

The Gruenhagen Conference Center/University of Wisconsin Oshkosh Housing Contract Wisconsin Technical College System School or University of Wisconsin Colleges

Introduction: The purpose of this document is to establish the terms and conditions of occupancy in The Gruenhagen Conference Center. When the signed contract is returned, along with the \$50.00 deposit, a binding contract is established between the Resident and The Gruenhagen Conference Center.

1. **Residency Requirement:** Resident must be currently enrolled as student at a Wisconsin Technical College Systems School or University of Wisconsin Colleges Institution. *If you are a University of Wisconsin Oshkosh student you must follow the rules and regulations of the Board of Regents' Housing Policy.*
2. **Contract Term:** Resident is only required to stay for one semester, which consists of three consecutive months.
3. **University Agreement:** The Gruenhagen Conference Center agrees to furnish the Resident with housing as provided under the terms and conditions herein stated and as described in the Community Rights and Responsibilities Handbook. This handbook is given to each Resident when he/she moves into The Gruenhagen Conference Center.
4. **Resident Agreement:** The Resident agrees to make payment of all fees specified in the Rates and Payment Section of this contract and to observe all rules and regulations of The Gruenhagen Conference Center and the Department of Residence Life, which are, by reference, a part of this contract. The Resident further agrees to honor the terms and conditions stated in this contract.
5. **Rates and Payments:** The housing rates are determined annually. The Resident agrees to pay the rate of **\$13.00 per night** as established. Payment will be made in accordance with The Gruenhagen Conference Center Payment Policy. (Subject to change).
6. **Payment Policy:** Payment is expected in advance, and Residents have options concerning their payment schedule. Residents may pay for the entire semester, month-by-month, or every two weeks. Payment arrangements will be made as it gets closer to the Resident's check-in date.
7. **Assignment Policy:** The Gruenhagen Conference Center will not discriminate in room assignment based on race, color, religion, sexual orientation, national origin, or ancestry. The Gruenhagen Conference Center will attempt to honor, whenever possible, requests for particular accommodations. The Gruenhagen Conference Center reserves the right to change room assignments and /or consolidate vacancies by requiring residents to move from one accommodation to another. Failure to honor assignment preferences will not void this contract.
8. **Deposit:** A \$50.00 security deposit will be required of all Wisconsin Technical College System Schools and University of Wisconsin Colleges residents. This security deposit is due at the time the Contract is signed, and based on availability, guarantees a housing space. (In the event that a housing space is no longer available, the \$50.00 deposit will be returned immediately.) This deposit will be used in the event that damages are done to your room, common areas in the building, or at the end of your Contract with us, to pay off any remaining unpaid lodging balance. After completion of a proper check-out, resident is eligible to receive a full or partial refund of the deposit, depending on the amount of charges or monies owed. The refund will be in the form of a check and will be mailed to the Resident. The mailing address will be confirmed at the time of check-out.
9. **Termination or Cancellation of Contract:**

By the Resident:

A. Written notice of cancellation needs to be received by The Gruenhagen Conference Center 30 days prior to check-in date; cancellation of Contract will be accepted.

B. After the term of the Contract begins, the Resident may apply to The Gruenhagen Conference Center Director, or his/her designee, for Contract termination under the following circumstances:

1. Loss of student status or withdrawal from their institution.
2. Graduated.
3. Change in marital status (proof of marriage will be required).
4. Unusual and compelling circumstances that, in the judgment of The Gruenhagen Conference Center Director, or his/her designee, entitle the Resident to special consideration.

By The Gruenhagen Conference Center:

- C. The Gruenhagen Conference Center may terminate or temporarily suspend this Contract without notice in the event of a situation that would make continued operation of student housing not feasible.
- D. The Gruenhagen Conference Center may cancel or terminate this Contract if the resident fails to meet the full terms and conditions stated herein or for violations of The Gruenhagen Conference Center and or Residence Hall regulations as stated in the Community Rights and Responsibilities Handbook, which are made part of this contract by reference.

The Resident must be checked out of The Gruenhagen Conference Center within 72 hours from the time of cancellation or termination of Contract.

- 10. Refund and Forfeiture Policies:** By signing this contract, Resident is obligated for the minimum required stay of one semester (three consecutive months). If your status as a student is terminated or if you withdraw from classes, Resident is entitled to a full refund of any rent monies paid in advance, less any damage charges assessed upon your official check-out from the lodging room. If Resident does not withdraw from classes, or status as a student has not been terminated, and Resident chooses to end this contract, Resident is responsible for payment of all rent monies due to fulfill the one semester minimum contract.
- 11. This contract cannot be reassigned by the Resident to another party.**
- 12. Liability:** The Resident agrees to defend, indemnify and hold harmless the Board of Regents of the University of Wisconsin System, and its officers, employees and agents, from any and all liability, including claims, demands, costs, damages and expenses of every kind of description (including death), or damages to persons or property belonging to the Resident, including property which may be lost, stolen or damaged in any way, whenever that may occur on the premises of The Gruenhagen Conference Center.
- 13. Damages and Costs:** The Resident agrees to pay for any damages, lost property, or unnecessary service costs caused by the Resident to The Gruenhagen Conference Center through accident, negligence, or intent. When more than one Resident occupies the same room and responsibility for damages or loss in the room cannot be ascertained by The Gruenhagen Conference Center, the cost of damage or loss will be divided and assessed equally between the Residents of the room. In cases of loss, damage, or unnecessary service costs to common areas of the floor, defined as being those areas not assigned to an individual, the costs of repair, replacement and /or service may be assessed each Resident on a prorated basis. The Gruenhagen Conference Center staff will inventory the condition of the common areas of each floor prior to occupancy of the building. Charges for damage may be appealed in writing to the Director of The Gruenhagen Conference Center.
- 14. Check-in and Check-out:** Upon moving into his/her assigned room, the Resident will receive a Room Condition Inventory (RCI) that he/she will review, sign and return to the GCC front desk within 24-hours of check-in. This RCI will be an accurate and complete record of the contents and condition of the assigned room and will be the basis for room damage charges if assessed. When vacating the room, the Resident agrees to follow established check-out procedures as outlined in the Community Rights and Responsibilities Handbook or as published and distributed, which include removing waste and debris, leaving the room in an acceptable, clean condition, and returning all key(s) room and entrance. Failure to follow established check-out procedures may result in a fee assessment for lock change and/or improper check-out, and damage charges, if applicable. Any personal property left at the end of the Contract term will be removed from the room. If not claimed within 30 days, it will be considered abandoned and disposed of.
- 15. Room Entry:** Authorized personnel of The Gruenhagen Conference Center/University Wisconsin Oshkosh may enter the Resident's room for reasons of health, fire, safety or general welfare, or to make necessary repairs to the room and room equipment. Insofar as possible, advance notification will be given. Each December all rooms will be routinely checked for fire safety infractions with policy violations being noted. Maintenance requests by Residents shall be considered permission to enter. No room will be searched except by appropriate legal agencies with a warrant or with permission of the Resident.
- 16. State and Federal Laws:** The Resident agrees to abide by all state and federal laws, University and residence hall regulations as outlined in the Community Rights and Responsibilities Handbook. Changes in the rules and regulations may be made by The Gruenhagen Conference Center during the term of the Contract. Such changes will be published by placing notices on the Residence floor bulletin boards one week before the changes become effective, unless the health or safety of persons using the facilities may be adversely affected by the delay; then implementation may be immediate.

The Director or Assistant Director of The Gruenhagen Conference Center has the right to administratively remove any Resident upon 24 hour notice, if in their judgment, a Resident's disruptive behavior will have an adverse influence upon the conference center community by his/her continued residence.
- 17. Contract Changes:** Amendments or exceptions may not be made to the terms or conditions of this contract without the agreement and written permission of the Director, Assistant Director, and/or the Desk Manager of The Gruenhagen Conference Center.



The Gruenhagen Conference Center/University of Wisconsin Oshkosh Housing Contract Wisconsin Technical College System School or University of Wisconsin 2 year Colleges Systems

I have read and agree to the terms and conditions of this Contract. I understand this Contract is in effect for the dates listed below. I understand that when this Contract is signed and returned to the Desk Manager at The Gruenhagen Conference Center, along with the \$50.00 security deposit, it becomes a binding Contract between myself and The Gruenhagen Conference Center, and I attest that all information as completed is accurate.

PLEASE PRINT

Name _____

Address _____

Phone Number _____ Cell Phone Number _____

E-Mail Address _____

Student ID Number _____ Gender _____ Birthdate _____

Check in Date _____ Check out Date _____
(No more than 5 calendars days prior to starting classes)

Student Signature _____ Date _____

Signature of Parent or Legal Guardian (if student is under age 18)

Vaccine Information

My signature at top affirms that I have read the vaccination information supplied via The University of Wisconsin Oshkosh website www.uwosh.edu on Meningococcal disease and Hepatitis B.

Vaccination History
 Received Meningococcal vaccine: ___ No ___ Yes
 Date: _____

Received Hepatitis B vaccine: ___ No ___ Yes
 Date (Dose 1) _____
 Date (Dose 2) _____
 Date (Dose 3) _____

Please Return to: *Gruenhagen Conference Center
Jodi Vandermolen
208 Osceola Street
Oshkosh, WI 54901*

OFFICE USE ONLY

Date Received: _____ Date Processed: _____

Room Assignment: _____ Rate: _____ (Subject to change)

Actual Check-in Date: _____ Checked-in By _____

Actual Check-out Date: _____ Checked-out By _____

Validation of Security Deposit