

This agreement, including all Addendums (“Contract” or “Housing Contract”) is effective when signed. Its terms and conditions are applicable to all Reed College housing, including the use of any shared space within Reed College housing, and are not limited to a specific room. This Contract is effective for a full academic year, unless terminated earlier, subject to availability of Reed College housing and the terms and conditions listed below. This Contract provides housing for:

Fall semester 2024 (new incoming students):                      Monday, August 26, 2024\* – December 20, 2024

Fall semester 2024 (returning students):                              Friday, August 30, 2024\* – December 20, 2024

Spring semester 2025 (all students):                                      Friday, January 17, 2025\* – Tuesday, May 20, 2025

\*If a student is approved by Residence Life to move in earlier in August than the above date, the ` 1

The Honor Principle applies to this Contract in two ways:

1. Residents' and their guests' conduct should demonstrate respect for other individuals and for the community as a whole, and not cause any unnecessary



Egregious or repeated conduct that threatens the safety of the resident, the College's property, community members, or community members' property;  
Evidence of illegal drug possession, manufacturing, distribution, or use in Reed College housing, entryways, or external housing structures and/or multiple violations of the College's Alcohol and Other Drug ("AOD") Policy;  
Repeated violations of the Residence Life smoking policy detailed in this Contract;  
Repeated instances of disruptive behavior (including noise) in Reed College housing; or  
Incidents of non-cooperation with Community Safety or Residence Life staff.

In cases where the possibility of an Administrative Termination is imminent, notice to the affected resident that action affecting their Housing Contract is being considered typically will be attempted. The Dean of Students or their designee may invite the resident to discuss the matter. Should the College administratively terminate a Housing Contract, residents typically will be provided with notice in writing and/or in person. This notification is intended to inform the resident of the basis for the Housing Contract termination and provide a timeline within which to vacate Reed College housing.

Administrative Termination may also result on a case-by-case basis if the protection of health or safety of the resident or others warrants termination.

In the event the conduct or behavior of a resident is of a serious nature and warrants immediate action, the Vice President for Student Life or their designee may issue a notice to vacate immediately and/or temporarily prohibit the resident from entering Reed College housing and/or the campus. The notice to vacate or exclusion may remain in effect until a Judicial and/or Title IX Board honor case is concluded (if a case is brought to a hearing board) or the Vice President for Student Life or their designee determines to lift the restrictions or administratively terminate the resident's Housing Contract.

Within 24 hours of the issuance of a notice to vacate, the resident may [appeal](#) the decision to terminate a Housing Contract by providing any additional information they believe may have bearing on the situation.

: The College shall not be liable for terminating a Housing Contract or for any failure or delay or modification in performance of its obligations under this Contract arising out of or caused, directly or indirectly, by circumstances beyond its reasonable control, including, without limitation: to protect the health or safety of the resident or others; acts of God; earthquakes; fires; floods; nuclear catastrophe; wars; civil or military disturbances; acts of terrorism; sabotage; strikes; epidemics; pandemics; public health concerns; riots; power failures; accidents; labor disputes; local, state or federal government action, direction, guidance, or order; or inability to obtain labor, material, equipment, or transportation.

If a resident's Housing Contract is terminated for any of the reasons outlined above, the College uses the following guidelines in determining a refund, less any sums owed for damages, keys, violations, or other charges:

a) In the case of termination of a Housing Contract due to exceptional circumstances, including but not limited to emergency termination, medical leave, withdrawal



beyond normal wear and tear when they vacate housing. Residents are also liable for any accidental damage to their room that results from personal items brought into the room. Residents will be informed by email of any damages fines they are being charged for and will be given a timeline during which they can contest the fine by responding to Residence Life staff with additional information.

Residents are not allowed to remove furniture from their living space at any time. If a resident moves furniture, the resident must return it to the original

an effort to minimize the impact on residents, facilities conducts these tests during Winter Break. During the process trained technicians individually test and trigger all fire safety devices. These include the devices in resident's rooms. Notification is sent out to those residents who are staying during winter break.

The burning of any material, including candles and incense, is prohibited. Residents found burning substances in Reed College housing or misusing or tampering with fire safety equipment (including covering smoke detectors, the removal of smoke detectors, or door closures) may be fined \$100 per incident and/or required to complete residence hall-specific community service or a topic-specific community program. For incidents of misusing or tampering with fire safety equipment in common spaces, each resident in the building may be fined \$100 per incident. The College's AOD Policy also defines tampering with smoke detectors as a serious AOD violation and residents may be held accountable to the AOD Policy in addition to the Housing Contract. Hanging objects from fire sprinkler pipes or blocking sprinkler heads is prohibited. Depending on the severity or frequency of the violation, further action may also occur, including, but not limited to, the honor process or Administrative Termination of the Housing Contract.

Prohibited

Residents and their guests must vacate Reed College housing in the event of a fire alarm. Failure to do so may result in a fine and/or administrative action. The College performs several emergency drills each year and residents are expected to comply with any instructions or notifications associated with those drills.

Residents are responsible for maintaining the condition of their living spaces and cleaning them regularly. Residents who reside in Reed College housing agree to cooperate with College staff when room repairs, maintenance, painting, pest control, and/or cleanings are required. For planned projects of this nature, residents will be given notice and are expected to comply with instructions. The College will generally make reasonable attempts to inform the resident of the potential consequences of noncompliance and reserves the right to administratively terminate a Housing Contract in extreme circumstances such as, for example, repeated failure to cooperate with College staff to allow necessary maintenance, cleaning,



appropriate non-profit organization. Bikes should not be stored in common spaces or in hallways within the residence halls. Bikes found in these areas may be removed by Community Safety.

Abandoned bikes will be removed from campus bike storage (both indoor and outdoor) by Community Safety. A bike is considered abandoned if it has been left unattended in the same location for an extended period of time, is missing parts, or is registered to a student who is no longer registered with the College. Bikes believed to be abandoned will be tagged with a red information tag. If the owner of the bike does not follow instructions on the tag and contact Community Safety within seven days, the bike will be impounded. Community Safety will hold impounded bikes for 60 days. After that time, the bike will be donated.

The College does not assume responsibility for and is not liable for any loss or damage to personal property in residents' rooms, public areas, shared or common areas, or elsewhere. Residents are solely responsible for locking their rooms and safeguarding their personal property and the property of their guests. Residents are liable for any loss or damage to their personal property and the property of their guests. Each resident agrees to pay for any and all damages to the residence halls willfully or negligently caused by the resident or the resident's guests. Residents are encouraged to work with their families to verify if they may be covered by an existing homeowner's policy or other family personal property insurance or may wish to purchase and carry private property insurance to protect their property against loss or damage. The College does not offer any such insurance.

In accordance with the Reed College [Animal Policy](#), Service Animals are animals individually trained to do work or perform tasks for the benefit of an individual with a disability (e.g., guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, pulling a wheelchair, or fetching dropped items). Service Animals are permitted to accompany persons with disabilities in all areas of Reed's facilities, including in Reed College housing, where students, members of the public, and other participants in services, programs, and activities are allowed. Service Animals should be controlled with a leash, harness, voice, signals, or other effective means. Service animals must be accompanied by the handler or in the student's private room - it may not be left unsupervised in common spaces.

Residents with service animals are encouraged to meet with their AC for an intake meeting regarding general expectations and guidelines of the animal residing in Reed College housing. Service Animals must be removed from the living space during break periods. Complaints about disruption or animal care may result in the removal of the Service Animal from College housing, fines for additional cleaning by College staff, and/or disciplinary action.

As defined by the [Animal Policy](#), Support Animals include emotional support animals or therapy animals that mitigate one or more identified symptoms or effects associated with a handler's or owner's disability by providing emotional support, well-being, or comfort. Residents with appropriate documentation of a disability requiring the use of a support animal must work with Disability & Accessibility Resources ("DAR") regarding their disability-related housing accommodation requests. A resident must have a housing accommodations letter from DAR for the support animal it resides in Reed College housing. If a resident does not have a DAR

accommodation letter for their support animal, the resident may be asked to remove the animal from Reed College housing and may be subject to a fine.

The resident is generally expected to meet with their AC for an intake meeting regarding general expectations of and guidelines for the animal residing in Reed College housing the animal is on campus. If the resident does not respond to staff requests to meet or has not made time to meet with staff within two weeks of the initial meeting request, staff may request that the animal be removed from campus housing until the meeting has occurred. ESAs must be removed from the living space during break periods. Complaints

Smell of smoke in or near the living space

Ashes in or near the living space

Remnants of smoking (such as cigarette butts) in or within proximity to the living space or balcony

Tampering with or obstruction of smoke

Residence Life staff may be considered disruptive behavior and could result in Administrative Termination of the Housing Contract and/or initiation of the honor process.

The rights of one's floormates or roommates to sleep and study must be respected at all times. Occasional overnight guests are permitted in a resident's living space with the consent of the roommate(s), if any, for a total of 14 days during each semester. A guest is defined as any person other than the official occupant of the room. Residents who wish to have a guest stay with them for more than two consecutive evenings must inform their HA about the guest and expected time and duration of the visit. Residents are responsible for ensuring that their guests know and comply with College policies and guidelines, and Housing Contract regulations, including its Addendums; should be present while their guest is visiting; and are responsible for their guest's actions and behaviors. Failure to comply with these requirements may result in action. The guest policy is applicable in all campus housing, including apartments.

The College retains the right to adopt additional guidelines and addendums, including but not limited to guidelines implemented for purposes of ensuring the safety, wellbeing and convenience of the Resident and others during the specified contract period. Residents are generally informed of such updates or modifications through email. Residents are expected to comply with such additional guidelines and Addendums, which are incorporated into this Contract.

Revised March 2024