MORGAN STATE UNIVERSITY
THE OFFICE OF RESIDENCE LIFE & HOUSING
RESIDENCE HALL AGREEMENT

Morgan State University offers the student, and (if required) his/her parent, guardian, or other guarantor, a space in University Housing, and a meal plan for a full academic year upon Residence Life’s receipt of this Agreement. I remain obligated to pay established fees for the full academic year unless “Release from Agreement” procedures are completed and approved by The Office of Residence Life & Housing. This offer is revocable by Morgan State University unless acceptance is received in The Office of Residence Life & Housing and spaces are available. I understand that Application Fee is non-refundable. By signing this document, I have read the back and front of this agreement and accept this offer under the terms stated.

PLEASE READ THE ENTIRE AGREEMENT BEFORE SIGNING!

MORGAN STATE UNIVERSITY IS SMOKE FREE UNIVERSITY. AS SUCH, SMOKING IS NOT PERMITTED IN ANY OF THE BUILDINGS ON THE CAMPUS, INCLUDING THE RESIDENCE HALLS AND THE RESIDENTIAL ROOMS.
The Residence Halls

Thurgood Marshall Complex  CO-ED Upper Class
Marble Hall Gardens  CO-ED Upper Class
Baldwin Hall  Male All Classes
Blount Towers  Female All Classes
Cummings House  Male All Classes
Harper House  Female Honors
Rawlings Hall  Male All Classes
O’Connell Hall  Male All Classes
Thuman House  Male Honors

INSTRUCTIONS
You are advised to read this document in its entirety as it is legally binding. Your signature on this document is a commitment legally and financially to reside in one of the residence halls for a year. Sign and date the section of this Agreement above. (If you are under 18 years of age, your Agreement must bear the signature of a parent/legal guardian.)

TERMS AND CONDITIONS OF ON CAMPUS HOUSING AND DINING SERVICES

1. PARAMETERS OF THE AGREEMENT

A. ELIGIBILITY
1. Individuals must be in proper academic and disciplinary standing as defined by the University. Established procedures, regulations and deadlines may be found within the Class Schedule Booklet and University Catalog. Undergraduate students, who are properly registered at Morgan State University, have priority for available spaces in residence halls.
2. Enrolled graduate students at Morgan State University may be housed on a space available basis with the approval of the Office of Residence Life & Housing.

B. LIABILITY
The University cannot and does not assume responsibility for personal accident, injury, or illness sustained by residents, guests or visitors, or the damage, theft, or loss of personal property. The student (or parent of a minor) who signs this Agreement hereby releases the University, its officers, agents, and employees from liability on account of any accident, injury, illness, property damage, theft or loss. The University strongly recommends that students obtain private insurance against such harm or loss.

C. OCCUPANCY PERIODS
1. Student occupancy is allowed, under normal circumstances, from the date of check-in, specified with Residence Life’s notification of assignment, through 5pm of the last scheduled day of each semester’s final exams, or within 24 hours of the last final exam, whichever comes first. The student must leave his/her assigned space prior to the date and times established for hall closing, and may not reenter any campus residence hall during University recess or after the end of the specified occupancy period unless given written permission from Residence Life.
2. Break Housing and Dining
(a) Residence and dining services may be provided on a limited basis in specific residence halls when the University is closed or classes are not in session. When break housing and dining are available, they will be provided at an extra charge. Students who desire break housing must receive written permission from Residence Life and agree to all terms and conditions specified by Residence Life and Dining Services for break housing and dining.
(b) Each student (with granted permission form the Director of Residence Life or his/her designees), at his/her own risk, can choose to leave personal property in his/her assigned space during the Christmas or any other recess period when classes are not in session. Any student interested in leaving personal property in his/her assigned space during the Christmas or any other recess period when classes are not in session is required to sign a waiver from Residence Life and/or their respective Resident Director in their residence hall releasing the University from any damage, loss, or theft to their personal property. Waiver Forms are given by Residence Life and no other department or individual. Personal waivers or documents releasing the University from damage, theft, and/or loss cannot and will not be accepted/honored. Failure for a student to sign the waiver only releases the University from the financial responsibility of personal property theft, loss, and/or damage but also may result in violation of residence hall policy; and in some cases, charges may be assessed to the student for unreflected leaving property in the residence halls off an official residence life waiver. Additionally, the University still strongly encourages the resident to remove valuable personal property when leaving the residence halls during the recess period.

D. FEES AND PAYMENT
(a) The full cost of tuition, fees, room, and board is due in the Bursar’s Office on or before the payment deadline established by the Bursar’s Office.
(b) Room assignments will be dropped for those students who fail to pay in full or make satisfactory financial arrangements for tuition, fees, room, and board with the Bursar’s Office by the payment deadline.
(c) Payment for room and board, applications fees or charges only, is not acceptable and does not guarantee a reserved space for housing.

E. DINING PLAN REQUIRED
1. All students residing in the residence halls MUST purchase one of the following dining plans:
   * Ten Meal Plan- Thurgood Marshall residents only
   * Nine Meal Plan- All Residents
   * Nineteen Meal Plan- All Residents
   * Maximum number of meals per week

2. Break Housing and Dining
   Students residing in marble Hall Gardens are not required to have a meal plan. For further information you can contact the Business & Auxiliary Services Office, Montello D-201, ext. 3065.

II. UNIVERSITY SERVICES
The University will provide the following services on a continual basis, although interruption may be necessitated by an act of God or an order of a University/Civil authority, limited or restricted control or availability of resources as determined by the University, maintenance activities or other conditions that is reasonably beyond administrative control. Services are provided in accordance with standards and levels of services determined by the University. It is the expectation of the University that services will be available and uninterrupted and that any disruption of services vital to the health and safety of students will be restored within a reasonable amount of time. The residence, dining, and telecommunications facilities are provided as services to students and a unique to the University environment. Therefore, the relationship between the student and the University is not a landlord/tenant relationship; rather this Agreement is a license to use certain facilities for a particular period of time.

A. RESIDENCE LIFE
1. The resident shall conduct himself/herself in a manner which promotes a courteous, safe, and secure residence and dining environment. The resident understands that his/her behavior should be conducive to the pursuit of academic goals, as well as individual environment. The resident agrees to the following:
   (a) Avoid disturbing other residents or visitors to the Residence Halls.
   (b) Not allow others to disturb other residents.
   (c) Not allow others to gather in public areas.

2. Personal Property
   (a) The University will make an attempt to work with the leasing company to ensure that any malfunctioning hardware is replaced.

3. Utilities
   The University will provide heat, water, electricity, and waste disposal services.

4. Break Housing and Dining
   The University will remove trash from designated areas and will clean common hallways, floor lounges, public areas, and bathrooms (except those located in resident apartments or suites on a scheduled basis).

5. Break Housing and Dining
   (a) The University will provide to the resident: one bed, one mattress, one desk, one wardrobe/closet, one dresser, and one chair.
   (b) The University will provide each resident room with a window shade or blinds, window screen, and a smoke detector.

6. Repairs
   The University will make all repairs and perform maintenance in the residence hall and the resident’s room with authorized personnel. Repairs to the room or University furnishings will occur upon request or in accordance with routine schedules. Repairs and maintenance activities shall be conducted under a system or priority scheduling. All repairs made in University leased housing are the responsibility of the leasing company. Although University will make an attempt to work with the leasing company to ensure that all repairs are made in a timely and satisfactory manner; the University cannot and will not assume responsibility for failure of the leasing company to make any or all repairs while residing in University leased housing.

B. TERMS SUBJECT TO CHANGE
Not withstanding any other part of this Agreement, the Departments of Residence Life and Business Services, and Morgan State University reserves the exclusive right to limit the number of meal credits. For further information you can contact the Business & Auxiliary Services Office, Montello D-201, ext. 3065.

III. RESPONSIBILITIES OF STUDENTS IN RESIDENCE AND DINING HALLS
A. Care of Residence and Dining Facilities
   Solicits and accepts responsibility and agrees to be held accountable for his/her actions, for the actions of his/her guest(s), and for proper use and care of the residence and dining facilities, assigned space, common areas, and University property. The resident also agrees to report promptly any interruptions of service or needed repairs.

B. Conduct
   1. The resident shall conduct himself/herself in a manner which promotes a courteous, safe, and secure residence and dining environment. The resident understands that his/her behavior should be conducive to the pursuit of academic goals, as well as individual and community development and wellness.
   2. The resident shall ensure that his/her roommate(s) have access to an equitable use of the assigned space.
   3. The resident agrees to familiarize himself/herself with and abide by the rules, regulations, policies, and procedures established by Residence Life and Dining Services as published in the Residence Hall Rules, regulations, policies Handbook, and University Catalog as amended from time to time, are hereby incorporated by reference into this Agreement.
   4. Rules and regulations are intended to promote the safety and well-being of residents. They include but are not limited to prohibitions against: unauthorized equipment; cooking elements; flammable materials; weapons and fire crackers; unauthorized modifications of assigned space; pets; duplication and transfer of University keys; disruptive/destructive behavior, such as intimidation or harassment which threatens the property, safety, security, health, or well-being of others; improper use of fire/safety systems; or any other act or omission which violates University policy.
   5. Utilities
      The University will provide heat, water, electricity, and waste disposal services.
      The University will remove trash from designated areas and will clean common hallways, floor lounges, public areas, and bathrooms (except those located in resident apartments or suites on a scheduled basis).
      The University will make all repairs and perform maintenance in the residence hall and the resident’s room with authorized personnel. Repairs to the room or University furnishings will occur upon request or in accordance with routine schedules. Repairs and maintenance activities shall be conducted under a system or priority scheduling. All repairs made in University leased housing are the responsibility of the leasing company. Although University will make an attempt to work with the leasing company to ensure that all repairs are made in a timely and satisfactory manner; the University cannot and will not assume responsibility for failure of the leasing company to make any or all repairs while residing in University leased housing.

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or building security equipment; and threats to or interference with University staff in the performance of their duties. Violation of rules and regulations can constitute grounds for termination of Agreement.

5. When it is determined by Residence Life and other appropriate University officials that a student has violated State or federal laws and/or University rules or regulations, and/or when such conduct indicated that the student constitutes a threat to the safety, health, or well-being of the community members or of himself/herself, disciplinary and/or administrative action, including termination of this Agreement, may be taken.

6. Prohibited Conduct: Alcohol and or Drug Violation:

(a) Consumption or possession of alcohol on University premises.
(b) Unauthorized distribution or possession for purposes of distribution of any controlled dangerous substance or illegal drug.
(c) Use or possession of any controlled dangerous substance or illegal drug.
(d) Any other violation of the Morgan State University Alcohol And Drug Policy.

C. Use of/Change of Assigned Space

1. The resident agrees that a change of assignment may be made only with the written approval of Residence Life in accordance with established room change procedures. Requests which are based upon consideration of race, color, religion or national origin cannot be honored.

2. The resident agrees: (a) to live in only the space to which he/she has been officially assigned; (b) not to sublet or other wise use or permit the use of the assigned space; residence hall common sell, solicitation or conduct a business enterprise therein without the written permission of the Director of Residence Life.

3. If a vacancy occurs in the assigned room, the remaining resident(s) agrees to the University to reallocate the vacancy to another student in that space.

4. When vacating an assigned space, the resident must complete established check-out procedures as stated in Residence Life’s Policies, Rules and Regulations:

B. Guests

An overnight guest of the same gender may stay in the assigned space of a resident only with concurrence of the roommate and the approval of the Resident Director, for a maximum of 3 consecutive nights. The resident assumes responsibility for the action of his/her guests(s). The University prohibits guests from eating in the Dining Services facility on a cash basis. Guests must abide by all University, Residence Life, and Dining Services regulations.

E. Safety and Security

The University does not guarantee the safety and security of a resident in its resident halls and dining areas, and disclaims and risks of injury or loss to a resident occurring therein. The resident agrees to take primary responsibility for his/her residence and dining communities. The University’s Residence Life and Dining Services Department will work cooperatively with residents to promote a safe and secure environment. The resident agrees to read and abide by security policies and pre cautions stated in residence Halls Rules, Regulations, and Policies Handbook and in other University publications.

IV. ADMINISTRATIVE PROCEDURES

A. Residence Hall Entry, Inspections, and Property Removal

1. The University reserves the right to enter rooms for purposes of:

(a) improvements; (b) inspection and maintenance; (c) recovery of University/State owned property which is not authorized for use in the assigned space; (d) fire and safety inspection; and (e) actions necessary to ensure the safety, health, and general welfare of the resident or others and/or the protection of University of student property.

2. A resident’s request for maintenance or repair constitutes his/her consent for room entry. While entry without notice may be necessary, attempts will be made to provide prior notification whenever reasonable.

3. The University reserves the right to remove and dispose of any personal property remaining unclaimed in a room following: (a) termination or expiration of this Agreement, (b) the resident’s separation by/from the University; and/or (c) the date the resident officially checks out of the room. A charge for costs incurred by such removal be assessed to the resident.

B. Review of Housing and Dining Status

1. When it is determined that a resident has violated a term of this Agreement of any other Residence Life, Dining Services, or University rule, regulation or procedure, he/she is subject to: (a) administrative procedures and actions as defined in Residence Life’s Policies, Rules and Regulations, (www.morgan.edu/administration/staff_affairs/office_of_residence_life_policies/rules_and_regulations.html); (b) disciplinary procedures and action defined in the Code of Student Conduct (http://www.morgan.edu/current_students/code_of_student_conduct.html); and/or financial responsibility for any damage, theft, or loss to the Office of Residence Life.

2. When an allegation or violation of a rule, regulation or procedure is received and the established review process to terminate the Agreement Residence Life’s Policies, Rules and Regulations, (www.morgan.edu/administration/staff_affairs/office_of_residence_life_policies/rules_and_regulations.html) is initiated, the resident will be provided the following procedural safeguards: (a) notification of the specific violation, the alleged time of commission of the violation; the date of the meeting; and the specific time and place of the meeting; (b) an opportunity to be heard at the meeting; and (c) a written decision summarizing the charges, findings, and the decision of the hearing panel.

3. The Director of Residence Life or designee may temporarily suspend a student from residence halls and the Director of Dining Services or designee may temporarily suspend dining privileges, pending administrative and/or disciplinary actions, when, in the judgment of the respective Director or designee, the student constitutes a threat to himself/herself and/or the community.

C. Liability for Damages and Rules

1. The student will be assessed charges for damages, loss, or special service due to misuse or abuse of his/her assigned space and the state property that he/she damages. Additionally, the student can be charged if applicable for violation of policies regarding check-in and check-out of the residential facilities. When the assigned residence hall space is shared, and when the responsible student(s) fails to assume responsibility, an equal portion of the charges will assessed to each occupant.

2. Individual(s) identified as being responsible for damages, theft, or special service (whether intentional or negligent) in common areas of the residential facilities will be assessed the cost repair, replacement or restoration.

D. Release From Agreement

1. Prior to claiming services:

(a) University will release an Application Fee.

2. When Residence Life and/or Dining Services terminate the Agreement because the resident has violated the housing or dining agreement, or do not renew the Agreement because the resident has not secured release from this Agreement because the resident has violated the housing or dining agreement, or do not renew the Agreement because of any other violation of the Morgan State University Alcohol And Drug Policy.

G. Adjustment to Accounts Policy

When individual fails to properly claim the assigned space and has not secured release from this Agreement prior to the deadline for prior to services being claimed, the student must sign and submit this Agreement because the resident has violated the housing or dining agreement, or do not renew the Agreement because of any other violation of the Morgan State University Alcohol And Drug Policy.

H. Confirmation of Agreement

1. No part of the charges for room and board is refundable unless the student officially withdraws from the University, and is given permission by the proper officials of the University to move from the residence hall and/or discontinue dining hall privileges. Please refer to the University’s Catalog for complete details regarding the adjustment policy from and board.

2. When Residence Life and/or Dining Services terminate the Agreement because the resident has violated the housing or dining in rules and/or the Code of Student Conduct (http://www.morgan.edu/current_students/code_of_student_conduct.html), the resident may be responsible for payment of the entire room and dining charges for that semester and/or year respectively.

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3. The Director of Residence Life or designee may temporarily suspend a student from residence halls and the Director of Dining Services or designee may temporarily suspend dining privileges, pending administrative and/or disciplinary actions, when, in the judgment of the respective Director or designee, the student constitutes a threat to himself/herself and/or the person or property of another.

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2. A resident’s request for maintenance or repair constitutes his/her consent for room entry. While entry without notice may be
until he/she has been provided a confirmation of residence and
dining services and/or a notification of room assignment.
(b) Residence Life reserves the right to make changes to this
Agreement as deemed necessary.

1. How Assignments Are Made
Residence Life’s assignment policy assigns new students to
vacancies remaining after returning residents have chosen rooms.
When possible, room assignments will be made in accordance with
the student’s preferences. Preferences however are not guaranteed.
Assignments are on a first come first serve basis on space
availability.

(a) Marble Hall Gardens Leasing Period
The leasing period for Marble Hall Gardens begins the Saturday
prior to the start of the Fall Semester and ends on June 1. Residents
of Marble Hall Gardens are required to submit a housing
application for each new leasing period for which they intend to
reside in the complex. Those who do not submit a housing
application for the new leasing period by the deadline established
by The Office of Residence Life & Housing will be reassigned to
another off campus or on campus assignment.

2. Special Assignments Needs Requests
In order to ensure that attention in the assignments process is given
to students with special needs, these students are required to attach
to the Agreement a written description or document of any visual,
mobility, or hearing impairment; physical or emotional disabilities
or dysfunctions; or other medical condition(s) which would explain
their need for special housing consideration. For more information,
please contact the Residence Life Office and Housing.

3. Cancellation Schedule
The Housing Contract Release Form must be downloaded and
submitted to The Office of Residence Life if you intend to cancel
your housing application. The Cancellation Policy is based upon
the following submission dates.

(a) Cancellations for Fall Semester Housing
Submitted through August 1st will receive a $500.00 penalty;
Submitted after August 1st through the first day of classes will
receive a 20% penalty of the room and board charge; Submitted
after the first day of classes through midterms will receive a 20% penalty of the room and board charge; Submitted after midterms will not receive
a refund of room and board charges.
(b) Cancellations for Spring Semester Housing
Submitted January 5th through the first day of classes will receive a 20% penalty of the room and board charge; Submitted after January 5th through midterms will receive a 20% penalty of the room and board charge; Submitted after midterms will receive proration of
the room and board charges.
(c) Cancellations with Withdrawal (Fall and Spring Semesters)
Submitted through August 1st or January 5th will receive a $500.00 penalty;
Submitted after August 1st through the first day of classes will receive a 20% penalty of the room and board charge; Submitted after the
first day of classes through midterms will receive a 20% penalty of the room and board charge; Submitted after midterms will receive proration of
the room and board charges.
(d) Cancellations for Summer Semesters
The cancellation request must be submitted to our office 48 hours
to prior to official close of the University (spring semester) for
which housing was requested. No refund will be given for
cancellations submitted after the start of the session for which
housing is requested.

Questions?
Please call us at 443-885-3217 or visit
http://www.morgan.edu/Administration/Student_Affairs/Office_of
Residence_Life.html if you have any questions about living in the
Residence Halls or regarding this Agreement. Hours are weekdays,
8:00am-5:00pm.