

The Office of Residence Life agrees to uphold the conditions stated in the contract and enforce the policies and procedures of Ohio Northern University. **This CONTRACT is a binding legal obligation when agreed to below. Please read thoroughly before submitting. By clicking on the 'I Agree' button at the bottom of this page, you are acknowledging that you have read, understand and accept the terms and conditions of this contract.**

OHIO NORTHERN UNIVERSITY
CONTRACT FOR UNIVERSITY HOUSING AND FOOD SERVICE
FOR ACADEMIC YEAR 2018-2019

This contract is a lease agreement between the University and the individual student. It is for the full academic year. This contract may be terminated only under the conditions specified herein.

The resident agrees that only those persons as assigned by the ONU Office of Residence Life shall live in the residence hall specified. The resident may not sub-lease the University housing to other person(s).

1. Applicability. This contract is applicable to all students living in University housing.
2. All Federal, state and local laws apply. Students must adhere to all ONU standards of conduct policies, including but not limited to those contained in the ONU Student Handbook.
3. Period of Contract. This contract is for the FULL ACADEMIC YEAR for 2018-2019 including opening and closing dates for academic and holiday breaks as stated on the ONU calendar and in the [ONU Catalog](#).
4. Room Reservation. Advance room reservations for the academic year are made only after the student has agreed to the terms for this contract and the non-refundable housing deposit is received.
5. Occupancy. This contract binds a student to pay rental fees at the current rate as set by the Office of Financial Affairs according to the University fee schedule for one entire academic year. Residents must be full-time University students.
6. The University agrees to provide all utilities except long distance phone service.
7. Payment in full for each semester is due on the dates set by the Controller's Office.
8. University Breaks. Only apartments are open during university breaks.
9. University Meal Contract. Students living in University housing are required to be on a dining plan. Please refer to the Dining Plans page listed under the Navigation bar for information about the meal plans from the University Dining Service located in McIntosh Center. Dining room serves until Friday of each UNDERGRAD finals week (see on-line calendar) and is closed during UNDERGRAD University breaks. Serving times and dates are posted in the Dining Hall. Adjustments may be made to meal plans during the two weeks prior to payment due dates ONLY.
10. Refunds. Room rental and Board is refunded on a prorated weekly basis after the due dates, according to the remaining weeks in the semester and the date of notification of proper checkout. There shall be no refund on room and/or board after the 10th week of the semester.
11. Right of the Student to Cancel. This contract may be terminated only for the following reasons: graduation, withdrawal from the University, ineligibility to meet academic requirements, study abroad, internship/co-op/student teaching beyond 30 driving miles from ONU, or marriage. If contract is cancelled, all personal belongings must be removed from the room at the time of check out. Students are required to check out within 48 hours of termination of contract.
12. Right of University to Cancel. The University reserves the right to refuse admission or readmission to University housing, or to cancel this contract during the academic year, for the student's failure to meet University requirements, policies or regulations, or in the event of criminal conviction by civil authorities. If

the resident fails to meet the conditions or correct the violations stated in all ONU standards of conduct policies, including but not limited to those contained in the ONU Student Handbook, the resident will be notified that this contract is terminated and the resident will be asked to vacate the apartment within a designated 48 hours of termination of contract. The student must expressly agree to this time frame and understand that if he/she fails to vacate said premises in the agreed upon time period, ONU may involve the authorities.

13. Assignment of Room. Every effort will be made to house students in their preference for housing. When a space occurs in a room, the Office of Residence Life reserves the right to fill that space. Students that occupy a room other than their own will be billed for a room buyout. Please refer to the *ONU Student Handbook* for detailed information and buy-out options.
14. Responsibility for Personal Property. The University does not assume any legal obligation to pay for the loss of (including theft) or damage to items of personal property of residents or the resident's guests, which occur in its buildings or on its grounds. Resident should cover personal belongings with insurance. If there is an improper check out of your room, and you leave items in the room after withdrawing from the university, then the university will remove these items, at your expense.
15. Responsibility for the Room. The student is responsible for the condition of the assigned room and shall reimburse the University for all Damages to the room, and damage to, or loss of, fixtures, furnishings or property furnished under the contract. Each resident shall be required to complete a check-in sheet within 24 hours after occupancy and turn it in to the Residence Director. When occupancy is terminated, it is necessary to check out with the RD, and remove all personal belongings at that time.
16. Each resident is issued a room key that is not to be loaned to others at any time, for any reason. The fee for lost keys is \$100, which includes a new key cylinder and lock. The unauthorized duplication of keys to the room and/or apartment is strictly prohibited.
17. PETS: For sanitary reasons and out of consideration for other residents and for the welfare of pets, no pets, animals, or lab specimens are permitted in University Housing. Fish are the exception, but aquariums are limited to 20 gallons in size and must be removed from campus over extended University vacations. Illegal pets will result in immediate removal by Hardin County Animal Services (Humane Society/Dog Control). Service dogs are the only exception to this policy and are allowed in any University building.
18. Guests. Resident is responsible for the actions of their guests and will be held accountable for any inappropriate behavior on the part of their guests. The number of guests should not exceed 3 guests per resident.
19. Alcohol. Alcoholic beverages are permitted to be possessed or consumed by individuals in *private areas* on campus as long as the laws of the Village of Ada and the State of Ohio are followed. Anyone who possesses or consumes alcoholic beverages must be 21 and must obey all other University rules and regulations and applicable government laws pertaining to the use of alcohol. The sale or dispensing of alcohol in *private areas* is prohibited. In keeping with the above for purposes of this policy only, the following are defined as *private areas*: Student rooms in upper class student halls, apartments and fraternity houses where at least one roommate is 21 years of age, with the door to the hallway closed. Unless one of the roommates is 21, alcohol cannot be present in a room in which an underage student resides. If a student resides in an apartment or suite, alcohol must be kept in the bedroom of the student who is 21 rather than in the common area or kitchen. Alcohol is not permitted in new student rooms (Northern House, 5 University Parkway, Maglott, Founders, Park and Stambaugh). Underage students in the presence of alcohol are in violation of the alcohol policy (unless student is a permanent resident of that private area). Drinking games (both alcohol and non-alcohol) of any type are prohibited on Ohio Northern's Campus and are a violation of the alcohol policy. Students found in violation of the alcohol policy will be charged \$100 as part of their sanction.
20. Drug use or possession. The unlawful sale, manufacture, distribution, dispensation, possession, or use of a controlled substance or illegal drug and the unlawful use of any prescription medication is prohibited. Possession of drug related paraphernalia is prohibited. Conduct that endangers the student's or another's

health or safety that occurs while a student is under the influence of drugs or other controlled substances is prohibited. An individual who remains in the same location with a person using or abusing a drug will be deemed to be in violation of this policy. Students receiving financial aid at Ohio Northern University must abide by this policy as a condition of enrollment and are required to report to the Vice President for Student Affairs & Dean of Students any conviction under a criminal drug statute during their enrollment at the University no later than five days after the conviction.

21. Firearms/Weapons. Possession of firearms, dangerous devices, weapons, knives, switchblades, paint ball guns, pellet guns, slingshots, mallets, fireworks, or explosive devices of any nature are prohibited. The University will confiscate any of the above-mentioned items found. Firearms must be checked in and left with the Office of Security, if it is necessary for a student to have a firearm. Students can store any hunting weapons at the Office of Security.
22. Candles/grills/toasters. Because of the danger of fire, the burning of candles, incense or potpourri burners are prohibited. Additionally, the use/possession of toasters, and grills or any open flame is prohibited in campus housing.
23. Smoking. Smoking is not permitted in any building on campus. All residential areas are 100% tobacco free.
24. Residence Life reserves the right to modify the conditions of this contract without advance notification when changes to University policies, procedures, and systems dictate such changes. Advance notification of such changes is not required, however, if such modifications are necessary, RESIDENCE LIFE will make every effort to notify the resident as time allows.
25. Other Policies. In addition to the policies listed above, students are responsible for and must comply with all ONU standards of conduct policies, including but not limited to those contained in the ONU Student Handbook, and other administrative policies and regulations of the University.
26. Room and Residential Area Conditions – Damages and Repairs. Occupants of each room and apartment are expected to keep the room and residential area clean and neat. Necessary cleaning materials may be obtained from the office of each hall or apartment staff members. The right is reserved for authorized University personnel to enter rooms/apartments at any time for the purpose of inspection or repair. Repairs are to be done by the Physical Plant Staff only (see - DAMAGES IN RESIDENCE HALLS – INDIVIDUAL ROOMS, UNIVERSITY APARTMENTS AND COMMON AREAS in the ONU Student Handbook).
27. Room Inspections. Residence hall and other University staff members are authorized to inspect student rooms at any time for acceptable standards of safety and hygiene, observance of campus residence hall policies/procedures, University regulations, requirements of public law, and for the maintenance/repair of equipment. Room inspections will also be conducted over break periods. University officials, including Residence Life staff, reserve the right to enter a student room; locked or unlocked, at any time it is deemed necessary for immediate resolution of problems, with or without notice. Examples of potential problems include rule enforcement, maintenance, illness, hazards, illegal contraband/activities and other emergency situations. Efforts will be made to have residents present when the room is entered. If non-University officials make a search, reasonable legal search procedures will be followed.
28. Search and Seizure. There will be no unreasonable searches of student rooms and apartments or seizures of student property. No search or seizure shall be carried out by University employees unless authorization has been received in writing from the Vice President for Student Affairs & Dean of Students. Exceptions to this include an occupant consenting to a search or seizure or exigent circumstances exist in the form of safety concerns or a legitimate need to secure evidence of violations of University code of conduct. Reasonable efforts will be made to have the occupant of the room present during a search. The above policy does not prohibit the residence hall staff from making inspections, which relate to the cleanliness of the room or the health of the student, or the fire marshal from checking for fire hazards. This policy applies to residence halls, suites, Affinity Village, fraternity/sorority houses, and student apartments.
29. Choice of Law. The laws of the State of Ohio govern this Contract for University Housing and Food Service.

The Office of Residence Life agrees to uphold the conditions stated in the contract and enforce the policies and procedures of Ohio Northern University. **This CONTRACT is a binding legal obligation when agreed to below. Please read thoroughly before submitting. By clicking on the 'Submit' button below, you are acknowledging that you have read, understand and accept the terms and conditions of this contract.**