

**Office Use Only**

Deposit # \_\_\_\_\_

Residence Hall \_\_\_\_\_

Date of Deposit \_\_\_\_\_

Room # \_\_\_\_\_ Phone \_\_\_\_\_

In Colleague \_\_\_\_\_

Box \_\_\_\_\_ Assigned \_\_\_\_\_

**Casper College Wheeler Terrace Application – Contract Summer 2017**

Type or Print Clearly

Complete all information

1. Name (print) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Last first middle

2. Mailing Address (permanent) \_\_\_\_\_  
Street/PO Box city state zip

E-mail \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

3. Emergency notification: parent / guardian / next of kin

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Street/PO Box city state zip

4. Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Casper College Student I.D. # \_\_\_\_\_  
Leave blank if unknown

5. Please check  male  female

6. Have you ever been convicted of a felony? \_\_\_ Yes \_\_\_ No: If your answer is yes, please list the date(s), type of offense, and jurisdiction where the offense(s) was committed:  
\_\_\_\_\_

In addition, you are required to submit a detailed summary of the offense(s) from an appropriate judicial or correctional official, including copies of the police reports, sentencing reports or other evidence satisfactory to the college. Your application will be reviewed and you will be notified in writing of the decision regarding your housing request. Failure to disclose an incident will subject you to potential revocation of your on-campus housing. Please refer to the Residence Hall Terms and Conditions of Occupancy Summer 2017, page 5, "Disqualifying Factors".

**Reservation begins Monday, June 5, 2017 to Monday, July 31, 2017. Apartments must be vacated by noon on July 31, 2017.**

Please note that Wheeler Terrace is a three-story building and there is NO ELEVATOR. Casper College will strive to meet the requirements of the Americans with Disabilities Act of 1990 for students needing campus housing arrangements. List any special needs you have that should be considered for appropriate room assignment. (i.e. anything that would necessitate a ground floor room) \_\_\_\_\_  
\_\_\_\_\_

6. Age \_\_\_\_\_ Date of birth \_\_\_\_\_  
month, date, year

**Smoking is NOT permitted in Campus Housing. Alcohol is NOT permitted on campus regardless of age.**

I have read, understand and agree to abide by the *Summer 2017 Residence Hall Terms and Conditions of Occupancy*, which are a part of and in addition to the Residence Hall Application - Agreement and by this reference made a part thereof. This agreement covers the period from June 5, 2017 to July 31, 2017. Failure to abide by this agreement is cause for action by Casper College.

For students under the age of 18 at the time of application, Casper College requires the signature of the parent or guardian indicating consent to the Residence Hall and Food Service Application-Agreement.

\_\_\_\_\_ date

\_\_\_\_\_ student signature

\_\_\_\_\_ parent signature

revised March 20, 2017



**Housing Office**  
**307-268-2249**

## **Casper College Residence Hall Terms and Conditions of Occupancy Summer 2017**

Students residing in the residence halls during the summer must be enrolled in at least 3 credit hours during the summer session.

### **Reservation Deposit**

In addition to the signed agreement, a deposit of \$200 is required. The deposit is over and above the cost of the room. The check or money order should be made payable to Casper College and should be returned with the application/contract. Upon occupancy of the room the \$200 room reservation deposit becomes a damage deposit then held by the Casper College Accounting and Financial Management Office. The resident is responsible for any damage that exceeds the \$200 damage deposit. Upon termination, if all provisions of the contract have been complied with and no damage charges have been assessed, the \$200 damage deposit will be refunded by mail to the student.

### **Length of Agreement**

The terms of this agreement apply for summer of 2017. The period of occupancy for summer 2016 semester will begin Monday, June 5, 2017, and terminate Monday, July 31, 2017. Rooms must be vacated by noon on Monday, July 31, 2017.

### **Wheeler Terrace Rates for Summer 2017**

Payment of \$1,040.00 is to be paid in full at the time of occupancy. Students moving in after June 5, 2017 will be charged a prorated amount, which needs to be paid in full prior to occupancy. Residents who have made prior arrangements with the Director of Student Life regarding an extended stay either prior to or at the conclusion of summer school will be charged a rate of \$130.00 per week, which needs to be paid in full at the time of occupancy.

**A food service plan is not available during the summer.**

### **Assignment Information**

#### **Assignment of Space**

Casper College agrees to assign accommodations and provide an apartment at Wheeler Terrace only after the student has:

- completed and endorsed the Residence Hall Application Contract and
- submitted the \$200 deposit in accordance with the instructions contained herein.

**Note: The \$200 damage deposit is over and above the cost of the room.**

#### **Check-In / Check-out Procedures**

A room conditions checklist is completed at the time of check-in listing the condition of the room and its contents.

To checkout of Wheeler Terrace, residents must notify the housing staff and return the room keys in person to the housing staff. Each resident should observe the following procedure when terminating his or her occupancy:

- Remove all personal items
- Clean the apartment
- Return keys to the housing staff
- Leave a forwarding address with the housing staff

Financial obligations owed to the college will be deducted from refunds.

**Students who do not check out with the housing staff and return their keys and proximity fob will not receive their deposit refund.**

### **Keys**

The key policy is designed with security of the students, their belongings and the building as primary concerns. Students are encouraged to take care to secure their belongings and to lock their room at all times for personal safety.

Upon arrival residents are issued a room key, a mailbox key, and a proximity fob by the housing staff. If a student has lost or misplaced their keys, or has been locked out, a substitute key may be checked out from the housing staff for a five (5) calendar day period. The key must be returned to the housing staff no later than 12 noon on the fifth (5<sup>th</sup>) day. If at the end of the five days the room key has not been returned or the original key found, an \$85 charge will be assessed against the student to re-core the lock and make new keys. Failure to return the room key could result in a charge for re-coring the lock plus payment for new keys.

Mailbox keys will be replaced for a fee of \$20.00. Each resident receives a proximity fob for outside entrance to the Residence Hall Complex. Access is limited to the main lobby entrance only and is granted for the purpose of maintaining their mailbox located on the off the first floor lobby. Residents found in adjoining rooms and floors without permission from the Area Coordinator will be in violation of housing policy.

Duplication of hall keys by the student is not permitted and can also result in charges for re-coring the lock, plus payment for new keys. Unauthorized duplication of college keys is a violation of the Student Conduct and Judicial Code and will be dealt with accordingly.

### **Housekeeping and Maintenance Repairs**

Residents are responsible for the cleanliness of their rooms and are expected to cooperate in the maintenance of public rooms and areas. Students are responsible for the disposal of trash and waste in their rooms. Residents are responsible for disposing their trash into the designated outside receptacles located in the lower parking lot. Residents failing to comply will be subject to disciplinary action. Residents should not remove any equipment or furnishings from their assigned apartments or from the public areas of Wheeler Terrace. Please make any requests for maintenance or repairs to the housing staff at 307-268-2851 or 307-268-2394.

### **Responsibility for Damage in Student's Room**

Damage incurred within the resident's apartment is the responsibility of the residents assigned to that apartment. All apartments are subject to examination by college officials for reported damages, unauthorized appliances, necessary maintenance, and the safety or security of other students. Damage or malfunction of room or hall equipment should be reported immediately to the housing staff. Residents will be held responsible for damages exceeding the damage deposit. The cost of any room damage or extra custodial services will be charged to the occupants of the room. If the room is not clean when the student moves out, a fee will be charged for cleaning.

## **Apartment and Room Information**

### **Room Equipment**

An inventory of equipment in the room is taken when residents move into the residence hall. Any discrepancies should be reported at once to the housing staff. The following minimum equipment is furnished by the college for each student in the apartment:

- Bed
- Mattress
- Dresser
- Night Stand
- Closet
- Window blinds
- Desk
- Desk chair

In addition, each apartment is furnished with:

- Chair
- Loveseat
- End table
- Kitchen table
- Four kitchen chairs
- Refrigerator
- 4 burner stove with oven
- Washer

### **Telephone Service**

Residents must provide their own touch-tone telephones. One telephone outlet is provided in each room. There is no charge to connect the phone in the room. The resident will assume the extension number assigned to the room.

For an off-campus call the resident should dial (9) and the number. For on-campus calls the resident should dial the last four digits only. Long distance calls will require a long distance calling card.

### **Phone Usage**

- For local calls Dial 9 + 7 digit number
- For long distance Dial 7+ 1+ calling card information + area code + 7 digit number
- Operator will accept credit card or collect calls only
- Emergency call 9 + 911
- Dial 0 for Casper College switchboard

### **Mail Service**

Mail will be available for pick up at the Residence Hall Complex. Mail will be distributed Monday through Friday only. No provisions are made for pick-up or delivery of mail on Saturday, Sunday or holidays. Mail is picked-up and delivered once each day at approximately 10 a.m. Materials deemed important to the resident such as official college communications or notices of administrative or academic nature can be placed in mailboxes. Commercial solicitations cannot be placed in the mailboxes unless received through the U.S. Mail, addressed by sender to the resident with the appropriate address. Stamps may be purchased at the Strausner Student Center Desk. Correspondents should be notified that mail must be addressed as follows:

Resident's Name  
Wheeler Terrace  
365 College Drive  
Casper, WY 82601

**Notice** that the name Casper College is **NOT** used in this address. When mail is addressed to Casper College, it may be delayed at least a day before being delivered to Wheeler Terrace. Do not include the word "Box" as it is confused with the Casper P.O. Boxes.

### **Laundry**

Each apartment is equipped with a washer located in the bathroom. Laundry card operated dryers are located on the 2<sup>nd</sup> floor of Wheeler Terrace. Laundry cards can be purchased for \$5 in the hallway adjacent to the mailboxes in the Residence Hall Complex. Once a card is purchased the student may put any dollar amount on the card, which is reusable.

### **Conditions for Termination**

#### **Termination of Agreement by Student**

Students terminating the agreement during the summer must follow the appropriate checkout procedures as stated in the above under Check-In/Check-out Procedures.

#### **Cancellations and Penalties**

If applicants for the summer semester wish to cancel their application-contract for Summer 2017, they must notify the housing staff in order to receive a full refund of their \$200 deposit. Failure to properly check in or out of Wheeler Terrace will result in the loss of the \$200 deposit.

#### **Termination of Agreement by Casper College & Residence Hall Regulations**

Residents residing in campus housing must observe all Casper College Residence Hall Regulations published in the Terms and Conditions of Occupancy and The Student Handbook. The Casper College Student Conduct and Judicial Code may be the reference for disciplinary proceedings for students residing in campus housing. Disciplinary action may include written warning, disciplinary probation, monetary fines, referrals for counseling, campus community service, room reassignment, disciplinary suspension from campus housing and/or Casper College. Casper College, by administrative action and giving not less than 24 hours notice, can revoke this agreement and require students to leave the residence halls for one or more of the following causes. Any student found to have committed the following misconduct is subject to the disciplinary sanction outlined above.

1. Failure to make payment of charges as required by the Residence Hall Agreement - Contract and the Terms and Conditions of Occupancy.
2. Use, possession or distribution of alcoholic beverages or public intoxication. Possession and/or display of full or empty alcoholic beverage containers.
3. Manufacture, use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
4. Possession and/or use of weapons) including but not limited to paintball, pellet, bb, air guns), firearms, ammunition, fireworks, firecrackers, dangerous chemicals, flammable or combustible substances.
5. Conduct which is disorderly, lewd, or indecent; breach of peace on the college premises or at functions sponsored by the college.
6. Possession or harboring of pets and/or animals of **any kind**.
7. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
8. Assault, sexual assault, fighting, physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
9. Failure to comply with the direction of housing staff employees, college officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested.
10. Failure to obey the summons of a college judicial body or college official.

11. Failure to observe published campus policies including parking, smoking, sexual harassment, and racial discrimination. Failure to comply with any other policies or rules instituted by the residence hall staff.
12. Behavior in campus housing indicating that the student is not able to adjust to the requirements of group living. Failure to respect the rights of others living in campus housing community.
13. Smoking is not permitted anywhere within campus housing.
14. Restrooms are intended for single sex use as designated by the signs on the door, unless otherwise indicated as a public restroom.

### **Disqualifying Factors**

Casper College does not permit persons who are required to register as sex offenders or major offenders under the laws of any state or nation to reside in any College-owned or leased residence hall, apartment or other housing facility ("College housing"). Any person requesting to live in College housing must disclose any such registration requirement. Failure to disclose will result in involuntary removal from College housing and forfeiture of any deposit or fees paid for housing.

The College reserves the right on a case-by-case basis to deny the request of any person to reside in College housing or to involuntarily remove any person already admitted to College housing due to the conviction of any felony or misdemeanor offense which, in the judgment of the College, indicates that the person who has been convicted of such an offense has the potential to disrupt the normal functioning of College housing, engage in conduct that may endanger the health or safety of any person residing in College housing, including self, or otherwise negatively impact the residential community.

The College reserves the right on a case-by-case basis to deny the request of any person to reside in College housing or to involuntarily remove any person already admitted to College housing due to disciplinary infractions brought against the person by any educational institution or other entity of which the College is made aware when such disciplinary infractions indicate a propensity for the person to engage in disruptive or dangerous activities, alcohol or drug possession, defiance of housing or other staff or any other reason considered, in the opinion of the College, to be significant enough to endanger the health or safety of any person residing in College housing, including self, or otherwise negatively impact the residential community.

The decision of whether or not to deny the request for College housing or remove any person already admitted to College housing and the seriousness of the felony or misdemeanor offense or educational institution disciplinary infraction upon which such decision is based is at the sole discretion of the College and is not subject to appeal.

### **Use of Residence Hall Facilities**

Student rooms and the furnishings provided therein are to be used in the manner for which they were designed. **Casper College property, including room and lounge area furnishings may NOT be taken from Wheeler Terrace.** Window screens are to be kept in place on the windows at all times. There will be a fine of \$10 for removal of window screens at anytime during the summer. There will be a fine of \$50 if any part of the bed frame is disassembled at any time during the summer. These fines will be deducted from the student's damage deposit. Casper College reserves the right to enter and inspect residence hall rooms at any time when necessary to protect and maintain the property of Casper College or the safety of its residents, and whenever necessary, to aid in the basic responsibility of Casper College regarding discipline and maintenance of an educational atmosphere.

The facilities of each hall are reserved for the use of residents and their guests. Unescorted visitors, no matter whether they are students or non-students, are not permitted to use any of the facilities without authorization from the Area Coordinator. Residents who use the housing facilities for purposes that are illegal may be subject to disciplinary action, including eviction from the hall.

### Responsibility for Damage in Common Areas

Casper College expects depreciation through normal usage. Students in individual floor section units will be liable for damage above normal wear and tear to public areas in their particular floor section under the following conditions:

- That the damage cannot be assigned as the responsibility of identified persons;
- There is reason to believe that responsibility for the damage lies among the residents of that particular floor section. Damage that cannot be assigned to a particular person or floor section will be assigned to the entire wing.

### Electrical Equipment & Cooking Appliances

Because of the fire hazard involved, hot plates, space heaters, sun lamps, hamburger cookers, toaster ovens, and all other electrical equipment with open coils are not permitted.

Residents may use small electrical appliances and equipment in their rooms. All appliances must be UL (Underwriter Laboratory) approved

### Refrigerators/Microwave Ovens

Refrigerators are provided in each apartment. Refrigerators must be operated and maintained in full compliance with safety and sanitary standards. Cleaning should involve particular attention to eliminate mold growth. Casper College will not assume any liability for malfunction, damage to refrigerators, or spoilage of food, for any reason, including power failure. Other food kept in the room must be in airtight containers.

Microwave ovens are permitted in the Wheeler Terrace apartments.

### Pets

Because of certain problems (noise, allergic reactions, sanitation, inhumanness) inherent in keeping pets in or around the apartments, **no pets, or animals of any kind, with the exception of fish, may be brought into the apartments for any purpose.** Residents who persist in bringing pets into/or harboring them in the apartments will have their Residence Hall Agreement terminated.

### Candles/Incense

Because of the potential fire hazard, candles may not be burned in the residence halls. Incense may not be burned in the residence halls because of the potential fire hazard and the allergic reaction of other residents.

***Smoking is not permitted in any public area within the residence halls, including lobbies, balconies, hallways, bathrooms, stairways, or laundry rooms. Electric cigarettes are not allowed in Campus Housing.***

### Personal Property Liability

Neither Casper College nor its officers, agents, or employees are liable for the loss, theft, disappearance, damage or destruction at any time or in any place of any property belonging to, used by, or in the custody of, any resident or guest, no matter where such property is normally kept, used or stored. Students should consider the purchase of insurance to cover loss or damage of personal property, or the extension of parents' insurance for this purpose. Residents are urged to mark all personal items with permanent identification, avoid leaving valuables and large sums of money in unattended rooms, and to lock rooms during any absence. All losses should be reported immediately to the Area Coordinator or Campus Security.

Any problems with door locks should be reported to the hall staff.

### Guests

This agreement is for the applicant only. No part of this agreement is transferable to any other party. All residence complexes have 24-hour visitation by the residents of campus housing. Residents are welcome to host guests (someone who is not a residential student) between the

hours of 9 a.m. and 11 p.m. Sunday – Thursday. Guests cannot be under the age of 18 unless they are an immediate blood relative of the resident.

24-hour guest visitation is effective from 9 a.m. Friday – 11 p.m. Sunday; with the following requirements:

- A resident is allowed to sign in one guest per night.
- A resident must sign in their guest no later than 11 p.m. in order for the guest to remain in the building after this time.
- Roommate consent (if applicable) must be received by the housing department prior to the guest being allowed to sign in.

During finals week and holiday breaks, guests are NOT allowed in the hall.

Frequent visits from same sex or opposite sex friends must be moderated by consideration of the community and the needs of the floor. The housing staff has the responsibility for determining if a visitation situation is not in the best interest of the floor or the community at large. Failure to comply with reasonable requests in this area may result in charges under the Residence Hall Terms and Conditions.

### **Alcohol**

Casper College is a dry campus, **no alcohol** is allowed anywhere on campus. Residents may not have full partially consumed or empty alcohol containers in their rooms or vehicles. Housing takes a strict stand on the enforcement of this policy. **Any people who are in the room where an alcohol violation has occurred will be found in violation of this policy, regardless if consuming alcohol or not.**

First time offenders are subject to a \$100 fine, community service, a one-time alcohol education class, and /or any other discipline the Area Coordinator deems necessary.

Second time offenders are subject to a \$250 fine, community service, a one-time alcohol education class, and/or any other discipline the Area Coordinator deems necessary.

**Third time offenders will have their contract terminated and be asked to leave the residence halls.**

**Alcohol offenses resulting in personal health and safety issues, as well as 2<sup>nd</sup> offenses will result in parent/guardian notification.**

### **Accident Reporting**

If you are involved in a vehicle or personal injury accident on campus, report the accident immediately to the Campus Security Department [268-2688]. The responding officer will take a report and summon necessary medical or law enforcement personnel. The officer's report will include identifying information on all persons involved in the accident, a description of the event surrounding the accident, statements of information provided by all accident participants and witnesses, and actions taken by the responding officer.