

Housing Contract

Staff and Faculty

This Housing Contract (the “Contract”) is an agreement between McPherson College (the “College”), and (the “Resident”). When this Contract is executed electronically and transmitted to the College, it becomes a binding contract between the Resident and the College. Execution of this Contract allows for the Resident to reserve a space on campus only and does not guarantee assignment to a particular living space, roommate, or residence hall. This Contract is binding regardless of the particular residence hall, roommate, or living space that is assigned.

# Definitions.

# “Living space” refers to the space leased by the Resident, whether a residence hall living space, apartment, or house.

# “Campus housing” refers to the following residences and buildings: Baer Apartments, Bittinger Hall, Deerfield Duplexes, Dotzour Hall, Harter Apartments, Lakeside Apartments, MC Houses, Metzler Hall, Morrison Hall, and Terra Nova Apartments or any other residences owned or leased by the college.

## Handbook. The Employee Handbook and all other publications of the College pertaining to housing are incorporated by reference into this Contract, which may be amended from time to time at the sole discretion of the College, and the Resident is subject to the policies, rules, and regulations as published in these publications. In the event of a conflict in published policies, the provisions of this Contract will govern. Copies of these publications are available and posted on the College’s website. The Resident acknowledges that the Resident has reviewed and clearly understands the policies, rules, and regulations referenced herein, and executes this Contract subject to the provisions.

## Term. The term of this Contract is for a month-to-month basis beginning on (the “Term”). If the Term begins on a date that is not the first of the month, the first month’s rent will be prorated and the month-to-month terms will then proceed from the first day of the following month.

## Housing Charges and Payments.

## Rates of housing charges are as published by the College and are subject to change without notice.

## The Resident shall pay the sum of $ per month (the “Rent”), payable in advance, on the day of each month to the College as follows (select one):

## The Resident is not participating in work exchange and shall pay the total sum of Rent via regular payment methods.

## The Resident is paying part of the sum of Rent, $ , via work exchange, and the remainder sum of the Rent, $ , via regular payment methods.

## The Resident is paying the total sum of Rent via work exchange.

## The Rent amount specified above includes costs for gas, electricity, water, and trash. The Resident shall be responsible for and shall promptly pay all other utility payments, including but not limited to phone, internet, and cable.

## Failure to pay the required housing charges could result in immediate removal from housing and/or loss of future housing priority.

## If amounts become past due, the College reserves the right to report the account to the Credit Bureau. This will initiate internal collection efforts and could cause the College to employ an outside collection agency to recover the debt. If any collection efforts must be made, the Resident will be required to pay all reasonable collection costs, including collection agency fees, legal fees, and other costs incurred in collecting the amounts due to the extent permitted by law.

## Deposit. The Resident shall deposit $ 150.00 , which is not a housing charge payment, to ensure the performance of this Contract by the Resident. The deposit shall not earn interest for the Resident. The College shall keep and retain the deposit for payment of damages suffered due to the Resident’s breach of any terms, conditions and articles contained herein. In the event the Resident properly fulfills all the terms, conditions and articles of this Contract, the College shall refund the deposit in a timely manner after the effective termination date of this Contract. If, however, the College decides to retain all or part of the deposit, the College shall provide the Resident with a written description and itemized list for all deductions to which it was applied, and return the balance of the deposit, if any, to the Resident. The Resident does hereby agree that the College may apply the deposit to cover charges for damage repair, cleaning, and/or any other fees or charges for which the Resident is legally liable under this Contract. The Resident shall be responsible for any charges in addition to the amount covered by the deposit.

* 1. Eligibility for College Housing - The Resident must be a faculty or staff member employed by the College to be eligible for on-campus housing. A faculty or staff member immediately loses eligibility for college housing upon their resignation or termination from the college. If the departed employee continues to live in college housing, the monthly cost of said housing for the time the employee continues to stay, will be added to the employee’s upcoming W2.
	2. The College reserves the right not to contract with individuals who are currently violating or have previously violated the terms and conditions of a College housing contract or College policy, have a past due balance with the College, or are otherwise ineligible under College policy.
	3. By signing this Contract, the Resident grants the College the right to conduct a criminal background check on the Resident at any time, either prior to or during the Term of this Contract. The College reserves the right to deny the Resident a living space or immediately remove a Resident from College Housing based on information obtained in a criminal background check, including, without limitation, when the Resident is a registered sex offender (whether public or nonpublic). This provision should not be interpreted to impose a duty on the College to run a criminal background check on any resident.

**Living space Assignments.**

* 1. Living space assignments are based on occupancy availability.
	2. The College will not discriminate in living space assignment on any basis prohibited by law.
	3. Living space assignments will be made according to departmental procedures and, when possible, in accordance with preferences of the Resident. No specific assignment based on the Resident’s request is guaranteed. The Resident shall make such requests by contacting the College. Failure to honor housing preferences will not void this Contract.
	4. The College reserves the right to: (a) assign the remaining space(s) of a living space whenever a vacancy in occupancy occurs; (b) increase the number of occupants per living space in the event of emergency need; (c) assign residents to temporary accommodations, in the event of emergency need; (d) reassign living spaces for occupancy during vacation periods; (e) consolidate living roommates, for space management purposes, when vacancies occur; (f) change living space assignments for health, safety or repair services, for disciplinary reasons caused by the Resident, or for irresolvable incompatibility of living roommates; and (g) designate the occupancy level for each living space.
	5. The College determines all reassignments and other occupancy changes. Residents who misrepresent the truth, intimidate assigned occupants, or otherwise attempt to manipulate the housing assignment will be subject to disciplinary action that may include fines, reassignment and/or termination of occupancy.
	6. If the Resident changes college housing during the Contract term from a less expensive hall to a more expensive college housing the Resident shall pay the difference in housing charges. If the move is to a less expensive hall, the housing fee difference will be refunded to the Resident.
	7. **Currently enrolled McPherson College students are prohibited in any faculty or staff campus housing space between the hours of 10pm through 8am daily.**
1. **Pets.** A non-refundable deposit of $350.00 for one pet is required. Employees can have a maximum of one pet per person. Handlers/owners are responsible for complying with all state laws and local animal ordinances and are subject to all College policies and guidelines regarding housing and residence life. The tenant understands McPherson College will not allow any aggressive breeds on the premise including but not limited to Akitas, Chows, Doberman Pinschers, Malamutes, Pit Bulls, German Shepherds, Huskies, Presa Canarios, Rottweilers, Staffordshire Terriers, and wolf-hybrids. If your pet is a “mixed” breed, you must provide proof that it is not mixed with any of the aggressive breeds. Animals must be immunized against diseases common to that type of animal. All vaccinations must be current. These animals must wear a rabies vaccination tag and, in the case of emotional support animals and pets, vaccination documentation must be provided to the Division of Student Affairs prior to the animal being allowed into any residence hall. An approved pet for an employee must wear a rabies vaccination tag and up to date vaccination documentation must be provided to the Executive Director of Operations

## Occupancy.

## The Resident may occupy the Living space beginning on the first day of the Term through the date of termination, subject to College check-in and check-out procedures.

## The College shall provide check-in procedures at least one (1) week prior to the required check-in time and check-out procedures at least one (1) week prior to the check-out date. The Resident shall comply with all check-in and check-out procedures.

## The Resident will be charged and shall pay an improper check-out fee of $100.00 if the Resident vacates College housing without completing the check-out process.

## Inspections.

* 1. The College reserves the right to enter the Living space at any time, with or without prior notice to ascertain health and safety conditions, check the physical condition of the Living space, aid in emergency situations, inspect the Living space, maintain and repair, and/or check for policy compliance.
	2. Except under emergency circumstances, College housing occupied by the Resident and the personal possessions of the Resident will not be searched unless permission is granted by the Resident or the College reasonably concludes in its discretion that there is probable cause that warrants the search.
1. **Personal Injury and Damage to Property**
	1. The College does not assume responsibility for loss or damage to personal property or for any personal injury caused by acts of nature, fire, water, smoke, utility or equipment malfunctions, or caused by the negligent or criminal conduct or acts of any resident, or guest or invitee of any resident, which occur in its buildings or on its grounds, prior to, during or subsequent to the Term of this Contract.
	2. The College does not maintaininsurance for personal property loss for residents, and the Resident agrees to be responsible for obtaining and maintaining protection against loss or damage to property. The Resident is encouraged to report all instances of loss or damage to both the McPherson Police Department (620-245-1200) and the College.

## License, Assignment, and Sublease.

## The Contract grants the Resident a license to occupy and use a space on campus (not a particular living space, residence hall, or roommate choice). The Resident may use the Living space for residential purposes only. Other uses outside of residential purposes are in violation of College policy and may result in the termination of the Contract and/or disciplinary action.

## This Contract is made between the individual who signed the Contract and the College and may not be transferred to another person. The Resident is not permitted to assign this Contract or sublease the Living space to any person.

1. **Failure to Vacate.** The Resident is responsible for the Resident’s personal property at all times. If the Resident does not vacate the Living space as expected, or if personal property remains, the College will make a reasonable attempt to contact the Resident. If the Resident has not vacated the property within 48 hours after the scheduled date to leave the Living space, personal property may be removed and will be stored at the Resident's expense. After 30 days, the items will be considered abandoned and handled in accordance with applicable law. The College is not liable for damage to, or loss of, property that might occur during removal or disposal. The Resident will be billed for all costs incurred in restoration of the Living space to usable space.

## Maintenance and Care of Living space.

* 1. The College agrees to provide the Living space in a habitable condition. Except in cases of the Resident’s willful misconduct or negligence, the College agrees to make necessary repairs in a reasonable time. The College will not be responsible for disruptions in facility or utility service that are beyond the College’s control. In the event of utility or facility disruptions, housing charges will not be reimbursed, and the College is not liable for any damages sustained to the Resident’s personal property.
	2. The Resident shall neither make nor cause to be made any improvements, additions, or alterations of any kind to the Living space. The Resident will be held accountable for the condition of the Living space (other than normal wear and tear) and all furniture, furnishings, and fixtures assigned to that Living space and will reimburse the College for all damage to or loss of these items. The Resident is responsible for maintaining the cleanliness of the Living space and applicable public areas. Additionally, the Resident shall be held accountable for any abnormal wear, damages, or cleaning in public areas to include billing of damages to individual residents when confirmed, as well as billing of damages or abnormal cleaning to living unit groups if damages and/or vandalism can be attributed to a specific living group. Determination of the amount of such loss or damage will be made by the College. Failure to pay the assessment may result in loss of the housing deposit, and/or loss of future housing privileges.
1. **Termination by the College.**

## The College may terminate this Contract and take possession of the Living space by providing 7 days’ written notice to the Resident, for actions by the Resident included but not limited to the following:

## violation of policies and regulations referred to in this Contract,

## failure to make payments as scheduled,

## failure to abide by the terms and conditions of this Contract, or

* + 1. violation of any College regulation, including disorderly conduct, interference with the rights and privileges of other residents, or destruction of property,
		2. failure by said Resident to co-habit reasonably as the responsibility for each resident is to co-exist respectfully with assigned roommates.
	1. If the College terminates this Contract for any of the reasons noted above, the housing charges will not be refunded.
1. **Termination by the Resident.** The Resident may terminate the Contract by providing the College 30 days’ written notice.

## Casualty Loss. If the Living space or any part thereof are damaged or destroyed by fire or other, the College shall have the option to rebuild or replace such damage or to terminate this license to occupy and use the Living space. If the College should elect to restore the Living space, the College shall not be liable for any inconvenience or annoyance caused to the Resident arising from necessary repairs.

## Force Majeure. The College’s nonperformance of any obligation or duty under this Contract will be excused to the extent that the performance is prevented by any act of God or circumstance beyond the College’s control, including, without limitation, fire, war, terrorism, insurrections, riots, flood, earthquake, weather, health emergency, epidemics, pandemics, labor dispute, civil disturbance, supply chain disruptions, governmental acts or orders or restrictions, or power or communications failure (each a “Force Majeure Event”). Housing charges are non-refundable and the Resident will not receive a refund or a credit due to a Force Majeure Event.

## Indemnification. The Resident shall indemnify, defend, and hold College harmless from and against any and all fines, suits, claims, demands, losses, liabilities, actions, and costs (including attorney’s fees) arising from a) any injury to person or damage to property caused by any act, omission, or neglect of the Resident, the Resident’s agents, employees, or invitees, b) the Resident’s use of the facilities under the Contract, c) any activity, work, or thing done, permitted or suffered by the Resident under the Contract, or d) any breach or default in the performance of any obligation on the Resident’s part to perform under the terms of the Contract.

## Lead Paint Disclosure. Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention. Lead paint may be present in some housing at McPherson College. The Resident acknowledges receipt of such pamphlet.

## Severability. If any section or subsection of this Contract is ruled to be illegal or invalid, this will not affect the validity or enforceability of the remaining provisions of the Contract.

## Governing Law. This Contract shall be governed by and construed under the laws of the State of Kansas. Any lawsuit to enforce this Contract must be brought in McPherson County, Kansas.

I, the Resident, acknowledge receipt and review of the Contract and agree to the terms set forth herein. I understand that a PDF of the Contract will be made available upon signature. By my electronic signature hereon, I certify that I have read this Housing Contract and agree to abide by the Contract in its entirety.

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_