 2016</td>
</tr>
<tr>
<td>February</td>
<td>February 1, 2017</td>
<td>February 1, 2017</td>
<td>February 7, 2017</td>
</tr>
<tr>
<td>March</td>
<td>March 1, 2017</td>
<td>March 1, 2017</td>
<td>March 7, 2017</td>
</tr>
<tr>
<td>April</td>
<td>April 1, 2017</td>
<td>April 14, 2017</td>
<td>April 20, 2017</td>
</tr>
<tr>
<td>May</td>
<td>May 1, 2017</td>
<td>May 1, 2017</td>
<td>May 7, 2017</td>
</tr>
<tr>
<td>June</td>
<td>June 1, 2017</td>
<td>June 1, 2017</td>
<td>June 7, 2017</td>
</tr>
<tr>
<td>July</td>
<td>July 1, 2017</td>
<td>July 7, 2017</td>
<td>July 13, 2017</td>
</tr>
<tr>
<td>August</td>
<td>August 1, 2017</td>
<td>August 1, 2017</td>
<td>August 7, 2017</td>
</tr>
</tbody>
</table>

B. I will be charged for and will pay the rate for the Dining Account level I select based on the following schedule:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Monthly Payment Plan Due Date</th>
<th>Financial Aid Payment Plan Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Quarter</td>
<td>September 1, 2016</td>
<td>October 16, 2016</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>January 1, 2017</td>
<td>January 20, 2017</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>April 1, 2017</td>
<td>April 14, 2017</td>
</tr>
<tr>
<td>Summer Quarter</td>
<td>June 1, 2017</td>
<td>July 7, 2017</td>
</tr>
</tbody>
</table>

C. If I fail to make payments as required by this Agreement, my Agreement and assignment may be terminated. If my Agreement is terminated by HFS, I will be required to move out and will be charged a termination charge as shown in Section XVI.

D. During my occupancy period, all billing adjustments and incidental charges placed on my account after the due date are due by the first of the month.


F. I will make payments in one of the following manners:

1. With a MasterCard or Visa credit/debit card at www.hfs.washington.edu/housing/pay; or,
2. By mail with a check to University of Washington, Housing & Food Services, Financial Services Office, 1045 NE Campus Parkway, Box 355607, Seattle, WA 98195-5607; or,
3. In person with cash or check at the HFS Student Services Office in 210 Lander Hall or at the Husky Card Account & ID Center on the ground floor of Odegaard Undergraduate Library; or,
4. By authorizing HFS to transfer funds directly from my University financial aid account.
   a. I may authorized transfer of funds through the following date:
      | Quarter       | Funds Transfer Deadline |
      |---------------|-------------------------|
      | Fall Quarter  | September 1, 2016       |
      | Winter Quarter| December 1, 2016        |
      | Spring Quarter| March 1, 2017           |
      | Summer Quarter| June 1, 2017           |
   b. I may authorize transfer of funds when I apply for housing, or by emailing hfsinfo@uw.edu.

G. I will be assessed a late payment charge of $50 if my account is not paid in full within five calendar days of the due date regardless of the method of payment. In addition, a late payment charge of $50 will be assessed after the fifth day of each subsequent month during which I have a past due balance.
H. If I have any questions about my account, I will contact the HFS Student Services Office, 210 Lander Hall, hfsinfo@uw.edu or 206-543-4059, before my account becomes delinquent.

I. If I fail to make payments after Check-in as required by this Agreement:

1. My Dining Account, if applicable, and Husky Card Account may be inactivated until my account is paid in full; and,
2. HFS may contact the person(s) I have designated as authorized to receive my financial account information; and,
3. The University may declare me in breach of and terminate this Agreement, cancel my assignment and require that I Check out, and/or take further action against me including, but not limited to:
   a. Denying future applications for University Housing; and,
   b. Placing a hold on University registration, transfer of credits, transcripts and graduation; and,
   c. Assessing collection agency charges as outlined in Section X.I; and,
   d. Assessing legal fees, and moving and storage costs; and,
   e. Obtaining a legal judgment against me for any balance due.

J. If I wish to dispute any charges posted to my account I must submit a waiver request within 60 days of the charge being posted to my account. The waiver request can be found at www.hfs.washington.edu/housing/waiver. I understand that waiver requests submitted more than 60 days after charges have been posted will not be considered, and I will be responsible for full payment of those charges.

K. After I Check out, all charges are due immediately.

L. The University reserves the right to the recovery of collection agency fees as authorized by RCW 19.16.500, which may be based on a percentage at a maximum of 40 percent of the debt in addition to the recovery of any outstanding balance, attorney fees, court costs and other collection costs including moving and storage costs.

M. I authorize the University, HFS, and their respective agents and contractors to contact me regarding outstanding charges or repayment of outstanding charges at the current or any future number that I provide for my cell phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

XI. Community Standards

A. I agree to abide by the Community Standards, which are appended hereto as Appendix A. I acknowledge that the Community Standards apply to me not only when I am in the building in which my Room and Apartment are assigned but also while I am on any University Housing premises, which includes, but is not limited to, Common Areas, community centers, entry areas, hallways, parking areas, courtyards, terraces, decks, grounds, elevators, stairwells, playfields and dining facilities. Furthermore, I acknowledge that I am responsible for the behavior of my guests.

B. I acknowledge that I am subject to the Student Conduct Code for the University of Washington, which may be found at http://depts.washington.edu/cssc/.

C. I agree to abide by all regulations, policies and standards of the University and HFS. Should my guests or I fail to comply with the conduct regulations, policies and standards of the University and HFS including, but not limited to, the Community Standards and the Student Conduct Code, the University may take disciplinary action against me pursuant to the Residential Life Conduct Process and/or the Student Conduct Code. The Residential Life Conduct Process may be found at www.hfs.washington.edu/conduct.aspx.

XII. Room Changes

A. I may only make a Room Change with prior written approval by an authorized HFS staff member.

B. HFS will not accept Room Change requests from 12-Month Apartments to 9-month housing.

C. If I wish to change my Room, I must follow all Room Change procedures, which can be found at www.hfs.washington.edu/housing/12rc.

D. If HFS approves my Room Change request or I am required to make a Room Change as part of a disciplinary process, I will be assessed a nonrefundable Room Change charge of $35.

E. If I do not follow proper Room Change procedures I will be charged an improper Room Change charge of $45 in addition to the Room Change charge of $35.

F. I will be required to pay the Room rate for the new Room beginning the date the Room Change is effective.

G. I must return my originally assigned Room keys to the location designated by HFS by my Room Change deadline. If my keys are not returned by the deadline, I will be assessed the daily rate for both Rooms until the keys to my originally assigned Room are returned and I will be charged an improper Room Change charge of $45.

H. If I make a Room Change without prior approval from an authorized HFS staff member:
   1. I will be assessed an unauthorized Room Change charge of $50; and,
   2. I will be charged the daily Room rate for both Rooms until I have Checked out of my originally assigned Room or I have moved back to my originally assigned Room; and,
   3. I will be charged a Room Change charge of $35 if HFS approves my Room Change request; and,
   4. I may be assessed an improper Room Change charge of $45 if I do not follow proper Room Change procedures.

I. Prior to my Room Change deadline, I will remove all of my personal belongings from my Room and Common Areas and follow the cleaning guidelines at www.hfs.washington.edu/housing/12checkout. If I do not remove my personal belongings, HFS may pack and store and/or dispose of them at my expense. While HFS intends to make reasonable efforts to protect my belongings, I will not hold the University liable for any damage or loss.

J. If my keys are not returned by my Room Change deadline, I may be assessed a lock change charge of $105 in order to secure my Room, plus
XIII. Entry and Inspection
A. University staff and contractors have the right to enter my Room and Apartment during reasonable hours for inspections, to make repairs or alterations, or to conduct cleanliness and safety checks.
B. Except in emergencies or when it is impractical, the University will give me at least a 48-hour notice of its intent to enter my Room and Apartment and will enter only at reasonable times. However, if I request or if my Roommate requests repairs or maintenance, which includes but is not limited to the submission of a work order, I will not receive any prior notice that University staff or designees will be entering my Apartment.
C. University staff and/or University of Washington Police Officers may enter areas outside my Room unannounced to conduct rounds concerning health, safety or security checks, to enforce Community Standards and other policies, or to investigate possible criminal activity, and I will have no expectation of privacy outside of my Room.

XIV. Cleaning, Alterations and Damages
A. I will review and, if necessary, update the Room/Apartment Inspection Report within 72 hours of Check-in and turn in the updated form to my Resident Adviser. Any damage or missing items not declared on the Room/Apartment Condition Report will be my responsibility and will be charged to me when I Check out.
B. I will report lost Room and/or Apartment keys to my front desk immediately. If, after 72 hours, I have not demonstrated to HFS that I have located my keys, any affected locks will be changed at my expense. I may be assessed a lock change charge of $105 in order to secure my Room, plus $10 for each additional unreturned key or building access card.
C. I will keep my Room and Apartment clean, orderly and in good condition at all times and will properly dispose of garbage, recyclables and compost items in designated collection sites. I will be responsible for any charges that result from my failure to keep my Room or Apartment clean, orderly and in good condition.
D. I will cooperate with my Roommate to care for and maintain the bathroom, including providing cleaning supplies.
E. I will not make any repairs or alterations to any University Housing premises. If repairs are required, I must submit a work order at www.washington.edu/facilities/fsworks.
F. If I or any guest of mine damages any HFS property, I will be responsible for the reasonable cost of repair, replacement and/or cleaning as determined by HFS.
G. If any damage occurs in the Common Areas and/or shared areas of my Apartment and the responsible person cannot be determined, any charges for repair, replacement and/or cleaning as determined by HFS will be divided equally among all Apartment occupants.

XV. Sublicense
A. I am permitted to Sublicense my Room as long as I have prior written approval from HFS and:
   1. I will be residing in University Housing for the academic quarter following my Sublicense request; or,
   2. I will be graduating at the end of spring quarter 2017 and intend to Sublicense my Room for summer 2017.
   3. My Sublicense is approved prior to my vacate.
B. If HFS approves my Sublicense request, I will be assessed a Sublicense Charge of $50. Sublicense procedures can be found at www.hfs.washington.edu/housing/12sublic.
C. If I choose to Sublicense my Room, I understand that I am still responsible for making housing payments to HFS and any arrangements I make with my Sublicensee are made independent of HFS and this Agreement.
D. I must submit my Sublicense request at https://ucharm.hfs.washington.edu/ucharm at least 14 days prior to my intended Sublicense start date.
   If I do not submit my Sublicense request at least 14 days in advance of my intended Sublicense start date, I will be responsible for paying a late Sublicense notice charge of $15 per day for the number of days less than the required 14-day notice.
E. I may Sublicense my Room only for dates that closely mirror an academic quarter and for no less than a four-week period.
F. If my Sublicense request is approved, I am required to return my keys to my front desk prior to permitting my Sublicensee access to my Room.
G. I authorize the University to provide to my Sublicensee information regarding my account status, such as if my account is past due or at risk of being terminated. I waive any claims against the University that might relate to or arise from the provision of such information.
H. If I do not follow proper Sublicense procedures, I will be charged an improper Sublicense charge of $90.
I. If I Sublicense my Room without prior authorization from HFS:
   1. I will be assessed an improper Sublicense charge of $90; and,
   2. I may be assessed a Sublicense charge of $50; and,
   3. I may be assessed a late Sublicense notice charge of $15 per day for a maximum of 14 days as referenced in Section XV.D; and,
   4. My intended Sublicensee may be required to Check out immediately; and,
   5. I may be assessed a lock change charge of $105 plus $10 for each additional unreturned key in order to secure my Room and Apartment.

XVI. Agreement Termination
I may terminate my Agreement after I Check in. If I wish to terminate this Agreement prior to Check in, I may do so as described in Section VI.
A. The duration of this Agreement and the housing and dining charges contained within this Agreement are for the period of September 11, 2016, through 12 noon on August 19, 2017.
B. Checking out during fall quarter 2016, between September 11, 2016 and December 17, 2016:
1. I must submit an Agreement Termination notice in advance of my Checkout date at https://ucharm.hfs.washington.edu/ucharm; and,
2. I will be responsible for paying all charges for my assigned Room for the entire Agreement Period; and,
3. I will be responsible for all dining charges for fall quarter 2016; and,
4. I will not be assessed dining charges for winter quarter 2017, spring quarter 2017 and summer quarter 2017; and,
5. I must Check out by 12 noon on December 17, 2016, following Checkout procedures as described in Section XVII; and,
6. I may become eligible to have my Room charges prorated on a First Out, First In basis as described in Section XVI.F; and,
7. I will be charged according to the table below:

<table>
<thead>
<tr>
<th>Moving out on or between</th>
<th>Termination Notice Submitted</th>
<th>Checkout Deadline</th>
<th>Early Termination Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 11, 2016 and December 17, 2016</td>
<td>On or before October 31, 2016</td>
<td>By 12 noon on December 17, 2016</td>
<td>$500</td>
</tr>
<tr>
<td>November 1–December 17, 2016</td>
<td>$500 + $15 per day late notice charge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Checking out during winter quarter 2017, on or between December 18, 2016 and March 18, 2017:
1. I must submit an Agreement Termination notice in advance of my Checkout at https://ucharm.hfs.washington.edu/ucharm; and,
2. I am responsible for paying all charges for my assigned Room for the entire Agreement Period; and,
3. I will be responsible for all dining charges for winter quarter 2017; and,
4. I will not be assessed dining charges for spring quarter 2017 and summer quarter 2017; and,
5. I must Check out by 12 noon on March 18, 2017, following Checkout procedures as described in Section XVII; and,
6. I may become eligible to have my Room charges prorated on a First Out, First In basis as described in Section XVI.F; and,
7. I will be charged according to the table below:

<table>
<thead>
<tr>
<th>Moving out on or between</th>
<th>Termination Notice Submitted</th>
<th>Checkout Deadline</th>
<th>Early Termination Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 18, 2016 and March 18, 2017</td>
<td>On or before January 31, 2017</td>
<td>By 12 noon on March 18, 2017</td>
<td>$500</td>
</tr>
<tr>
<td>February 1–March 18, 2017</td>
<td>$500 + $15 per day late notice charge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. Checking out during spring quarter 2017, on or between March 19, 2017 and June 10, 2017:
1. I must submit an Agreement Termination notice in advance of my Checkout at https://ucharm.hfs.washington.edu/ucharm; and,
2. I am responsible for paying all charges for my assigned Room for the entire Agreement Period; and,
3. I will be responsible for all dining charges for spring quarter 2017; and,
4. I will not be assessed dining charges for summer quarter 2017; and,
5. I must Check out by 12 noon on June 10, 2017, following Checkout procedures as described in Section XVII; and,
6. I may become eligible to have my Room charges prorated on a First Out, First In basis as described in Section XVI.F; and,
7. I will be charged according to the table below:

<table>
<thead>
<tr>
<th>Moving out on or between</th>
<th>Termination Notice Submitted</th>
<th>Checkout Deadline</th>
<th>Early Termination Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 19, 2017 and June 10, 2017</td>
<td>On or before March 31, 2017</td>
<td>By 12 noon on June 10, 2017</td>
<td>$500</td>
</tr>
<tr>
<td>April 1–June 10, 2017</td>
<td>$500 + $15 per day late notice charge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. If I Check out during summer quarter 2017, or between June 11, 2017 and August 19, 2017:
1. I will not be charged an early termination charge; and,
2. I will be responsible for paying all summer quarter 2017 housing and dining charges; and,
3. I must Check out by 12 noon on August 19, 2017, following Checkout procedures as described in Section XVII; and,
4. I may become eligible to have my Room charges prorated on a First Out, First In basis as described in Section XVI.F.
F. If I am determined to be eligible to participate in the First Out, First In process, my Room charges may be prorated as of the date an eligible student who is not currently an Agreement Holder Checks in to a Room in a 12-Month Apartment. HFS will make a reasonable attempt to reassign Rooms. The First Out, First In order is based on students’ Checkout dates.
G. I will not be charged an early termination charge, late notice charges or any future Room charges if I provide documentation within five days of my Checkout date to HFS at hfsinfo@uw.edu, that establishes one of the following:
1. I am no longer a registered student at the University for fall quarter 2016, winter quarter 2017 or spring quarter 2017 and have not graduated from the University during this Agreement Period; or,
2. I have been approved for a hardship withdrawal from the University; or,
3. I have received military orders for entry into the service, a permanent change of station or deployment for at least 90 days. I must provide HFS with copies of any such military orders at hfsinfo@uw.edu; or,
4. As stated in Section XVIII of this Agreement.
H. If I provide documentation in advance of my Checkout date to HFS at hfsinfo@uw.edu that establishes I am graduating at the end of fall quarter 2016 or winter quarter 2017, submit my Agreement Termination notice and Check out by the deadline stated in Section XVI:
1. I will be exempt from the $500 early termination charge; and,
2. I will be charged late notice charges if I submit my notice after the deadline stated in Section XVI; and,
3. I will be responsible for Room charges through the Checkout deadline as stated in Section XVI; and,
4. I will be exempt from future Room charges for the remainder of my Agreement Period.

I. If I am graduating during spring quarter 2017, I am considered eligible to reside in 12-Month Apartments during summer 2017 and will remain responsible for all terms of this Agreement, including ongoing charges through the end of the Agreement Period.

J. If I provide documentation within 14 days of my Checkout to HFS at hfsinfo@uw.edu that I am participating in a study abroad program or an internship program located outside of commuting distance as defined at www.hfs.washington.edu/housing/comdist for University credit the next academic quarter, submit my Agreement Termination notice, and Check out by the deadline stated in Section XVII.B:
   1. I will be exempt from the $500 early termination charge; and,
   2. I will be charged late notice charges if I submit my notice by the deadline stated in Section XVI; and,
   3. I will be responsible for Room charges through the Checkout deadline as stated in Section XVI; and,
   4. I will be exempt from future Room charges unless I fail to follow proper Checkout procedures as described in Section XVII, in which case I will be responsible for ongoing charges through the end of the Agreement Period.

K. If HFS terminates my Agreement prior to the end of the Agreement Period for any breach of this Agreement:
   1. My Agreement will be terminated for the current quarter and future quarters; and,
   2. I will be responsible for paying the $500 early termination charge; and,
   3. I will be responsible for paying the full Agreement housing charges and the current quarter’s dining charges; and,
   4. I will not receive a prorated refund of any housing and dining charges.

XVII. Checkout

A. When I Check out of my Room, I will follow proper Checkout procedures as described at www.hfs.washington.edu/housing/12checkout.
B. If I am Checking out prior to the end of the Agreement Period, I will follow Agreement Termination procedures stated in Section XVI.
C. Prior to my Checkout, I will remove all of my personal belongings from my Room and Apartment and follow the cleaning guidelines at www.hfs.washington.edu/housing/12checkout. If I do not remove my personal belongings, HFS may pack and store and/or dispose of them at my expense. While HFS intends to make reasonable efforts to protect my belongings, I will not hold the University liable for any damage or loss.
D. If I do not return my Room keys by the date I provided on my Agreement Termination notice or at the end of the Agreement Period, whichever comes first, I will be assessed other applicable charges for unreturned items and/or labor charges as shown in the incidental housing charges table at www.hfs.washington.edu/housing/12chgs.
E. If my keys are not returned, I may be assessed a lock change charge of $105 in order to secure my Room, plus $10 for each additional unreturned key.
F. When I Check out, I will leave my Room and Apartment and all furnishings in good order and repair except for reasonable wear, and pay any repair, replacement and/or cleaning costs as determined by HFS.
G. If I Check out and have a pending application or assignment for a future term, HFS will continue to hold my Deposit and I must immediately pay any housing account balance or additional charges assessed after I Check out.
H. If I Check out and do not have a pending application or future assignment, any outstanding balance owed on my housing account will be deducted from my Deposit, and I will pay any remaining balance immediately.
I. If I Check out and do not have a pending application or future assignment, any applicable refund will be returned to me. If the refund is returned to HFS for any reason, the money will be held for one year by HFS before remittance to the Washington State Department of Revenue.
J. It is my responsibility to keep my local address and permanent address current through MyUW at http://myuw.washington.edu.
K. Any balance in my Dining Account will be forfeited at 12 noon on August 19, 2017.
L. Any balance in my Husky Card Account will remain in my account when I Check out, and will be refunded to me upon written request from my University email account to huskyrd@uw.edu.

XVIII. Emergency Closures

A. The University’s inability to make a Room available to me for any reason beyond the University’s control including, but not limited to, fire, flood, earthquake, condemnation, quarantine, utility malfunction or other emergency or force majeure event shall not constitute a breach of this Agreement by the University. In such circumstances, the University shall have no liability to me in any way for injuries, reimbursement, damages, inconvenience, annoyance or compensation of any kind. The University may attempt to find, but cannot guarantee, an alternative space for me. If the unavailability of my Room or an alternative space persists for more than 72 hours, I may terminate this Agreement and Check out during said unavailability without penalty provided that I shall be responsible for all financial obligations incurred up to the date of such termination. The University agrees to provide me with a pro rata refund, calculated from the date of such termination to the end of the Agreement Period, of any prepaid housing and dining payment made to the University, and to return my Deposit pursuant to this Agreement. Upon resumption of standard operations, Agreement Termination requirements and charges will apply as described in Section XVI.
B. If the University closes all dining facilities for emergency reasons or due to the emergency closure of the University, HFS agrees to provide a pro rata refund of my Dining Account balance based on the number of days in which all dining facilities covered by the Dining Account were unavailable for one or more meal periods and the number of days in this Agreement excluding all days on which the dining facilities were scheduled for closure prior to the emergency.
XIX. Injury or Property Loss
A. The University shall not have any responsibility or provide any compensation for any injury to me or any guest of mine, or for loss or damage to my property or that of any guest of mine, except to the extent caused by the University’s negligence. I acknowledge that the University recommends that I carry appropriate insurance against such injury, loss or damage. I acknowledge that the University does not promise, warrant or guarantee the safety or security of me or any guest of mine, or of my personal property or the personal property of any guest of mine against the actions of other parties.
B. Nothing in this Agreement shall be construed as being intended to protect any person or class of persons from injury or harm.
C. If there is loss of or damage to my property or that of any guest of mine for any reason beyond the University's control including, but not limited to, natural disasters, fire, earthquake, utility malfunctions, quarantine, infestation or other emergency or force majeure event, the University shall have no liability to me or any guest of mine for reimbursement, damages, inconvenience, annoyance or compensation of any kind.

XX. Severability and Choice of Law
A. The provisions of this Agreement are intended to be severable. If any term or condition is determined to be invalid for any reason, the remaining provisions of this Agreement shall continue to be valid and enforceable.
B. This Agreement shall be governed in all respects by the laws of Washington State. The parties agree that any legal action related in any way to this Agreement shall be brought exclusively in King County, Seattle, Washington.

Appendix A: Community Standards

A. Conduct
1. I will respect the rights, privileges and property of other members of the University community and visitors to campus.
2. I will refrain from any conduct that would interfere with University operations or endanger the health, welfare or safety of other persons, myself or animals used by persons with disabilities.
3. I will refrain from any conduct that, in the University's sole judgment, would violate any city, county, state or federal laws. This conduct includes, but is not limited to, theft; robbery; possession of stolen property; damage to or unauthorized possession, use or removal of University property; gambling or wagering activities, directing lasers at any person or mode of transportation, and unauthorized use of any service (e.g., Husky Card, building access cards, authorization codes, etc.).
4. I will comply with the directions of University officials and their authorized agents acting in the performance of their duties.
5. I will not provide false information to or withhold material information from any University staff member or agent acting in the course of their duties.
6. I and my guests will present Husky Cards or other identification to authorized University staff upon request.
7. During posted Quiet Hours, I will refrain from making noise (e.g., loud talking, volume of electronic equipment, etc.) that can be heard beyond the boundaries of my Room, Apartment, or any space I am visiting. Quiet Hours begin at 10 p.m. on the evenings before University classes are in session and at midnight on all other nights. Quiet Hours end each day at 10 a.m. Quiet Hours are in effect 24 hours a day beginning the Wednesday before Finals Week of each quarter and extending through the end of Finals Week.
8. I will refrain from making excessive noise (e.g., loud talking, volume of electronic equipment, etc.) even outside the designated Quiet Hours and areas.
9. I will refrain from engaging in sports activities and/or using recreational equipment including, but not limited to, bicycles, skates, skateboards, balls, Nerf guns and Frisbees within all University Housing buildings including, but not limited to, Rooms, Common Areas, lounges, terraces, decks, bathrooms, hallways, stairwells and dining areas.
10. I will not commit any act of dishonesty including, but not limited to, personal misrepresentation, knowingly furnishing false information to the University, forgery and the alteration or fraudulent use of documents including electronic documents or instruments of identification (e.g., misuse of electronic mail systems and computers including unauthorized/illegal access to University-owned Ethernet connections).
11. I will not use language or engage in other behavior that is threatening and that is directed toward any person, including myself.
12. I will not participate in any action or situation involving physical or mental abuse, harassment, bullying, cyber-bullying, intimidation, hazing, pranks and/or other conduct that recklessly or intentionally endangers or threatens the health, safety or welfare of any person or results in damage to University property.
13. I will not participate in conduct that violates the University’s policies regarding sexual misconduct as defined in the Student Conduct Code for the University of Washington (Title 478-120 WAC).
14. I will not use my Roommate’s possessions without their prior consent.

B. Substance Use
1. I will not possess, use, purchase or be under the influence of alcohol if I am less than 21 years of age.
2. I will not be visibly intoxicated even if I am of legal drinking age.
3. I will not knowingly be in the presence of alcohol if I am less than 21 years of age. Exception: If my assigned Roommate is 21 years of age or older, they may possess or consume alcohol in my Room or Apartment in accordance with applicable policies.
4. I will not provide or serve alcohol to anyone less than 21 years of age, nor will I host or promote an event where alcohol is present and any guest who is less than 21 years of age is in attendance.
5. I will not possess alcohol containers if I am less than 21 years of age.
6. I will not possess or consume alcohol outside of my Apartment or with my Apartment door open.
7. I will not manufacture or sell alcohol either directly or indirectly.
8. I will not display advertisements of alcohol that are visible outside my Apartment.
9. I will not possess, share, sell or use kegs, beer bongs, beer balls or other common-source containers of alcohol, nor will I possess a large quantity of alcohol or alcohol containers intended for or used by a group rather than an individual.
10. I will not allow possession, consumption or storage of alcohol at any time in my Room or Apartment if I am less than 21 years of age. Exception: If my assigned Roommate is 21 years of age or older, they may possess or consume alcohol in my Room or Apartment in accordance with applicable policies.
11. I will not use, possess, possess with intent to deliver, deliver, manufacture, purchase, sell, share, distribute, transport, or be under the influence of illegal drugs or controlled substances as defined in chapter 69.50 RCW or Title 21 U.S.C. Section 802 including, but not limited to, any quantity of marijuana. Possession of a medical marijuana license or prescription does not provide exemption from this policy.
12. I will not knowingly be in the presence of marijuana, illegal drugs or controlled substances.
13. I will not possess any drug paraphernalia.
14. I will not smoke or use electronic cigarettes or vaporizers or permit my guests to smoke or use electronic cigarettes or vaporizers in any University building or non-designated smoking area. Smoking on the University campus is permitted only in designated areas, which can be found at www.ehs.washington.edu/psosmoking/smokingareas_sea.shtm.

C. Guests
1. I understand that only I and my assigned Roommate may reside in my Room or Apartment.
2. I understand that I may be held responsible for any violation of University policies, rules, regulations and other standards of conduct by my guests in University Housing.
3. I will meet my guests at the entrance of my building and accompany them at all times while in the building.
4. I will not allow my guests to stay overnight in my Room or Apartment unless I obtain the prior consent of my Roommate. I will not pressure my Roommate to consent to my guests staying overnight.
5. I will not allow my guests to occupy my Room or Apartment on an extended or permanent basis.
6. I will ensure that the presence of my guests will not restrict my Roommate from free access to our Room, Apartment or any Common Area, or create a situation that would infringe on my Roommate’s right to remain undisturbed.
7. I will not allow my guests to occupy my Room unless I am also present.
8. The University has the discretion to require that any guest leave University Housing and may prohibit any guest from being on University premises. I will cooperate with any request by the University that my guests leave, and I agree not to allow anyone who I know to have been prohibited or excluded from University Housing premises by the University to be present in my Room, Apartment or on University Housing premises.

D. Safety and Security
1. I will not provide building access to someone I do not know.
2. I will not possess candles. (For ceremonial candle use, please contact your Resident Director.)
3. I will not burn incense or anything with an open flame or do anything to violate the Seattle Fire Code at www.seattle.gov/fire/fmo/firecode/firecode.htm.
4. I will not sleep or allow my guests to sleep anywhere outside my Apartment.
5. I will not use, store or possess fireworks, ammunition, explosives, flammable liquids, propane, other compressed gases, spray paint or other hazardous materials.
6. I will not:
   a. Possess, use, manufacture, transport, display, sell or distribute any firearms, electroshock weapons, air powered guns (e.g., BB guns, airsoft guns, pellet guns, paint guns, etc.), or other weapons or replicas of any of the above-mentioned items.
   b. Possess any knife having a blade longer than three inches that is not used for culinary purposes.
   c. Possess any knife having a blade that projects or swings into position by force of a spring (e.g., switchblade).
   d. Intentionally wield or brandish any item capable of producing bodily harm in a manner that intimidates another person or warrants fear for safety of another person.
7. I will not under any circumstance use outside of the intended purpose, hang anything on, or tamper with any safety device, sign or equipment including, but not limited to, fire pull stations, smoke detectors, heat detectors, sprinklers, sprinkler valves, sprinkler pipes, water pipes, fire extinguishers alarm systems, asbestos materials stickers, or any areas labeled by an asbestos materials sticker. I will report safety equipment malfunctions to University staff immediately.
8. If I am responsible for fire alarm activation due to smoke from cooking, I may be charged for costs associated with the response by fire safety personnel.
9. I will not enter or exit through any window except as a health or safety emergency egress out of a building.
10. I will not throw, drop, propel or pour anything from windows, balconies, ledges, landings or stairwells.
11. I will not access roofs or climb on the sides of buildings or be on the outside ledges of buildings.

E. Pets
1. I will not allow or keep any pets or animals on the premises with the exception of fish.
F. Communication and Computing
1. I will read all correspondence and information sent by HFS to my University email account or mailbox, or posted on my Room or Apartment door, and I will promptly respond if requested.
2. I will keep my local address and permanent address current through MyUW.
3. I will use University computer resources in accordance with all University policies and applicable laws including, but not limited to, the University’s Guidelines for Appropriate Use of University Resources at www.washington.edu/itconnect/work/appropriate-use.

G. Facilities
1. I will not use or possess prohibited equipment or appliances including, but not limited to, waterbeds, halogen lamps, space heaters, air conditioners, space heaters (except those provided by HFS), privately-owned ranges, refrigerators over 4.4 cubic feet, full-size appliances or dishwashers, or appliances that exceed the usage limits of my Apartment. I will use open-flame cooking appliances (e.g., barbecues, hibachi grills, fondue pots, etc.) only in designated outdoor areas, and I will not allow any smoke from my cooking to interfere with the air supply of any building.
2. I will not cook in any lounge, lobby, television room or other public area except for designated kitchens and kitchenettes.
3. I will not leave my Apartment while cooking and/or while operating the range.
4. I will not lend or give my Room or Apartment key(s) or my Husky Card to anyone nor will I use the Room or Apartment key or Husky Card of another student.
5. I will not duplicate or misuse a University key or Husky Card.
6. I will not tamper with or interfere with the operation of security systems, locks or elevators, unlock doors designated to be locked or prop any door.
7. I will familiarize myself with and abide by emergency evacuation instructions and procedures including, but not limited to, evacuation drills.
8. I will keep my Room and Apartment shared areas clean, orderly and in good condition at all times, and will comply within 24 hours with any University-prescribed corrective action. I will be responsible for any charges that result from my failure to keep my Room or Apartment shared areas clean, orderly or in good condition.
9. I will not obstruct any walkway, hallway, stairwell, door or any part of the premises and grounds.
10. I will not put any decorative lighting, decoration, object or equipment in the hallways, stairways or exits.
11. I will not display or hang the following items on the exterior of Room or Apartment doors: decorative lighting, large combustible items, items that hang from door frames, and items that cover over fifty percent of the door, the Room or Apartment number or the peephole.
12. I may have artificial, nonmetallic trees and living potted trees and plants in my Room. I will not display trees or plants in any lounge or public area.
13. I may decorate only with miniature, low-heat producing electric lights that is Underwriter Laboratories, Inc. (UL) approved or with nonelectrical decorations. LED lights are recommended.
14. I will not allow light bulbs or lighted decorations to come in contact with combustible materials.
15. I will turn off all electrical decorations when my Room or Apartment is unoccupied.
16. I will not place, store, display or hang any items on or outside windows, roofs, outside ledges, stairwells, landings, hallways or any other Common Area.
17. I will not vandalize, destroy, damage or tamper with or move materials posted by or the property of the University, University contractors and vendors, other residents or their guests from their designated locations.
18. I will not operate, park or store motorcycles or motorized scooters inside any building, or on stairwells, patios, porches, walkways, terraces or decks.
19. I and my guests will only enter and use the bathroom designated for our respective genders.
20. I will not use my Room, Apartment, or any other University Housing facility for commercial purposes.
22. I will not solicit or distribute promotional materials except as allowed in the Residential Life Solicitation Policy at www.hfs.washington.edu/housing/solicitation.
23. I will place garbage, recyclables and compostable items in specifically designated collection sites. I may be required to pay any applicable City of Seattle fines for disposing of recyclables in improper waste containers.
24. I will not install, alter or remove any fixtures, mechanisms, or locks in University Housing premises. This includes, but is not limited to, removing windows or screens, installing shelves or hooks, damaging walls, painting or paneling surfaces, removing doors, removing drapes or blinds, replacing light fixtures and tampering with the heating system. I will not paint or make any permanent changes to my Room or Apartment.