



2024-2025 Doane University Housing Contract

We appreciate your commitment to being a part of the Doane University community. By registering for classes, you're joining a vibrant and inclusive environment. We kindly request your cooperation in adhering to the guidelines, policies, and procedures outlined in the Doane Student Handbook. Taking a moment to review the handbook through the provided link: <http://catalog.doane.edu/content.php?catoid=10&navoid=635> is highly encouraged.

It's important to note that staying informed about the terms and conditions, rules, policies, and procedures contributes to a smooth and positive experience for everyone. Please be aware that the handbook may be updated at the start of each academic semester, and we will ensure to notify you of any changes in advance. Thank you for your understanding and cooperation in creating a respectful and supportive community at Doane University.

Terms of Occupancy

1. This contract encompasses the Academic Year 2024-2025, reflecting Doane University's commitment to fostering a vibrant residential community on its Crete campus. Living on campus is a key aspect of the university experience, enhancing students' engagement and connection with the academic and social fabric of our community.
2. To ensure a cohesive campus experience, students are generally expected to reside on campus. However, we understand that there may be unique circumstances. Therefore, exceptions to this residential requirement can be considered through a specified application process that takes place in the Spring semester of each academic year.
3. The Fall and Spring occupancy dates align with the academic calendar, ensuring a harmonious blend of academic and residential life. Any requests for housing occupancy outside of this calendar schedule will be subject to a special application process. The Office of Residential Life and Education will evaluate such requests on a case-by-case basis, prioritizing the overall well-being and academic success of our students.
4. We believe that the on-campus living experience contributes significantly to personal growth, community engagement, and a holistic education. Thank you for understanding the importance of maintaining a thriving residential environment at Doane University.
5. Living on campus requires you to also select a meal plan. Those meal plan options will be provided to you and can be changed two weeks after the semester begins. The meal plan will be only available during the academic year non-break days. See the schedule in #6.
6. Important Dates for 2024-2025:
 - August 2nd, 2024 Early move-in begins (Must be approved by Doane University Official)
 - Fall contracted dates are from August 14, 2024 -December 13th, 2024
 - i. Fall Break: 10/9/24-10/12/24
 1. You are able to stay on campus as long as you apply via eRezlife
 - ii. Thanksgiving Break 11/22/24-11/30/24
 1. You are able to stay on campus as long as you apply via eRezlife
 - Winter Break: 12/13/24-1/13/25

- i. If in a sport or Doane-sponsored activity, you are able to stay when the halls are closed but will need a special contract.
 - ii. If **NOT** in a sport or Doane-Sponsored activity, you are able to stay when the halls are closed but will need a special contract and be charged \$25 per day on campus.
- Spring contracted dates are from January 14th, 2025-May 16th, 2025
 - i. Spring break 3/10/25-3/15/25
 1. You can stay on campus as long as you apply via doane.erezlife.com.
 - Summer break May 16th, 2025- August 1st, 2025
 - i. You may choose to live on campus in the hall that is provided and will be done through a special application process in March 2025.

Liability and Insurance

7. Residents are financially responsible for any damage they may cause in public or private areas of residence halls. Damage costs may be charged to an individual person, split between the occupants of a room/suite, split between the occupants of a floor, and/or split between the occupants of an entire building.
8. Residents understand and acknowledge that insurance carried by the University covers University property only and should provide for their own protection against loss or damage to property, personal injury, or liability through the appropriate renter's insurance policy that meets their individual needs. In consideration for receiving permission to utilize and reside in Doane University residence halls, you release, waive, discharge, and covenant not to sue Doane University, its officers, servants, agents, and employees (hereinafter referred to as "Doane University") from any and all liability, claims, demands, action, and causes of action whatsoever arising out of or relating to any loss, damage, or injury, including death, that may be sustained by you, or to any property belonging to you, whether caused by the negligence of Doane University or otherwise, while utilizing Doane University residential facilities.

Termination of Housing Contract by the Resident

9. Requests for terminating a housing contract will be reviewed by the Office of Residential Life and Education on a case-by-case basis. It is the student's responsibility to notify the Office of Residential Life and Education they wish to request a contract termination by following the instructions listed below. Requests for contract termination cannot be used to negate the housing process.
10. In order to terminate this contract *prior to Census Day on August 28, 2024*, written notification must be given to the Office of Residential Life and Education via email to doanehousing@doane.edu
If a contract termination is approved, the following penalties will apply:
 - **Prior to June 1, 2024**, a fee of \$200.00 will be assessed to their account.
 - **June 1, 2024, through July 31, 2024**, a fee of \$400.00 will be assessed to their account.
 - **August 1, 2024, until Census Day on August 28, 2024**, a fee of \$600.00 will be assessed to their account.
 - The termination fee may be waived if the resident is transferring from Doane University, withdrawing, or fulfilling military service. If exigent circumstances apply, the resident may file a written appeal of their termination fee to the Office of Residential Life and Education at doanehousing@doane.edu. Appeals will be considered on a case-by-case basis.
11. If a resident withdraws from the University *after Census Day on August 28, 2024*, written notification must be given to the Office of Residential Life and Education no later than *two weeks* prior to the intended date of termination to doanehousing@doane.edu. Upon termination, the resident will be responsible for paying the remaining balance of the housing rate for the semester. Late requests may not be considered.

12. In order for current residents to request to terminate this contract for Spring 2024, you must contact the Office of Residential Life and Education in writing at doanehousing@doane.edu prior to **November 1, 2024**, for consideration. Late requests may not be considered. ***Mid-year contract terminations are not guaranteed. If a mid-year contract termination is approved by the Office of Residential Life and Education, the student will still be responsible for payment of 85% of their spring semester housing which will be applied to their student account. This fee will be waived if the student is no longer attending Doane University due to fulfilling military service, graduation, or withdrawal from the University.***

Termination of Housing Contract by the University

13. Doane University reserves the right to terminate this contract should violations of University policy, law, and/or this contract occur or due to an event not within the University's reasonable control which the University determines in its discretion calls for partial or full closure of on-campus housing. Should this contract be terminated by the University, there is no financial obligation to the student.

Student Responsibility

14. It is the student's responsibility to abide by all deadlines and procedures outlined in this agreement.
15. At Doane University, we deeply care about the well-being of our students and aim to provide a nurturing environment for everyone. We understand that students may face challenges, and we encourage self-care as an essential part of the college experience.
16. Our resources are here to support you, and we hope that students can reach out when they need assistance. In situations where self-care becomes a concern, we approach it with empathy and understanding. In rare cases where there are repeated instances, we may need to consider a removal from campus housing.
17. Your health is our priority, and we believe in fostering a community where students feel supported. For medical situations, we kindly ask for documentation from healthcare professionals, ensuring that any assigned disciplinary requirements are completed.
18. Every student shares the responsibility to notify their Community Director (CD) of maintenance needs. Students who have failed to communicate maintenance issues to their CD may be held responsible for the repairs at check-out.
19. Students who leave windows open in their room may be found responsible for any damages resulting from frozen and/or burst pipes, including remittance to the University for labor and material cost of repairs, and to students whose belongings are damaged due to the pipe bursting or freezing.

Students needing on-campus Housing Accommodations

20. Doane University is committed to providing accommodations to students with disabilities in the residence halls. Students who require reasonable accommodation must have an accommodation request form on file with Disability Services personnel. In order to ensure that appropriate arrangements can be made, students with documented disabilities who need reasonable accommodation in the residence halls should contact the ADA Coordinator by April 1, 2024, for the fall semester or November 1, 2024, for the spring semester. Please contact ADA Coordinator, Gwendolyn Lopez at gwendolyn.lopez@doane.edu.
21. Emotional Support Animals are only permitted on campus with prior approval from Disability Services and Residential Life and Education. Inquiries should be directed to the ADA Coordinator, Gwendolyn Lopez at gwendolyn.lopez@doane.edu for more information. Students found in possession of an animal that has not been approved as an Emotional Support Animal will be asked to remove it immediately and may face judicial action.

Gender Inclusive Housing

22. Gender-inclusive housing allows for students of different sexes or gender identities to room together.
23. Only gender inclusive will be in the common area of the suite, the private bedrooms are for specific sex/ gender identities
24. Students may register for gender-inclusive housing in Hansen Hall or New Hall. Registration must be unanimous, and students intending to live in gender-inclusive housing must complete the appropriate registration form.
25. When signing up for Gender Inclusive Housing your suite will need to have 100% occupancy. If one person leaves it will be on the suite to fill that space within two weeks or all suitemates will be responsible for splitting the cost associated with the vacant space.

Residential Living Standard

26. Doane University is a residential campus because we believe that residence halls are the most conducive environments for academic achievement and personal growth. Each residence hall is a unique community. Factors that comprise these communities are the commonality of interests, respect for others' rights and privileges, self-governance, and diversity of personalities. Each member of a residence hall community has a responsibility to enhance the development of the environment. Whether it is through participation, learning to compromise, or voicing suggestions, each individual can play an effective role in improving the living atmosphere. As a member of this unique community, members have a responsibility to do their part to make the environment as safe, healthy, and peaceful as possible. The first step in achieving this goal is for each resident to take personal responsibility for the living environment in which they reside. Issues of concern include
 - Conditions that create an unhealthy environment within a personal room, suite, or hall.
 - Students who act in a manner that creates the opportunity for injury to members of the Doane University community.
 - Disruptive behavior in rooms or halls is not conducive to a peaceful study environment due to violation of Doane University policy.
 - Doane University makes every effort to provide a healthy and safe environment, and a strong partnership with students is necessary to make that happen.

Vacancies and Housing Needs

27. The Office of Residential Life and Education reserves the right to assign or reassign students as needed. Housing need is determined by the Office of Residential Life and Education within Student Affairs.
28. If a resident's roommate(s) leaves, it is the remaining resident's responsibility to find a new roommate. Residential Life and Education staff will assist with this process as much as possible but ultimately will rely on the student to find a suitable roommate replacement that best fits their individual living needs.
29. If space allows, a resident may request to pay for a single room in (Frees, Sheldon, Smith, or Hansen)
30. If the student cannot find a new roommate, the student may be consolidated with another resident. Consolidation will necessitate a room move with limited notice.
31. The remaining spaces within the residence halls are available to use by the Office of Residential Life and Education as needed. This may mean students are assigned new roommates with limited notice.

Room Moves

32. Room moves are permitted for a two-week period in the fall semester and spring semester following Census Day. Requests for room moves after this period will not be permitted unless extenuating circumstances are present.
33. Residents wishing to change rooms during the approved time period must contact their Community Director to make the necessary arrangements. Room moves must be approved by the Office of Residential Life and Education.
34. Students interested in moving rooms must first make a good-faith effort in a mediation process facilitated by their Community Director or designee.
35. Unapproved room moves may result in an administrative or facilities fee of \$75.00 or more.

Check-In

36. Check-in procedures for the fall and spring are detailed in the Student Handbook. The Office of Residential Life and Education will also email residents over the summer with accurate instructions for checking in. Failure to adhere to the check-in policy may result in delays or administrative fees.
37. The Resident Room Condition Report, completed by Residential Life and Education staff and reviewed by the resident, serves as complete documentation of the room's condition and any existing damages at check-in. Residents who fail to review a Resident Room Condition Report may be held responsible for pre-existing damages. This may result in maintenance fees for material and labor costs of repair. This form is located at <https://doane.erezlife.com/>.
38. Residents may be held responsible for any damages not recorded in the Resident Room Condition Report. This may result in maintenance fees for material and labor costs of repair.
39. Residents who move in without checking in, or who move into an unassigned room, may be subject to administrative fees and disciplinary action.
40. Early arrivals for the Fall and Spring semesters are permitted for affiliated campus groups requiring students to move in early. Those groups requiring students to arrive early must submit their requests in writing with appropriate timeliness to the Office of Residential Life and Education for their request(s) to be considered. Late requests may not be approved.
41. Other early arrival students are accepted on a case-by-case basis and must be approved by Residential Life and Education staff. Requests to check in early must be submitted to doanehousing@doane.edu at least two weeks prior to the anticipated check-in date. Not all requests may be accepted and students must receive written approval of their request.
42. A charge of \$25 a day will be assessed to students moving in early. This daily fee is charged to the student's account.
43. Students who move in early without approval will be charged a \$100 fee in addition to the daily charge.
44. Students with approval to move in who allow their roommate(s) to move in early may also be charged \$100.

Check-Out

45. Check-out procedures apply when a resident changes rooms, withdraws from Doane, or leaves at the end of the semester or academic year.
46. Students must check out based on the required time communicated to them via email and other materials.

47. Check-out procedures are outlined completely in the student handbook.
48. Failure to follow check-out procedures may result in forfeiture of the resident's room deposit and an improper check-out fee of \$125. A lock change fee may also apply.
49. Doane University reserves the right to contact the Crete police department and have students removed from campus if they refuse to check out on time.
50. Unless the responsible party is identified or takes responsibility themselves, damages that occur in a residence hall will be charged equally to the residents of the room or all the residents of the hall, depending on the location and severity of the damages. Charges may be incurred during the operational year; they are not limited to check-out times.
51. As members of a suite-style living environment, residents in New Hall and Hansen Hall are responsible for their respective suites and their surroundings. This includes but is not limited to, windows and window screens.

Appliances and Restricted Items

52. The following are not permitted in the residence halls: hot plates, candle warmers, electric skillets, toaster ovens, George Foreman grills, ice machines, microwaves (unless otherwise specified), refrigerators will not be allowed unless of medical concern (we will provide one Fridge per Room) cubic feet, space heaters, or any other high energy appliance. Questions about item restrictions should be directed to the Office of Residential Life and Education at doanehousing@doane.edu.
53. The Office of Residential Life and Education reserves the right to modify and/or extend the list of restricted items at any time. During the year, changes to the list will be communicated via email.

Communication

54. Residential Life and Education and Doane Housing will contact students via email and/or phone.
55. It is the student's responsibility to check these at least once a day to ensure prompt communication.
56. Students who do not check their email or voicemail run the risk of adverse actions.

Contract Changes

57. The Office of Residential Life and Education retains the flexibility to occasionally adjust the terms and conditions of this contract. Your understanding and cooperation in adapting to potential changes are greatly appreciated. We are committed to ensuring that any modifications contribute to the overall well-being and positive experience of our residents.