

# Memphis College of Art

## RESIDENCE HALL AGREEMENT

### Academic Year 2010-2011

The student agrees to comply with all policies and procedures outlined herein when accepting a room assignment in the college-leased facilities. MCA reserves the right to alter these policies when change is necessary and appropriate. A student's failure to comply with the policies outlined below may result in the student's removal from the residence or a lesser penalty.

Resident Assistants, under the direction of the Office of Student Services are permanent occupants of the residence facilities and are available for resolving problems, processing requests, hearing complaints, and emergencies.

### OCCUPANCY

1. Freshmen students whose permanent residence is outside of a 30-mile radius of Memphis College of Art are required to live in campus housing for their first year. Exceptions to this policy will be made on a case-by-case basis through a written request to be submitted to the Office of Admissions.
2. Students must be enrolled in at least six credit hours or more to live in the MCA residential facilities.
3. Residence hall assignments are made on a first-come, first-served basis with priority given to returning housing residents and freshmen, in that order.
4. Memphis College of Art is the final authority on all room assignments. The college will do its best to place students according to their wishes. MCA reserves the right to consolidate residents in the event of vacancies.
5. Roommates will be of the same sex.
6. The residence hall agreement is binding for the entire academic year, except in cases of complete withdrawal from school or for students who enroll for the spring term. In all other cases, students are responsible for all charges for the year once they have entered into this agreement. Students leaving MCA after the fall semester must give the Director of Student Life written notice by Dec. 1, 2010.
7. In the event of complete withdrawal from the college, the school's official refund policy, as stated in the catalog and student handbook, will govern refunds of student residence charges. Students withdrawing will forfeit any funds or deposit. Students withdrawing from the college must perform a walk-through with the Resident Assistant and must move out and remove all personal belongings within three (3) days from the date of withdrawal.
8. The dates of occupancy are from Aug. 18, 2010 to May 16, 2011. Move-out date for students leaving the school at the semester break will be Dec. 20, 2010.
9. MCA reserves the right to make changes in residence hall room assignments and reserves the right to change living arrangements when circumstances necessitate such action.
10. All utilities (electricity, gas, water, internet access, cable, and local phone service) are covered in the cost of rent. Food is not provided. At the Park, Overton House, and Houses, are furnished with beds, dressers, closets or wardrobes, workspaces, table and chairs and a full-service kitchen. South Hall and Metz Hall apartments are furnished with beds, dressers, desks, chairs, and shared living room furnishings including couch, chairs, table and a full-service kitchen and laundry facility. Other furnishings must be supplied by the student. All units are air-conditioned.
11. In the event that freshmen enrollment requires additional housing space, ATP and OH rooms can be made into triple rooms shared by three students. Rent will be pro-rated accordingly.
12. Students staying over the winter break without authorization will be charged \$300.

### POLICIES

1. Students are responsible for the routine cleaning of their apartments. Routine inspections by the Student Resident Assistant, Director of Student Life, Director of Physical Plant will be made to ensure compliance.

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2. Students are liable for the damage to rooms beyond normal wear and tear. Damage to furniture or appliances will be charged to the student(s) responsible. Estimated replacement costs are listed in the Student Residence Guidelines of the Student Handbook.
3. Damage to common areas, whenever possible, will be charged to the person or persons responsible. In the event responsibility cannot be determined, all residents in that area will share equally in the cost of repairs.
4. MCA does not assume responsibility for loss or damage to personal property. Students are encouraged to insure personal property, and to keep their doors locked when they leave their rooms. Contact your local insurance representative about a renter's insurance policy.
5. Students may not paint or alter any part of the residence hall property, nor may they nail or screw into the walls or woodwork or build non-removable structures. No furnishings may be removed from the apartments.
6. Overnight guests are permitted for no more than two nights at a time and with express permission of the roommate(s) and once registered with one of the Resident Assistant staff. All other visitors are required to leave by midnight every night. Each resident is responsible for the conduct of visitors or guests he or she allows into the residence hall, and assumes full responsibility for any damage.
7. All residents are expected to honor other residents' rights to privacy and to peaceful and quiet use of the facility. Loud parties, activities which disturb residents, or abuse of visiting privileges are considered grounds for dismissal from the facility.
8. No alcohol or illegal drugs, firearms or weapons are allowed on the premises.
9. The following additional items are not permitted on premises: candles or open flames, heating equipment (except that provided by the institution or which has received authorization), signs or banners displayed outside, water-filled furniture, or other large heavy appliances or weight equipment.
10. All residence halls are smoke-free.
11. No pets are allowed.
12. The college reserves the right to inspect rooms to insure compliance with rules and regulations.
13. Students are required to become familiar with and to comply with the policies outlined in the Student Residence Guidelines in the Student Handbook.
14. If a student is found in breach of the agreement, he/she will be given written notice and must correct the violation within five days. If the violation is not corrected within the prescribed time, this agreement will be terminated. No monies, either for deposits or rent, will be refunded, and the student will be asked to vacate the premises.

### **KEYS**

Keys or South/Metz Hall magnetic key cards can be obtained from the Director of Student Life at the time of check-in. Students will receive access keys and mailbox keys, when applicable. Should a key or card be lost, the student will be provided with a duplicate at a cost of \$10 paid to the Business Office. All costs for keys will be charged immediately to the student. Mailbox key charges will be an additional cost for changing the mailbox.

### **ROOM DEPOSIT**

A \$300 non-refundable room deposit must accompany this form to reserve a place in the residence hall. \$100 of this deposit will be applied to the first semester's rent. The \$200 damage deposit will be refunded upon satisfactory inspection of rooms at the completion of the academic year. Any damages will be deducted from the deposit and refunds mailed within 30 days of final inspection. Costs for damage beyond the deposit amount will be billed to the student. Students that withdraw from the college during their lease will forfeit their damage deposit.

