



THE UNIVERSITY OF VERMONT  
**EVENT SERVICES**

2023 Summer Housing Contract  
Terms & Conditions

The University Events *Summer Housing Contract Terms & Conditions* is a living document. The Department of University Event Services reserves the right to change, modify, and/or amend any of the information in this document, notifying residential students of policy or procedural changes as they occur.

## **STATEMENT OF STUDENT RESPONSIBILITY**

All who work, live, study, teach, do research, conduct business, or participate in the University of Vermont community are part of the University by choice. By making that choice, each of us agrees to contribute to an educationally purposeful community, which by virtue of its composition and conduct prepares us to live in a diverse and changing world.

## **UNIVERSITY EVENT SERVICES MISSION**

### **University Event Services Mission Statement**

*To provide exceptional service to our customers, the University community, and guests while consciously promoting an inclusive, educationally purposeful, and socially responsible environment.*

## **I. INTRODUCTION AND GENERAL POLICIES**

### **A. Conduct**

All students are required to abide by the rules of the University, including those outlined in this *Summer Housing Contract Terms & Conditions* and the *Code of Student Rights and Responsibilities*. The Department of University Event Services will take appropriate action, including termination of this contract, for conduct that is found to be in violation (i) of this Agreement, (ii) in violation of any University policy, rules, or regulations, or (iii) which is otherwise detrimental to the health, welfare, or safety of the residence hall environment.

### **B. Non-Discrimination Clause**

The Department of University Event Services does not discriminate against any student with respect to eligibility for housing based on sex, race, creed, color, ability, national origin, religion, sexual orientation, gender identity or expression, or status as a veteran.

### **C. Administrative Procedures**

The Department of University Event Services establishes administrative procedures so that students can obtain summer housing when it is available. All students must check in, check out, and change rooms through these established procedures so that an accurate list of vacancies can be maintained, and residents are properly billed.

### **D. Resident Responsibility for Guest(s)**

All rules and regulations set forth by the University of Vermont and the Department of University Event Services will apply to all summer residential students and their guests. Residents are responsible for their guests' behavior and conduct on University property.

### **E. Terms & Conditions Compliance**

Residents, by virtue of occupancy, agree to comply with the University regulations in this *Summer Housing Contract Terms & Conditions* and the *Code of Student Rights and Responsibilities*, as well as applicable federal, state, and local laws. Students are responsible for

reviewing, understanding, and abiding by the University's policies, procedures, requirements, and deadlines as described in all official publications.

## **F. Liability Policy**

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### **1. University Liability**

The University of Vermont shall not be liable to resident(s) or their guest(s) for injury to any person or damage to any personal property caused by water, rain, fire, steam or sewer pipes, plumbing, stoves, refrigerators, laundry machines, dryers, or anything else that is beyond its control. Liability for all such risks and/or damage to personal property is expressly assumed by the resident.

The University of Vermont reserves the right to subrogate against any student or guest(s) of a student whose actions or inactions are the direct cause of injury to persons or damage to University property or student personal property.

### **2. Personal Property Insurance**

**The University of Vermont cannot purchase insurance for students through individual or group plans. Since the University is not responsible for any student's personal property, it** is strongly recommended that all residents obtain appropriate insurance for personal property through a company such as CSI Insurance Agency, Inc. available at: [www.collegestudentinsurance.com](http://www.collegestudentinsurance.com).

Students are encouraged to keep a record of their personal belongings, including serial numbers, and to register their valuable property with UVM Police Services at: [UVM Police Services](#).

For safety reasons, personal effects cannot be placed in hallways, stairwells, bathrooms, or other common areas of the residence halls. Personal property left in the residence halls after the approved period of occupancy will be removed and held for a maximum of 30 days (and may be disposed of at the University's discretion thereafter), subject to a removal/storage fee.

## **II. ELIGIBILITY AND OCCUPANCY GUIDELINES**

### **A. Accommodation Requests**

Students with disabilities may be eligible for ADA accommodation in residential housing. To request an accommodation, students should contact University Event Services by e-mailing [summerhousing@uvm.edu](mailto:summerhousing@uvm.edu) or by calling (802) 656-5665. Accommodation must be requested by **May 1, 2023**. University Event Services may be unable to provide accommodation for requests after this date.

Student acknowledges the Premises are considered inclusive and housing assignments and common areas may not be segregated by age, gender, sex or gender identity and consents to living in non-segregated housing. Some bedrooms are available for double occupancy, which will be assigned by gender identification.

### **B. Housing Options**

Students are housed in either single or double rooms arranged in traditional style housing.

### **C. Maximum Room Occupancy**

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To maintain a safe living environment for the residential community, maximum room occupancy has been established for the following room sizes:

- single room: three persons (the occupying resident and two guests)
- double room: six persons (the two occupying residents and two guests each)

### **D. Hosting Guest(s)**

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#### **1. Definition of a Guest**

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A guest is defined as either:

- a non-student of the University, or
- a student who either lives elsewhere on campus or has off-campus accommodations.

#### **2. Host Responsibility for Guest(s)**

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Residents hosting guests or affiliated guests must do so in a responsible manner. The student has a responsibility to see that the rights and property of roommates and other residents of the University are protected from unwanted intrusions and vandalism. When a resident has a guest or an affiliated guest, the resident assumes responsibility for the conduct of the guest within the residential housing facilities.

#### **3. Absence of Residential Host**

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A guest or affiliated guest may not occupy a room and/or bed space in the absence of the host.

#### **4. Permission to Remain Overnight**

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A guest or affiliated guest may only remain overnight in a room if the guest has the permission of all assigned occupants of the room. It is the responsibility of the residential host to ask for and obtain prior permission from all assigned occupants for the guest or affiliated guest to remain overnight. Overnight is defined as the hours between 11:00 p.m. through 9:00 a.m. the following morning.

#### **5. Length of Stay**

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To ensure the rights of all residential students, guest(s) may only stay a maximum of two consecutive nights, given that the residential host has obtained permission from all occupants of the room. After two consecutive nights, there must be a seven-day intermission between the last overnight visit and the next visit.

### **E. Room Changes**

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#### **1. Room Change Procedure**

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All routine room changes require the approval of the Summer Housing Coordinator. Students wishing to change rooms must do so through the summer housing office located within the UHN complex. University Event Services will offer available spaces to students on the wait list in the order they are received.

#### **2. Unauthorized Room Changes**

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Unauthorized room changes and/or other moves from an assigned residential space without following proper room change procedures through Department of University Event Services' staff are prohibited. Residents who complete room changes without prior approval may be moved back to the original assigned space and are subject to meeting with the Summer Housing Coordinator for possible disciplinary action, including possible termination of this Agreement.

### **3. Administrative Moves**

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In the interest of health, discipline, security, and the general welfare of students, the Department of University Event Services reserves the right to change or cancel room assignments.

### **F. Half-Filled Double Rooms**

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A resident of a half-filled double room is required to leave the room in a condition that provides open and equal space for a new resident of the room. A student in a half-filled room is expected to continue to display appropriate behavior that would be welcoming to a new resident. A student who fails to maintain the room in a reasonable condition for a new resident and/or creates an unreceptive situation in the room may lose housing access and be held responsible for any damage charges.

### **G. Room Consolidation**

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In an effort to maximize living space, the Department of University Event Services reserves the right to consolidate students in half-filled rooms when it is deemed appropriate. When space permits, a resident who remains in a half-filled double room may be offered several options for voluntary consolidation, including the option to "buy out" (i.e., purchase), on a prorated basis, the entire room at the single or large single room rate. Forced consolidation will only occur within the same residential building.

### **H. Room Entry**

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#### **1. Room Entry for Maintenance Work**

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While the University of Vermont respects the privacy of students living in the University's residence halls, a student's right to privacy in the residence hall is limited in some circumstances. In order to provide efficient service, University Event Services reserves the right to enter rooms between 9:00 a.m. and 4:30 p.m. without advance notice whenever a maintenance work order is generated. Occupants will be asked to vacate room while work is being conducted. University Event Services also reserves the right to enter rooms without notice whenever an emergency arises, make needed repairs, or take corrective action. University Event Services will make every effort to notify occupants if their room will be accessed for repair work. When entering rooms, maintenance and custodial personnel have been instructed to perform the following steps:

- Knock on the room door, stating their name and position. If there is no response, personnel must wait a few seconds and knock again more loudly, repeating their name and title. If there is still no answer at the door, or no indication that someone is in the room, they are to use their key to open the door six or seven inches and call to see if anybody is in the room. If there is still no answer and no one in the room, they are to proceed into the room and complete the work needed.
- Clean up debris and extra work materials after a job is completed.

- Report any breakage or damage that is beyond normal wear and tear. Residents will be responsible for paying for this type of damage.
- For maintenance work completed by University Event Services staff, send an email message to the resident(s) notifying them of the status of the work order (e.g., completed, pending, etc.).

## **2. Room Entry for Cause**

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### **a. Justification for Room Entry**

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The University reserves the right to enter any room of a University residence hall to ensure the health and safety of all residents. The Summer Conference Coordinator, the Assistant Summer Housing Coordinator, or the Summer Resident Advisors for the complex are authorized to enter and inspect a room or suite upon reasonable cause if they believe that a violation of any University health and safety policy, including but not limited to those related to drug and alcohol use, or provision of these terms and conditions has occurred. Grounds for reasonable cause to enter include, but are not limited to, the following: the sight or odor of smoke of any kind; the sight of alcohol or illegal substances; and/or a tip from a reliable source that illegal substances or a weapon are in a room.

### **b. Staff Designated to Enter Room**

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The Summer Housing Coordinator will not enter a student's room or suite without permission unless the Summer Housing Coordinator as first consulted with the Summer Resident Advisor designee regarding the circumstances giving rise to a reasonable belief that a violation of policy has occurred and has obtained approval for entry from the summer housing coordinator or designee. In an emergency, where there is reason to believe that imminent risk exists to the safety or health of the occupants of a room or to institutional property, the Summer Housing Coordinator may enter a room without first seeking consultation and approval from University Event Service. Even in circumstances of risk to health or safety, however, consultation with the summer housing coordinator if possible is preferable unless the risk appears imminent.

### **c. Room Entry Procedure**

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Before entering a student's room, the Summer Housing Coordinator will first knock and announce who they are and that they intend to enter. If no response is received, the door will be unlocked. The Summer Housing Coordinator will, from the doorway, again announce their presence and intent to enter. The student(s) occupying the room, if present, will be told the purpose of the entry and provided an opportunity to voluntarily produce any item or substance for which the entry has been made. Any inspection will be limited to that which is reasonably necessary to either confirm the presence of an illegal or prohibited item or policy/code violation, or to determine that no imminent risk to health or safety appears to be present.

## **I. Room Check-in and Checkout Procedures**

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Students are required to follow the designated room check-in and check-out procedures. They are expected to check-in to their assigned rooms when the residence halls open. A proper check-in is required for residents to maintain access to exterior building doors using their CATcard.

## **J. Non-Transferable Contract**

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The University of Vermont *Summer Housing Contract – Terms and Conditions* may not be transferred or assigned to any other person. Furthermore, all rooms are the property of the University of Vermont and may not be transferred or sublet.

## **III. FINANCIAL OBLIGATIONS**

Students are housed in single or double rooms arranged in traditional style housing.

**The weekly rate is \$196.00/\$28.00 per person/per night. Please note there is a minimum 2-week stay. Nightly rates are not available.**

**University Event Services requires a 50% deposit to be submitted with your registration. Your reservation is not complete until your deposit has been received. You will receive a confirmation email once your reservation has been finalized from University Event Services.**

**Balance payments will be due on or before your check out date.**

**Any changes to your reservation must be submitted with at least 10 business days' notice. Please submit changes in writing to [eventregistration@uvm.edu](mailto:eventregistration@uvm.edu).**

**All costs related to students who may test positive for COVID and choose to isolate on campus (cleaning, food service, etc.) will be added to your housing invoice and charged to the credit card being used for summer housing prior to check out.**

### **A. Emergency Closing**

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If the University of Vermont closes due to a calamity or catastrophe beyond its control that would make continued operation of student housing infeasible, such as a natural disaster, a national security threat, or widespread pandemic flu, this Agreement may be terminated immediately, and room fees will not be refunded.

### **B. Periods of Occupancy**

The residence halls are available for occupancy as follows:

#### **Summer 2023**

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Halls Open: **Monday, May 29<sup>th</sup>**

Halls Close: **Sunday, August 6<sup>th</sup> (check-out 11:00 a.m.)**

### **C. Cancellation of Contract by University Event Services**

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The University may cancel or terminate this contract or any portion thereof, without notice, for the following reasons:

- Academic suspension or dismissal
- Judicial suspension or dismissal
- To avoid: (1) undue disruption to other Students, staff, or the programs of the University; (2) violation of the rights of other Students; or (3) a real or reasonably perceived threat of harm to others

- In the event of calamity or catastrophe that would make continued operation of Student housing infeasible, such as the pandemic flu and COVID-19
- Failure to comply with the *Summer Housing Contract Terms & Conditions*.
- Failure to comply with community standards as outlined by University policy.

## **IV. HEALTH AND SAFETY POLICIES**

A resident's activities should not interfere with the rights of a roommate or other residents to privacy, sleep, or study. For the well-being of all residential students, residents assume responsibility for adhering to health and safety policies. See policies:

[Alcohol, Cannabis and Other Drugs Use Student Policy](#)

### **A. Tobacco-Free and Cannabis-free Campus**

All areas of residence halls, including student rooms, are tobacco-free and vaping-free. Furthermore, smoking is not allowed in front of any building on campus. Smoking any substance including electronic cigarettes and hookahs or creating smoke using incense, candles, or other scented smoke-producing items is strictly prohibited in all residence halls.

[Tobacco and Cannabis-Free Policy](#)

### **B. Alcohol in the Residence Halls**

Possessing or consuming alcohol is prohibited in the residence halls.

### **C. Illegal Substances**

#### **1. Use or Possession of Illegal Substances**

Being under the influence of illegal or controlled substances as demonstrated by actions and/or other evidence is strictly prohibited.

Summer housing guests may be referred to UVM Police Services for any violations regarding possession or use of illegal substances.

#### **2. Sanctions for Use and/or Possession of Alcohol or Illegal Substances**

The use and/or possession of alcohol or illegal substances contradicts providing a safe learning environment and will result in discipline up to and including suspension or dismissal from the residence halls and/or the University.

### **E. Quiet/Noise Policy**

#### **1. Residents' Rights Related to Noise**

Noise that unreasonably disrupts roommate(s), resident(s), and neighboring community members at any time or that violates "Quiet Hours", or "Courtesy Hours" policies or the community's standards is prohibited. This includes amplified sound (e.g., facing stereo speakers out windows, use of megaphones, electronic instruments and/or equipment, microphones, etc.). Residents are expected to always respond to requests to reduce noise at all times. All parties present in a room or suite documented for noise will be presumed to be contributing to the community disruption and are subject to follow-up by University Event Services summer staff team. (And if deemed necessary, campus police services.)

#### **2. Quiet Hours**



Residents have a responsibility to know and respect the quiet hours, which are Sunday through Thursday from 10:00 p.m. to 8:00 a.m. and Friday and Saturday from 11:00 p.m. to 8:00 a.m. When quiet hours are in effect, noise should not be heard outside a room or suite.

### **3. Courtesy Hours**

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During courtesy hours, which are any time quiet noise is requested, should not be heard more than five feet from outside a room or building.

## **F. Pets**

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**For reasons of health and sanitation, students are not allowed to have pets in the residence halls.** Exceptions are service animals when recommended by (SAS) for ADA accommodations. Fish in a proper aquarium facility that is 10 gallons or less (one per room) are also allowed. Students are responsible for any damage caused by leaking fish tanks. To be cared for properly, fish must be removed from the residence halls during extended break periods.

## **G. Emergency Evacuation Procedures and Tampering with Life Safety Devices**

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During the summer, residence hall students will be informed about emergency evacuation of residence halls, and alarm systems will be tested periodically to ensure proper functioning.

### **1. Evacuation Procedures**

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Residents are required to evacuate the building immediately when a fire alarm sounds. Failure to evacuate residence hall facilities is a federal offense and will result in educational sanctions and fines.

### **2. Tampering with Life Safety Devices**

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Abuse or tampering with any life safety equipment or misuse of fire extinguishing equipment is strictly prohibited and will not be tolerated. Life safety equipment includes fire and carbon monoxide alarm systems, exit signs, emergency lights, hall phones, fire and exit doors, and identification signs used by emergency responders. Offenders are subject to disciplinary action and **fines up to \$500**. For additional information, refer to the University Fire Safety policy at [Fire Safety Policy](#).

## **H. Fire Hazards and Other Prohibited Items**

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1. Students may not use cooking appliances or grills (including “George Foreman” electric grills) in their rooms, suites, common spaces, or in the vicinity of the residence halls. **Exceptions** are coffee pots with automatic shutoffs, 4.0 cubic foot refrigerators that are no more than 34” in height, and 700-watt or lower microwaves, all of which are ULA listed.
2. Students may not use fog machines or other special effects machines in the residence halls.
3. No decorative covering or other flammable items, including but not limited to tapestries, should cover any doorway, or be suspended from lofts, bunks, ceilings, exposed piping, or heating units.
4. Students may not remove screens from any residence hall windows. Hanging items outside of windows is prohibited.
5. Students may not install air conditioners.
6. Waterbeds are not permitted in the residence halls.
7. Unauthorized use of or tampering with elevators is prohibited.
8. Due to extreme risk of fire and the danger of electrical overload, the use of certain types of electrical equipment is prohibited, including multi-plug adapters, halogen light bulbs (such

- as those found in most torchiere style lamps), spider lamps, sun lamps, immersion heaters, hot plates and other high wattage equipment, and space heaters.
9. Power strips with over-current protection that carry a UL Mark are allowed; extension cords are prohibited.
  10. Propping open or otherwise interfering with the closure of any entrance, exterior, or security door is prohibited.
  11. Possession/use of candles, oil lamps, incense, storage of charcoal, flammable liquids such as gasoline, kerosene, “Coleman” fuels, or other items that create fire danger as a result of open flame or smoldering is prohibited.
  12. Mercury thermometers, neon signs, and other items that may contain hazardous materials are prohibited.
  13. Removal of University furniture, fixtures, or other property from residence hall rooms, suites, or common areas is prohibited.
  14. Possession of University, state, federal, or dining services property including, but not limited to, furniture and appliances; road, construction, or cleaning signs; or dining services property is prohibited.
  15. Students may not install personal locks on any residence hall door.
  16. Concrete blocks, bricks, and/or other unauthorized bed risers are prohibited.
  17. No posters may be affixed to the outside of doors, except for white boards/message boards.
  18. Hoverboards or similar battery-powered personal transport are prohibited due to the high risk of battery explosion or fire.

## **I. Firearms and Weapons**

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The possession of firearms, fireworks, explosives, or weapons of any kind and replicas or facsimiles thereof is prohibited on campus or in-residence halls as they pose a substantial danger to the safety of all residents. The only exception to this policy will be that certified law enforcement officers may wear a firearm while on campus.

## **J. Laundry Facilities**

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Laundry facilities, including washers and dryers, are located in each residential complex. The cost of using these facilities is included in the room fee. Washers and dryers are operated using the student’s CATcard. The laundry facilities are for residential student use only; residents who provide non-residents with access to the complex laundry facilities will be subject to judicial action.

# **V. SECURITY MEASURES**

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## **A. Access to Residence Hall Buildings**

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The University of Vermont’s summer residence halls are locked 24/7 for the safety, security, and privacy of residents. Residence hall buildings are not public spaces; only students who reside in a particular residence hall have access to that private living space. Non-residents of a particular building can enter that building only as a guest and must be hosted and accompanied by a host while visiting the building.

### **1. Room and Building Keys**

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Residents are given a room key when they check into their residence hall. Duplicating room keys compromises security and is not permitted. Exterior doors are unlocked using a student CATcard. Residents should keep their doors locked, always carry their key(s)

with them, and refrain from lending their key(s) to anyone. Residents are only allowed to enter their assigned building with the assigned room key and access card.

## **2. Tampering with Security Systems**

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Propping, tampering and/or damaging security systems such as security screens, doors, door hardware, hall phones, or card access systems compromises the safety and security of students and the residence halls, and is strictly prohibited. Students who are found in violation of this policy are subject to **fines up to \$500 per offense**.

## **3. Trespassing and/or Illegal Entry**

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Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of University-owned or leased buildings or facilities, their roofs, or the residential space of another student without permission is strictly prohibited and subject to sanctions.

## **4. Posting**

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The Department of University Event Services' main office will serve as the clearinghouse for the distribution of all posted materials, not to exceed 11x17 inches in size. Students who wish to post flyers must bring them to this location for distribution. University Event Services staff will be responsible for posting and monitoring approved materials on bulletin boards in the residence halls. Posting on walls, windows, trees, light posts, benches, signs, or any other areas outside the residence halls is not permissible and will result in flyers being removed. Individuals and/or sponsoring groups must provide contact information in the event that follow-up is necessary. Materials that violate University policy or state and federal laws will not be approved for posting and subject to removal.

## **5. Solicitation**

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Individuals or organizations seeking to staff a table, distribute literature, or engage in other forms of **non-commercial solicitation** must register themselves at the Department of University Event Services' main office located in The Villa, 220 Colchester Avenue, on Trinity Campus between the hours of 8:00 a.m. and 4:30 p.m., Monday-Friday.

**Commercial solicitation** by unaffiliated individuals or external entities must be sponsored by authorized University officials or University-recognized student groups or organizations. These sponsored individuals or organizations must request and receive express written permission of the Department of University Event Services. Furthermore, all sponsored commercial solicitation events must conform to the Facilities and Grounds Use policy and other applicable University policies: ([Policy](#)).

Solicitation of any kind can only take place in the lobbies/common areas of residential complexes (i.e., the spaces that connect residence hall buildings together where the main desk is located). Individuals and/or organizations wishing to solicit in residential complexes must register at least 24 hours in advance so that affected University Event Services staff can be notified prior to set-up and the solicitation event.

## **B. Lockouts**

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### **1. Issuing a Temporary Room Key**

Residents who do not have their key and are locked out of their room can go to the University Event Services main desk at University Heights North to sign out a temporary

key. If the desk is closed, residents should call the University Event Services staff on duty between 8pm.-8am. At all other times they should call University of Vermont Police Services, who will contact the University Event Services staff member on duty for them. University Event Services can also be contacted directly at 802-656-5550. Temporary keys can only be borrowed for up to 24 hours. Residents who do not return a borrowed key within 24 hours may be billed \$75.00 for a lock change. To deter excessive use and/or irresponsible behavior, residents will be assessed a \$25.00 fee billed to their student 95 account after every second room lockout.

## **2. Lost Key Charges**

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Residents who lose their key(s) should contact the Summer Housing staff at University Heights North front desk as soon as possible. If the desk is closed, residents should call the University Event Services housing staff on duty between 8pm.-8am. at 802-656-5550. Lost room keys will result in an automatic lock change and a charge of \$75.00.

Temporary keys can only be borrowed for up to 24 hours. Residents who do not return a borrowed key within 24 hours will be billed \$75.00 for a lock change. To deter excessive use and/or irresponsible behavior, residents will be assessed a \$25.00 fee billed to their student 95 account after the first room lockout. The fee for replacing a lost or broken CATcard is \$25.00.

## **C. University Surveillance Systems**

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The University may install closed-circuit television cameras in outside areas, entryways, and public indoor areas for the purpose of increasing safety and reducing incidents of crime.

# **VI. CARE OF FURNITURE AND EQUIPMENT**

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## **A. Responsibility for University Property**

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### **1. Responsibility for Room**

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Residents are responsible for the condition of their room. If a room is vacated by one or both residents and the room is left in a condition that makes it unfit for reassignment, both residents will be charged a fee for the cleanup and preparation of the room unless the responsible person(s) can be identified. Damage to or theft of furnishings will be charged to the assigned resident(s).

Summer staff (housing team and/or UES staff) are not allowed to vacate rooms until inspection by Summer Housing Coordinator.

### **2. Improper Storage**

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For safety reasons, personal effects cannot be placed in common-use bathrooms, corridors and stairwells, lounges, or other common areas of the residence halls. Personal property left abandoned in a student's room after the approved period of occupancy will be removed and held for a maximum of 30 days, subject to a removal fee.

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### **3. Responsibility for Common Areas**

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- Residents are expected to take every precaution to assure that common area residence hall property is not abused. Lounge furniture is considered common area property for use by all students and may not be removed from common areas. Residents found to have lounge furniture in their room may be held accountable through the residential judicial process.
- To protect both the rights of residents to sleep and study, as well as the condition of facilities, residents are to refrain from sporting activities, including but not limited to skateboarding, rollerblading, and ball- or Frisbee-throwing in hallways, lounges, and common areas of the residence halls.
- Summer Staff are not cleared to leave summer residence until thorough cleaning of all common areas is complete. Walk through with Summer Housing Coordinator must be completed before summer staff are excused for the summer.

#### **4. Unassigned Damage**

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Residents of a room, suite, floor, hall, landing, column, or complex are held jointly responsible for losses or damages beyond normal wear and tear where individual responsibility cannot be determined. **Excessive unassigned damage charges may be billed at the end of the summer and cannot be appealed.**

### **B. Student Internet, Cable, and Phone Service**

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#### **1. Student Internet Access**

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Properly configured computers and printers may be attached to the campus network for educational and entertainment purposes (not for commercial purposes) without explicit permission. To safeguard network security and performance, no other device or network service, such as routers, hubs, sniffers, and wireless access points, may be placed on the network without approval, as stated in the University's Computer, Communication, and Network Technology Acceptable Use policy available at [Computer, Communication, and Network Technology Acceptable Use](#) policy.

#### **2. Phone Service**

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Telephones are located in the hallways of floors with student rooms. These telephones are for emergency use as well as personal calls. Local calls are free, and residents may use a prepaid phone card for making long distance calls. Phone jacks in student rooms are not activated except for students requiring a landline as an ADA accommodation, as determined by the University's Student Accessibility Services (SAS) office.

## **VII. MAINTENANCE AND CUSTODIAL SERVICE**

The Department of University Event Services staff and students work together to keep the residence halls clean and well maintained. Residence halls must be kept clean for health and safety reasons. While the custodial staff cleans the common areas in each residential hall, residents are responsible for the care and cleaning of their own room, the common area in suites, and bathrooms in suites and private rooms.

### **A. Custodial Hours**

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Custodial staff normally works from 7:00 a.m. to 3:30 p.m. They begin working in hallways at 7:00 a.m., but noise is kept to a minimum until 9:00 a.m. Students are expected to be respectful at all times of custodial staff and the work they perform.

### **B. Maintenance and Repairs**

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All necessary non-emergency repairs should be reported immediately using the online Fix-It form available on the University Event Services website at <http://reslife.uvm.edu>. Summer staff can assist students by initiating a work order for maintenance staff.

### **C. Furniture Removal and Construction**

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Due to limited storage space and inventory considerations, the Department of University Event Services can only accommodate the storage of bed frames (i.e., headboards, footboards, and center frame) from student rooms in certain buildings. To store a bed frame, students should contact the complex main desk to arrange for Custodial Services to open the storage room. Students are responsible for moving their bed frames to storage and retrieving them before checkout. Students will be held accountable by their residence director and assessed a moving or replacement fee for unauthorized removal of bedroom or common area furniture.

### **D. Structural Changes**

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No structural changes can be made in a room, including but not limited to nailing loft supports directly to the walls; removing existing built-in equipment; and removing closet doors, bookshelves, fixtures, and wardrobes. Painting any surfaces such as the ceiling, walls, floor, or furniture is also not permitted. Any damage that is caused as a result of unauthorized structural changes, removal of equipment, or painting will result in that student being assessed a repair or replacement charge as well as being held accountable by the Summer Housing Coordinator.

### **E. Bicycle Storage**

Indoor bicycle storage is limited. Bicycles stored outdoors should be locked to the bike racks provided outside each residence hall. Locking bicycles to any stationary fixtures other than the designated bike racks is prohibited (e.g., trees, handrails, etc.). Bicycles are not allowed to be stored in hallways, stairwells, or next to outside doors.

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### **How to Contact University Event Services:**

TEL (802) 656-5550 (May 29-August 6, 2023)

EMAIL [summerhousing@uvm.edu](mailto:summerhousing@uvm.edu)

WEB [www.uvm.edu/eventservices](http://www.uvm.edu/eventservices)

### **Other Important Numbers**

CATcard Service Center	(802) 656-4509
Meal Plan Office	(802) 656-2945
University Dining Services	(802) 656-4664
University Police Services	(802) 656-3473

Ratification:

I have read the terms and conditions outlined above in the *Summer Housing Terms and Conditions*. I understand that I must adhere to all terms and conditions outlined above in order to remain in housing for the 2023 University Event Services' summer season. I understand that failure to comply with these terms and conditions may result in my dismissal from housing and jeopardize my internship and/or ineligibility to work for University Event Services for the remainder of the summer conference season.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date