



2015-16 UAS Sitka Student Housing Agreement

I, _____, will accept an assignment in Sitka Fine Arts Camp (SFAC) Student Housing during the **ACADEMIC YEAR 2015-16**. I acknowledge my responsibility for and agree to uphold all terms of this agreement, including conditions of residency, and I agree to pay any applicable charges or fees. I am responsible for all policies and procedures of SFAC housing and facility rentals, particularly those outlined herein for residents applying under the University of Alaska Southeast – Sitka negotiated rates.

Instructions: Read document in its entirety, initial bottom of each page, and submit to the UAS Student Services Manager for verification of eligibility. Your signed application/agreement will be forwarded to the Sitka Fine Arts Camp Housing Manager.

I. ELIGIBILITY

A. UAS Student Status

Any student housing applicant must be a registered UAS Sitka student. Residents must **complete and earn** a minimum of 6 credits per semester as an undergraduate student, understanding that students enrolled in at least 12 semester credits will be given priority placement. Please acknowledge that:

1. Audited courses do not count toward credit total.
2. Failure to enroll for the minimum credit requirement, or dropping below the minimum credit requirement at any time during the semester may result in immediate ineligibility to remain in SFAC Student Housing at the negotiated rates. If the resident drops below the credit requirement, the UAS Student Services Manager must be notified.
3. A cumulative and most recent semester GPA of 2.0 or above is required for eligibility to move into housing. A semester GPA of 2.0 must be maintained to remain eligible. A student with a GPA less than 2.0 may appeal, in writing, for one semester to remain in housing. The appeal must be made in writing and addressed to the Student Services Manager at UAS Sitka Campus. Appeals granted may require additional requirements for students during the semester of appeal/probation.
4. Failing to attend class regularly and/or to maintain a passing grade may result in the student becoming immediately ineligible to remain in SFAC Student Housing.

B. AmeriCorps Volunteer Status

Sitka AmeriCorps Volunteers may obtain student housing at SFAC by having the AmeriCorps Program Coordinator in the Sitka School District write to the SAM at UAS to verify current AmeriCorps placement in town. AmeriCorps Volunteers do not need to be serving at UAS or at SFAC to be eligible for student housing negotiated rates.

C. UAS Employees

Considerations will be made for requests by young professionals, visiting instructors, or other UAS employees in need of transitional housing to be granted residence in SFAC student housing at the UAS negotiated rate, provided the applicant plans to live in SFAC housing for a minimum of one month.

D. Exceptions

Considerations for exceptions to these eligibility requirements may be made through a written petition addressed to the Student Services Manager, UAS Sitka Campus, 1332 Seward Ave., Sitka, AK 99835 – or sitka.studentlife@uas.alaska.edu.

II. RENTAL AGREEMENT PERIODS

This agreement may be applied toward Fall 2015 semester residency, Spring 2016 semester residency, for the full 2015-16 Academic Year, or for any pre-determined time period of either semester spanning at least one month, accepted by SFAC, with a signed agreement. Students who sign an agreement for a single semester and then decide to stay for the entire year will need to sign an additional agreement with the understanding that space restrictions may not make this request possible. Agreement periods are as follows:

Academic Year* (Aug 24, 2015 – May 2, 2016*)

Fall Semester only (Aug 24, 2015 – Dec 14, 2015)

Spring Semester only (Jan 6, 2016 – May 2, 2016)

Varied Lease period (predetermined dates > 1 month) SFAC housing available July 15 – May 15, subject to change

**Full Academic Year contracts permit students to leave their belongings secured in their apartment at no additional charge during the winter break closure, or to remain in the apartment during the closure at a reduced monthly rate.*

III. HOUSING OPTIONS (ROOM TYPES)

The phrase "housing space" is referred to throughout this document to mean a bedroom and all inclusive space -- i.e. kitchen, bathroom, living room in Kellogg Hall apartments, or common areas in Sweetland Hall. All single students who enter into this Rental Agreement are subject and agreeable to placement in single-occupancy rooms. Room assignments and accommodation of room preferences are made based on 1) priority placement of returning residents, 2) priority placement of students enrolled in at least 9 credits, 3) priority placement of full academic year agreements over single-semester agreements, 4) order in which the completed Rental Agreement and \$200 deposit were received by SFAC, and 5) availability of the requested space within designated sex-appropriate units.

- A. **Sweetland Hall Dormitory-Style Private Rooms:** Resident occupies a private bedroom (intended for 2) in a traditional college residence hall facility. The bedroom is furnished with a twin bed, closet space, a dresser, and a sitting chair. Some rooms may have small writing surfaces and a desk can be requested. Sweetland Hall is co-ed but corridors are same-sex; residents share a same-sex community bathroom and each corridor is secured so that only residents of that corridor and escorted guests may enter. Communal spaces for all Sweetland Hall residents include a shared kitchen and small dining area, lounge, and study room. Wifi is included in the rent and is available throughout the building. Coin-op laundry facilities are available in the building.
- B. **Kellogg Hall Studio Apartments:** Resident occupies a private studio apartment that includes a large open space complete with full kitchen facilities and an ensuite bathroom. The unit is fully furnished with living and dining room furniture, closets, twin or full bed, dresser, and desk/chair. Currently requires a 1-year lease with first/last-month's rent and one month's security deposit to secure the apartment. These units are very limited and usually have a waitlist.
- C. **Kellogg Hall 1-Bedroom Apartments:** Resident occupies a one-bedroom apartment that includes a living/dining common room complete with full kitchen facilities, an enclosed bedroom, and an ensuite bathroom. The unit is fully furnished with living and dining room furniture, kitchen appliances, and a separate closet, twin or full bed, dresser, and desk/chair for each student occupant. If space is available a private 1-bedroom apartment may be shared with a second occupant at an additional monthly cost. Currently requires a 1-year lease with first/last-month's rent and one month's security deposit to secure the apartment. These units are very limited and usually have a waitlist.

Room Type	Semester Rate	Adjusted Monthly Rate	Deposit
Private Room in Sweetland Hall (single occupancy) <i>With Semester/Academic Year Contract</i>	\$2,013	\$550	\$200
Private Room in Sweetland Hall (single occupancy) <i>WITHOUT Semester/Academic Year Contract</i>	N/A	\$605	\$200
Private 1-Bedroom Apartment in Kellogg Hall (single occupancy)*	N/A	\$750	\$750
Private 1-Bedroom Apartment in Kellogg Hall (single occupancy)*	N/A	\$850	\$850
<i>*An additional resident in the apartment may be approved for an increase in the monthly rent.</i>			
Reduced Winter Break Fee <i>(Valid only with Academic Year agreement)</i>	\$275		

- A. **Security Deposit:** Residents wishing to qualify for the UAS Student housing rates in Sweetland Hall at SFAC must pay a \$200 refundable security deposit to SFAC. Kellogg Apartments require a security deposit equal to one month's rent. The deposit will be considered confirmation of an applicant's intent to live in SFAC Student Housing. Spaces are assigned on a first come, first served basis, and a priority date for placement will not be assigned until the deposit is submitted or an alternative payment deadline is arranged with SFAC. Deposits will be refunded if there are no charges incurred for cleaning, damages, or a balance on the resident's SFAC account.
- B. **Winter Break:** Rent charges do not include the winter break closure, and all residents are expected to vacate their unit when classes are not in session, beginning at 5:00pm on Monday, December 14, 2015. Housing reopens to returning and new Spring semester residents at 9:00am on Friday, January 6, 2016. Single students in a full academic year agreement wishing to stay for Winter Break (Dec 15, 2015 – Jan 5, 2016) will be charged an additional fee of \$275, which is a discount of the standard rate for those three weeks. This fee helps to cover increased utility bills and additional staffing that must be maintained to keep Student Housing operational during the holiday season. Students who have not signed an agreement for both academic terms are not eligible for Winter Break housing.
- C. **Pro-Rating:** Occupancy of a housing space beyond the semester agreement dates, except for the conditions outlined in section A, (i.e. early arrival or late stay) is subject to approval of SFAC, and the resident will be charged a pro-rated nightly or monthly rate based on whether or not a semester or full academic year agreement has been signed. The pro-rated amounts are:

Sweetland Hall Rental Agreement Status	Nightly Pro-Rate	Monthly Pro-Rate
Semester or academic year agreement:	\$18.05	\$550.00
Varied term agreement (1- 4 moths):	\$19.84	\$605.00

IV. GENERAL POLICIES AND RESIDENT EXPECTATIONS

All UAS/AmeriCorps residents in Sitka Fine Arts Camp Housing are expected to abide by the following basic policies. Violators may be assessed fines, be given warnings, and/or have their rental agreements terminated and be asked to vacate SFAC Student Housing.

1. Pets are not permitted. Applicants with service animals must go through UAS Disability Services to document the disability and need for the service animal; as a private, non-profit entity, Sitka Fine Arts Camp has the right to review these requests and the DS Coordinator's recommendations and make decisions about what animals might be permitted in student housing on the SFAC campus.
2. SFAC is a tobacco and drug free campus. They strictly prohibit tobacco, marijuana, and illegal drug use of any kind on campus, including e-cigarettes. Guests must go off campus to smoke.
3. As a rule, residents should use the UAS Student Code of Conduct as a general guide when conducting themselves on the SFAC campus. This applies to matters such as substance use, noise and disturbances, interpersonal exchanges and misconduct, and infringing on the personal rights and safety of others. Residents who are disruptive, commit criminal activity, or who are deemed harmful to the SFAC community will have their agreements terminated and be asked to vacate SFAC Student Housing.
4. SFAC does not require proof of immunization records for student residents and encourages applicants to make themselves aware of any additional risks associated with communal living arrangements, such as greater susceptibility to meningitis, etc.
5. Cohabitation in single-occupancy rooms is not permitted. Those wishing to host short-term overnight guests should coordinate with the appropriate SFAC staff to arrange appropriate accommodations; SFAC generally has guest lodging available for rent on campus. Residents found to be violating this policy by housing unapproved occupants in the facility may have their agreement terminated and be asked to vacate SFAC Student Housing.
6. Students may bring additional personal furnishings into their rental unit and may ask SFAC for storage of SFAC furnishings during the rental period, as long as rooms are returned to their original arrangement at the termination of the lease. Students shall not paint, alter, change or remodel any part of the room/apartment, including the equipment and furnishings therein. Only blue painter's tape should be used to affix decorations to the wall; other adhesives should be approved by the SFAC Housing Manager. Residents of Sweetland Hall are asked not to use nails and screws in the walls.
7. Students shall report, in a timely manner, all maintenance problems or improvement requests to the SFAC Staff through a maintenance work order form. Students shall not attempt to make any repairs or alterations to the rental unit, or tamper with other SFAC property.

8. SFAC provides certain appliances (i.e. microwave, range, refrigerator) to be used in the assigned housing spaces or in the communal kitchens in Sweetland Hall. Residents shall not to operate any other larger appliance in their assigned housing space, including space heaters or freezers, without permission of the SFAC Housing Coordinator.
9. Upon vacating the unit, students are expected to leave the housing space and all furnishings/equipment in good order and repair, and agree to pay the SFAC the value of anything missing or damaged in the housing space or share the cost of anything missing or damaged from the common areas with roommates. The \$200 security deposit will be used to cover the cost of any damage; however, the resident must pay for any additional balance not covered by the deposit.

V. SERVICES

SFAC provides water, sewer, power, heat, snow removal, and garbage service. Coin-op laundry facilities are available within Sweetland Hall at the resident's' expense, and a study room and wifi are available in Sweetland Hall. Temporary failure or temporary lack of these utilities will not be considered to be a violation of this agreement. Each Kellogg Hall apartment is wired to receive either Cable or Satellite TV; students wishing to purchase these services may contact the local provider and will be responsible for monthly charges, activation, and deactivation. SFAC is staffed by live-on workers who will provide general resident assistance and provides rotating 24-hour on-call service to all residents.

VII. PAYMENT

Monthly rent payments may be made by cash, check, money order or credit card, and should be submitted in person to the SFAC Main Office in the Rasmuson Building, or mailed to PO Box 3086 Sitka, AK 99835. Checks should be made payable to *Sitka Fine Arts Camp*. Credit card payments may be made in person or via phone at (907) 747-3085. Students who can pay an entire semester rate of \$2,013 by the start of the agreement period will be given a 5% discount.

VIII. ADDITIONAL FEES

A. Forfeiture of Deposit

The deposit may be forfeited for the following reasons: **1)** Moving out of SFAC Student Housing without giving timely written notice or moving out during the agreement period while still enrolled at UAS or participating in the AmeriCorps program; **2)** Incurring cleaning fees, damage charges, past due rent, SFAC charges or penalties -- any such charges will be deducted from the deposit upon vacating; **3)** Failure to uphold the terms of this agreement in such a way that causes termination of agreement and eviction from SFAC Student Housing, including conduct matters.

B. Late Payment Fees

Failure to pay rent according to the applicable payment schedule will result in a late fee of \$25. This agreement will be terminated if housing payments are past due over 30 days.

C. Parking

Parking is free, and students may have up to one vehicle per resident. Resident parking is located in the southern portion of the Hames Center parking lot. Residents with vehicles are expected to maintain them properly and to keep them operational at all times. Abandoned vehicles or immobile vehicles will be towed at the owner's expense.

D. Cleaning and Damage Fees

Cleaning fees will be charged at a rate of \$30.00 per hour (one half-hour minimum). Damage fees will include the cost of labor and materials. These fees will be assessed at the time damages or cleaning is noticed and remedied; if found in the housing space upon a resident's departure, these will be deducted from the security deposit.

E. Other

Sitka Fine Arts Camp reserves the right to recover, and the applicant agrees to pay, reasonable attorney fees, court costs, including collection agency fees, and reasonable moving and storage costs.

XI. SFAC POLICIES AND DISCLAIMERS

Sitka Fine Arts Camp reserves the right to:

- A. Reassign students from a room/apartment/corridor/ if necessary for health, safety, financial or discipline purposes or when premises are unsuitable for occupancy. SFAC shall not be liable for failure or circumstances, which may cause the premises to become unsuitable for occupancy.
- B. Enter the premises, with notice, to inspect the unit, complete preventative maintenance or agreed upon repairs, decorations, alterations or improvements, to supply necessary or agreed upon services, or exhibit the premises to laborers or contractors, or as otherwise necessary in the operation/protection of the persons therein.
- C. Enter the premises at any time without notice, in the event of an apparent or actual emergency, or to protect the immediate safety of residents.
- D. Refuse or terminate housing 1) immediately if student is delinquent in payment of residential fees, who fails to comply with any rules of SFAC, or the terms and conditions of this agreement, or when they impact the community and/or student's personal safety, or who exhibits behavior which is incompatible with maintaining of order of the campus

- residential community; 2) Immediately if fire or other casualty makes the premises unsuitable; or 3) By giving the student 10 days advance written notice to vacate the premises, for any reason, at the sole discretion of SFAC.
- E. Assess fines, terminate housing, or criminally trespass residents and/or their unauthorized squatters and guests. Guests must follow SFAC guest policies and may not be long-term visitors taking up residence in student housing. The above actions may also be imposed upon residents who have passed their keys to, or otherwise give access to, unauthorized and/or unescorted persons.
- F. Expect timely relocations within campus residences. If resident is officially changing housing space, he/she must complete the move within 48 hours, following all proper checkout procedures. Beyond this time, they may be charged rent for both spaces until the key to the old space is turned in to the SFAC Housing Coordinator.
- G. Change housing rules and policies, which will be presented to current residents in writing as they occur.

XIII. INJURY OR PROPERTY LOSS

SFAC takes no responsibility for any injury to residents, or loss or damage to their property. SFAC will not compensate residents for any such injury, damage, or loss unless it was solely a result of the Camp’s negligence. SFAC recommends that residents carry appropriate insurance against such injury, loss, or damage as well as health insurance.

XIV. MOVING OUT

- A. Residents are expected to clean their assigned housing space before vacating, including bedrooms and shared public areas. After a resident has vacated their unit, personal items will be disposed of.
- B. Residents must follow all checkout procedures, including, but not limited to:
 1. Contacting a staff member at least 24 hours in advance to schedule a checkout appointment.
 2. Completing a maintenance walk-through with SFAC maintenance staff.
 3. Turning in key(s) to the staff member at the time of the scheduled checkout appointment.

XV. TERMINATION OF AGREEMENT BY PWSCC

SFAC may terminate this agreement if a student materially violates this agreement. Termination of the housing agreement means the tenant must immediately move out of SFAC Student Housing.

I have read and understand the terms of this SFAC 2015-16 UAS Sitka Student Housing Agreement. I show my acceptance of the terms by returning a signed copy of this agreement to the UAS Sitka Campus Student Success Center Office, 1332 Seward Ave., Sitka, AK 99835, or by emailing sitka.studentlife@uas.alaska.edu. I acknowledge that signing this agreement does not confirm or guarantee my placement in Sitka Fine Arts Camp housing, and that my preferred housing option may not be available.

Rental Agreement Period (check one):

- Academic Year*** (Aug 24, 2015 – May 2, 2016*)
- Fall Semester only** (Aug 24, 2015 – Dec 14, 2015)
- Spring Semester only** (Jan 6, 2016 – May 2, 2016)
- Varied Lease period** (predetermined dates > 1 month; requested dates are not guaranteed)

**Only the Academic Year agreement entitles students to leave belongings in Housing over the Winter Break Closure or to stay over the closure at a reduced rate.*

Requested Move-In Date: _____ **Anticipated Move-Out Date:** _____

Applicant Signature: _____ Date: _____

Applicant Name (printed): _____ Date of Birth: _____ Sex: _____

Permanent Mailing Address : _____ Email: _____

_____ Phone: _____

Allergies, accessibility needs, or medical issues you would like us to be aware of: _____

Room Preference: (Rate top three choices in order of preference, with 1 = first choice)

- Private room in Sweetland Hall
- Private studio apartment in Kellogg Hall (you will be added to the waitlist if unavailable)
- Private 1-bedroom apartment in Kellogg Hall (you will be added to the waitlist if unavailable)

Please note: Choice of space is not guaranteed.

Rental units are furnished; limited storage is available for SFAC furniture if needed.

- I will be bringing some of my own furniture and anticipate needing to have some of the furniture in the unit stored while I am living there
- I will not be bringing my own furniture

Do you have any special requests, considerations, or concerns related to placement?

For Office Use Only:

UAS: Accepted and met criteria for eligibility: Staff: _____ Date: _____

SFAC: Accepted and dates approved: Staff: _____ Date: _____

For questions about the terms of this agreement or more about SFAC student housing for UAS Students and AmeriCorps Volunteers, please contact us at (907) 747-7703 or sitka.studentlife@uas.alaska.edu

Please mail to: Student Services Manager • UAS Sitka Campus • 1332 Seward Ave. • Sitka, AK 99835 • USA
or email to sitka.studentlife@uas.alaska.edu