

# Seattle Central College

## CAMPUS HOUSING LICENSE AGREEMENT

International Programs  
1701 Broadway, BE1113 Seattle, Washington 98122  
206-934-3893

Resident Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

DOB: \_\_\_\_\_ Room: \_\_\_\_\_

License Term – Move-In Date: \_\_\_\_\_ Move-Out Date: \_\_\_\_\_

### POLICIES & PROCEDURES

1. **Housing Provided:** Under this Agreement, the Resident must be enrolled and attending SEATTLE CENTRAL College (SEATTLE CENTRAL), in order to reside at the Studios on Broadway, unless approved by the Director of International Admissions & Student Services. SEATTLE CENTRAL will make available to the Resident herein, for customary and lawful residential purposes, in common with other Residents assigned to the same facilities, one space in an apartment unit to be designated by SEATTLE CENTRAL on the beginning Date of the Term specified in Paragraph 2 (the "Unit"), in the housing complex ("The Studios on Broadway") located at 1640 Broadway in Seattle, WA 98122.
2. **Term:** Provided Resident is not in default under the agreement, the Resident will be entitled to occupy the Unit assigned by SEATTLE CENTRAL during the period specified under DATES OF OCCUPANCY, subject to the possibility of early termination as provided herein. This license is available at two times per year: Summer Quarter (2, 12 or 14-month license period) or Fall Quarter (9 or 12-month license period). Commencing license at other times is dependent on availability, at the discretion of SEATTLE CENTRAL. Residents are normally limited to license period of occupancy. Renewal of the license is at the discretion of SEATTLE CENTRAL.
3. **Charges, Fees, Payments and Refunds**
  - a. **Occupancy Charge:** Payment has been received by SEATTLE CENTRAL as an Occupancy Charge under this Agreement as follows: **Move-In Quarter / Year:** \_\_\_\_\_ / \_\_\_\_\_ ; **Amount: \$**\_\_\_\_\_. Please refer to the housing fee structure for the current rates. The occupancy charge is exclusive of telephone, cable T.V. or other special fees, rentals or tuition that may be due. The occupancy charge includes utilities (water, sewer, garbage, electricity), wireless internet service, renter's insurance, a linen package and mail service with UPS.
  - b. **Restoration Fee:** Before the signing of this Agreement by the Resident, he or she also will deposit with SEATTLE CENTRAL the non- refundable sum of \$300 as a Restoration Fee **to cover minimum cleaning and maintenance costs.**
  - c. **Damage Deposit and Responsibility for Damage:** Before the signing of this agreement by the resident, he or she will also deposit with SEATTLE CENTRAL a sum of \$300 as a damage deposit to be applied to damages at the end of the License Agreement. The Resident shall give SEATTLE CENTRAL prompt notice of any damage to, or dangerous or defective condition at, the Unit. The Resident will be responsible for all costs to repair any and all damage caused by the Resident and/or by his or her guests at any time and for any reason, in or to the Unit or to any other portion of the Studios on Broadway. The Resident shall be responsible for replacing any missing items, regardless of whether or not any willful misconduct or negligence can be shown. In addition, SEATTLE CENTRAL will charge a \$50 administrative fee per damage incident, to cover costs of arranging repair or replacement. SEATTLE CENTRAL may deduct all damage and replacement cost amounts from the damage deposit, or may require all or any portion of them to be paid to SEATTLE CENTRAL separately by the Resident, at the discretion of SEATTLE CENTRAL. In order to remain a resident of the Studios on Broadway for the remainder of the lease, any damages that have been assessed to a resident rather than applied to the damage deposit must be paid in full by the end of the quarter when damage was caused. All residents of the unit occupied by a resident, or all residents of the Studios on Broadway, shall be liable jointly and severally, for the cost of repairing damages to rented real property, or any personal property therein when no reliably known source of damage is identified. The damage deposit is refundable at the completion of this license less the cost of damages deducted from the deposit. If the Resident fails to take occupancy when scheduled under this Agreement or cancels under this Agreement for any reason at any time, SEATTLE CENTRAL will refund the deposit to the resident.

If and when damage claims are properly assessed against the Resident, or the Resident fails to pay any other amount to SEATTLE CENTRAL when due under provisions of this Agreement, SEATTLE CENTRAL may deduct that amount from the Damage Deposit and, in such event the Resident will be obligated immediately to restore the Damage Deposit to the original \$300. Once SEATTLE CENTRAL receives the final "Turnover Invoice" from Hunters Property Management, SEATTLE CENTRAL will refund the balance of the Damage Deposit to the Resident within approximately ten (10) weeks, less any portion properly retained by SEATTLE CENTRAL to pay or to provide for the payment of obligations of the Resident under this Agreement. The Damage Deposit will be placed in an account designated by SEATTLE CENTRAL and which deposit may be co-mingled with SEATTLE CENTRAL's other funds. Interest will not accrue on the damage deposit.
  - d. **Payments:** The occupancy fee may be paid in full or in two installments:
    - a. **Payment in Full:** Residents choosing to pay the occupancy fee in full must submit the entire payment

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with the restoration fee and damage deposit prior to taking occupancy of the unit. Residents will not be allowed to move-in to the unit until the payment is received.

- b. **Payment by Installment:** Residents choosing to pay the license fee by installment must submit the first installment with the restoration fee and damage deposit prior to taking occupancy of the unit. Residents will not be allowed to move-in to the unit until the payment is received.

Residents must pay the 2<sup>nd</sup> installment by November 1<sup>st</sup> of the move-in year. Residents who fail to pay the 2<sup>nd</sup> installment by November 1<sup>st</sup> must vacate the unit by the final day of Fall Quarter of the move-in year. Residents who do not pay must also officially notify SEATTLE CENTRAL of their intent not to pay the 2<sup>nd</sup> installment by November 1<sup>st</sup>. Residents who fail to properly notify SEATTLE CENTRAL will be charged an Improper Check-Out Fee (see "Additional Fees" below).

Residents paying by installment who are allowed to move-in during quarters other than Summer or Fall must follow notification and installment payment dates as specified by Seattle Central, at its discretion.

e. **Refund Policy:**

- a. **Restoration fee:** The restoration fee is non-refundable.
- b. **Occupancy fee:**
- i. **Payment in Full, Summer or Fall Move-In, 9-12 month license period:** Residents who paid in full for the Summer - Spring, Summer - Summer, Fall - Spring, or Fall - Summer license periods, the occupancy fee is partially refundable if the resident notifies the college of his/her intent to move out by November 1<sup>st</sup> of the move-in year. Residents will receive a refund equivalent to approximately 45% of the full license fee paid. Residents who request the refund are expected to vacate the unit by the final day of Fall Quarter of the move-in year. For students who move in the Studios in other quarters, or who move in for Summer only, the license fee is not refundable.
  - ii. **Payment by Installment:** Once paid, installment payments of the occupancy fee are non-refundable.
  - iii. **Payment in Full, Move-In Winter or Spring, or Summer Only:** For students who move in the Studios in Winter or Spring quarters, or who move in for Summer Only, the license fee is not refundable.
- c. **Damage Deposit:** The damage deposit is refundable as long as no damage has been caused to the unit or the Studios by the resident, as outlined in "Damage Deposit and Responsibility for Damage" above. At the time of move out, the resident shall provide SEATTLE CENTRAL with an address where the refund check will be mailed, or shall agree to pick-up the refund check from the SEATTLE CENTRAL Cashier's Office. If the resident agrees to pick-up the check, but fails to do so before the check loses validity (within 3 months), or if the check is mailed and not cashed before it loses validity, the check will be re-issued by SEATTLE CENTRAL one additional time, less a US\$50 reissuance fee. If the refund check expires a second time before it is cashed, the resident agrees to donate the amount of the damage deposit refund to SEATTLE CENTRAL.

f. **Additional Fees:**

- a. **Lost or Damaged Key / Access Card Fee:** \$50 per key / access card replaced
- b. **Improper check-out fee:** \$200
- c. **Refund check re-issuance fee:** \$50
- d. **Router Replacement:** \$200 (subject to change by SEATTLE CENTRAL if replacement cost increases)
- e. **Per damage incident fee:** \$50
- f. **Additional fees as needed,** to be determined by SEATTLE CENTRAL

4. **Early Termination by SEATTLE CENTRAL:** SEATTLE CENTRAL will have the right at its option (and in addition to other available remedies) to terminate this Agreement, and/or to terminate or to suspend any of the rights and privileges of the Resident under it and/or to require the Resident to vacate the Unit at any time, with or without notice, under any of the following circumstances (see also Paragraph 18 below): a.) A failure of the Resident to pay when due any amount to be paid by him or her under this Agreement or under the Resident's enrollment agreement with SEATTLE CENTRAL; b.) A violation by the Resident of any material obligation of the Resident under this Agreement, including the Rules and Regulations referred to in Paragraph 9 below; c.) The termination of the status of the Resident as a currently enrolled resident in good standing at SEATTLE CENTRAL (or at any other school approved for that purpose by SEATTLE CENTRAL), for any reason and d.) The Unit has been determined by SEATTLE CENTRAL in its sole discretion, to no longer be available for Occupancy.
5. **Assignment and Sublicensing:** The Resident may not assign, license, encumber or otherwise transfer any of his or her rights or privileges under this Agreement, or sublicense his or her Unit, at any time.
6. **Rules and Regulations:** The Resident agrees to comply at all times with all of the "Rules and Regulations" established by SEATTLE CENTRAL for the Studios on Broadway as listed in Attachment A of this license agreement. These Rules and Regulations may be amended and/or supplemented from time to time by SEATTLE CENTRAL or by the owner of the Studios on Broadway. The Resident also agrees to ensure that all of his or her guests comply with the Rules and Regulations. Any failure of the Resident or of his or her guest(s) to comply with the Rules and Regulations (or reasonable request of any SEATTLE CENTRAL official(s)) will constitute a material default of the Resident under this Agreement and the Resident may be subject to disciplinary action. SEATTLE CENTRAL and employees of the Studios on Broadway will not be liable to the Resident for a violation of the Rules and Regulations by any other resident or by any other person.
7. **Personal Property of the Resident:** SEATTLE CENTRAL will not in any event or at any time be responsible for any

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damage to personal property of the Resident or of any other person by reason of fire or other casualty, or for any damage or theft or other loss of such personal property.

The cost of the occupancy fee will cover a basic renter's insurance policy, to cover excessive damages to the Unit and damage to student personal property. The Resident may choose to purchase additional fire, casualty, theft and personal loss insurance covering his or her personal property which is located in or about the Unit or the Studios on Broadway to supplement this renter's policy. SEATTLE CENTRAL will not hold belongings left behind by the Resident after he or she moves out for any length of time and reserves the right to discard them or donate them to charity without notification if alternate arrangements have not been agreed upon in writing. An Improper Check Out Fee will be assessed if trash or personal belongings are left in the unit after checking out (see "Additional Fees" under "Charges, Fees, Payments and Refunds").

8. **Indemnity:** The Resident agrees to indemnify SEATTLE CENTRAL and its officers, directors, trustees, employees, and the owner of the Studios on Broadway for, and to hold them harmless from, any and all losses, claims, costs, injuries, and damages of any kind arising out of or resulting from any act or omission of the Resident or of any representative, agent, or licensee of the Resident.
9. **Parking:** The Studios on Broadway offers limited parking to residents for an additional monthly fee.
10. **Common Area:** The Resident will be entitled to the right of access to and the use of the Common Areas of the Studios on Broadway which are leased to Seattle Central College, in common with others, while the Residents' license is in effect.
11. **Utilities:** All of the following utilities for the Unit will be provided for by SEATTLE CENTRAL: Cold water, hot water, sewer, internet, and electricity. Only reasonable, ordinary, and customary usage by the Residents is permitted. SEATTLE CENTRAL reserves the right to charge additional amounts to the Resident(s) assigned to any Unit (jointly and severally) when the costs of any one or more of those utility services used in connection with the Unit during any billing period exceed by more than ten percent (10%) the average usage of that utility by the other units in the Studios on Broadway. The Resident agrees to pay or reimburse SEATTLE CENTRAL within thirty (30) days of receipt of SEATTLE CENTRAL's written invoice. SEATTLE CENTRAL is not responsible for any interruption in services caused by strike, labor trouble, national emergency, repairs or any other cause beyond SEATTLE CENTRAL's reasonable control. The provisions of this Section shall survive the expiration or earlier termination of this Agreement.
12. **SEATTLE CENTRAL Maintenance and Access:** The Resident will be jointly and severally responsible with any other resident occupying the Unit for maintaining the Unit (including all of the equipment, floor coverings, electrical fixtures, plumbing fixtures, furniture and furnishings supplied by the owner of the Studios on Broadway or SEATTLE CENTRAL) in their original safe, clean and good condition and in proper repair, throughout the Term of this Agreement, reasonable wear and tear excepted. Access without notice to the Unit by designated maintenance personnel is permitted as needed 24 hours a day.
13. **Inspection:** If the Resident vacates the Unit for any reason during the Term of this Agreement, the Resident will remain responsible for any damage or failure to maintain occurring up to the time that the Resident has arranged for a SEATTLE CENTRAL representative to complete a thorough inspection of the Unit. SEATTLE CENTRAL will inspect the Unit upon the receipt of any such request. SEATTLE CENTRAL reserves the right for its employees and agents or the owner of the Studios on Broadway or its employees and agents to inspect any Unit and property at any time and without notice for any health, safety, or security reasons or to insure compliance of the Rules and Regulations, or to inspect or perform maintenance work. SEATTLE CENTRAL also reserves the rights for its employees or agents to enter the Unit at any other time if and when International Education Programs staff or any other representative of SEATTLE CENTRAL reasonably and in good faith believes that such entry is necessary (1) to deal with an emergency affecting the safety of the Unit or of any person, (2) to enforce the provisions of this Agreement (including the Rules and Regulations referred to in Paragraph 6, or (3) for any reasonable purpose. Residents who do not maintain rooms in acceptable hygiene condition will incur all costs of cleaning services and may be subject to disciplinary action.
14. **Relocation of Residents:** SEATTLE CENTRAL will have the right, at its option and sole discretion, to relocate the Resident at any time during the Term of this Agreement, either permanently or temporarily, for any reasonable purpose, including without limitation the following:
  - a. Incompatibility of the Resident with any other resident assigned to the Unit
  - b. Vacancies in the Unit and in any other unit in the Studios on Broadway;
  - c. A need to repair or renovate the Unit;
  - d. A good faith judgment of SEATTLE CENTRAL that it would be desirable to reassign residents for better communication, supervision, or general logistic purposes.

The Resident may be terminated from housing or charged for the cost of relocation either permanently or temporarily, for failure to comply immediately upon notice from SEATTLE CENTRAL to prepare for incoming residents or maintenance reasons. If a resident refuses to relocate, SEATTLE CENTRAL reserves the right to move the resident's belongings without their permission and will charge all associated moving fees to the resident's account. Should a problem occur between roommates, the Housing Staff should be notified promptly in order to resolve the situation in a timely and effective manner Relocating the Resident to another unit will be an option if the Housing Staff deems it necessary.

15. **Additions, Alterations or Improvements:** The Resident may not make any additions, alterations, or improvements to

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the Unit without the prior written consent of SEATTLE CENTRAL, which may be denied for any reason in its absolute discretion. (See Paragraph 6 under Rules and Regulations.)

- 16. Energy Consumption:** SEATTLE CENTRAL reserves the right to enter a Unit to turn off appliances left in operation when no one is present, to conserve energy. Doors must remain closed in order to prevent heating and/or air conditioning malfunctions. The Resident agrees not to use any appliances, fixtures, or plumbing facilities in the Unit for any purpose other than that for which said items were designed. Any damage resulting from the misuse of such items shall be paid for by the Resident.
- 17. Health Services:** SEATTLE CENTRAL will have no obligation to transport for or provide health services to the Resident under this Agreement at any time.
- 18. Vacating the Unit Upon Termination:** Promptly on or before the last day of the Term of this Agreement or on the effective date of any earlier termination for any reason, the Resident will vacate the Unit (leaving it in its original condition, reasonable wear and tear excepted) and will remove all of his or her personal property from the Studios on Broadway, and will return all keys to SEATTLE CENTRAL.
- 19. Removal:** Where the Resident does not move out in a timely manner following the termination of this Agreement for any reason, including but not limited to violation of the Rules and Regulations referred to in paragraph 6 and/or any provision of this Agreement, SEATTLE CENTRAL reserves the right to remove the Resident and his/her possessions from the occupied apartment.
- 20. Mold:** Resident acknowledges that it is necessary for Resident to provide appropriate climate control in the Unit, keep the Unit clean and take other measures to retard and prevent mold and mildew from accumulating in the Unit. Resident agrees to clean and dust the Unit on a regular basis and to remove visible moisture accumulation on windows, walls and other surfaces as soon as reasonably possible, and shall not block or cover any of the heating, ventilation or air conditioning ducts in the Unit. Resident agrees to immediately report to Hunters Property Management (i) any evidence of a water leak or excessive moisture in the Unit, as well as in any common area of the Studios on Broadway; (ii) any evidence of mold or mildew-like growth that cannot be removed by simply applying a common household cleaner and wiping the area; (iii) any failure or malfunction in the heating, ventilation or air conditioning systems in the Unit; and (iv) any inoperable doors or windows. Resident further agrees that Resident shall be responsible for damage to the Unit and Resident's property as well as injury to Resident, other occupants and guests resulting from Resident's failure to comply with the terms of this paragraph.
- 21. Partial Invalidity:** A determination that any provision of this Agreement is void, voidable or unenforceable for any reason shall not affect the validity or operation of the remainder of this Contract.
- 22. Vacating During Breaks:** Residents are not required to vacate their apartments during breaks, except as required for cleaning between Summer and Fall quarters.
- 23. Waivers:** If SEATTLE CENTRAL fails to enforce any term of this Agreement, said failure shall not be a waiver of any of SEATTLE CENTRAL's rights hereunder or at law.
- 24. Damage or Destruction:** In the event of damage by fire or other casualty that renders the Unit unusable for the purposes intended herein, this Agreement will continue unless terminated as provided herein. SEATTLE CENTRAL may elect to terminate this Agreement by notifying Resident within thirty (30) days after the date of the damage, and the Agreement will terminate on the date set forth in such notice. If the Unit is completely unusable because of a casualty and it is not reported in thirty (30) days, the Agreement shall terminate. In the event of such termination, the Restoration Fee and the pro-rated portion of the Rent representing the remaining portion of the term of this Agreement shall be returned to Resident.
- 25. Food Service:** No food service of any kind will be provided by SEATTLE CENTRAL to the Resident under this Agreement, at any time. The Resident will be solely responsible for providing his or her own meal arrangements.
- 26. Relationship of Parties:** The Resident acknowledges that this Agreement is intended to create a license to use the Unit and not to create a landlord and tenant relationship. Resident hereby acknowledges that it shall not possess any rights as a tenant hereunder.
- 27. Limitation of Liability:** The Resident unconditionally releases SEATTLE CENTRAL and employees and trustees from liability for any injury to Resident or guests of Resident, whether or not caused by SEATTLE CENTRAL or SEATTLE CENTRAL's employees and trustees. The Resident accepts full responsibility for any and all such injuries.
- 28. Subordination:** This Agreement and all rights of Resident hereunder are subject and subordinate to the terms and conditions of any underlying lease and/or mortgage which may now or hereafter affect the Studios on Broadway.
- 29. Governing Law:** This License Agreement is governed by the laws of the State of Washington. The resident and his or her parent(s)/guardian(s) agree to submit to the exclusive jurisdiction of the courts of the State where the Studios on Broadway is located and agree that notice can be given by certified mail or by hand delivery to the resident or parent/guardian when applicable.

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**30. Entire Agreement:** This Agreement (including the Rules and Regulations referred to in Paragraph 6) constitutes the entire agreement between the parties hereto with respect to the subject matter. There is no other representation, understanding, promise or agreement between them except those set forth above. No modification or amendment to this Agreement will be effective unless it is in writing and is signed by all parties.

**I have read and I understand the license agreement policies and procedures, and rules and regulations, for living in the Studios on Broadway. I agree to follow these rules and regulations, and understand the penalties for violations.**

This student housing license agreement is entered into between Seattle Central College ("SEATTLE CENTRAL") and "Resident." If Resident is a minor or dependent, the undersigned parent(s) or guardian(s) of the Resident, jointly and severally, intend to be legally bound.

Print Resident's Name Here: \_\_\_\_\_ Resident DOB \_\_\_\_\_

Resident SID # \_\_\_\_\_ Resident Signature: \_\_\_\_\_

Date \_\_\_\_\_

PARENT / GUARDIAN SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

HOUSING REPRESENTATIVE \_\_\_\_\_ Date \_\_\_\_\_

**Emergency Contact Information**

Emergency Contact: \_\_\_\_\_ Relationship to Resident \_\_\_\_\_

Emergency Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Special Instructions (if any): \_\_\_\_\_

Any Allergies/Special Medications: \_\_\_\_\_

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### Attachment A: Housing Rules/Regulations

In keeping with, and in addition to the SEATTLE CENTRAL College Resident Code of Conduct (WAC 132F-121-110), local, state, and federal laws, residents are responsible for adhering to the following:

1. **Alcohol:** The consumption or possession of alcohol, or of empty alcohol bottles or containers, is not permitted in any portion of the Studios on Broadway at any time. Residents are responsible ensuring that no alcohol, or bottles or containers for alcohol, are present in their units, including alcohol, or bottle or containers for alcohol, in possession of guests (see rule 13 - Guest / Escort Policy” regarding resident responsibility for the behavior of guests).
2. **Check-In:** A room condition report must be completed and returned to SEATTLE CENTRAL staff prior to unpacking belongings on the day of check-in.
3. **Check-Out:** A Move-Out Packet will be made available as a courtesy to all residents intending to check-out of the Studios on Broadway. The packet includes step-by-step instructions on how to properly check-out in order to avoid check-out fees. Residents are encouraged to read this packet carefully. The general steps are summarized below:
  - a. Fully clean your unit.
  - b. Fully fill out all appropriate paperwork.
  - c. All residents of a unit must make a joint appointment with your Community Assistant to check out of the unit. During the checkout appointment, the staff completes an official apartment inspection, paperwork is completed and all keys are returned. All resident belongings must be removed and the apartment cleaned prior to the checkout appointment.
  - d. If a resident vacates without following the proper check-out procedures, they will be subject to an Improper Check-Out fee (see “Additional Fees” under “Charges, Fees, Payments and Refunds” under “Policies and Procedures”).
  - e. A lock change charge (at current market rate) will be assessed if the resident’s keys are not turned in to a staff member by noon of the check-out date.
4. **Cleanliness:** All areas of a unit must be cleaned regularly. It is the sole responsibility of the residents of each unit to clean the bathroom, kitchen, and living area on a regular basis as a safety precaution. A broom and vacuum cleaner are available through the Community Assistant. Residents are expected to purchase their own cleaning supplies to keep their unit clean.

Units are subject to cleaning inspection three times per quarter. Residents will be notified of cleanliness violations and given a deadline to complete required cleaning. Final inspections will be done by SEATTLE CENTRAL staff.
5. **Common Areas:** The public halls and stairwells of the Studios on Broadway shall not be obstructed or used for any other purpose than ingress to and egress from the apartments in the building. No article shall be placed in the halls or on the staircase landings, nor shall anything be hung or shaken from the doors or windows. Residents with bicycles may bring keep them in their units as long as all residents agree to the bicycles being there. Bicycles may not be left in the hallways, and may not be locked, chained or fastened in any manner to banisters or guardrails within stairwells. Skateboarding, rollerblading or cycling inside the property is prohibited. Furniture from common areas may not be removed.
6. **Compliance:** Residents must comply at all times with direction of a SEATTLE CENTRAL staff member or designee who is acting in the legitimate performance of his or her duties, and must properly identify oneself to such person when requested to do so.
7. **Decorations:** Decorating individual rooms in the Studios on Broadway is encouraged. However, tape, nails and mounts are not permitted. Thumbtacks and pushpins shall be used at all times. Residents will be required to redesign all decorations that do not meet the standards set by SEATTLE CENTRAL and/or the Fire Marshall of the State of Washington. If these changes are not made, SEATTLE CENTRAL reserves the right to remove all decorations from the room. All residents must meet the following requirements when decorating rooms:
  - a. Electrical accessories must be UL approved. Electrical devices may not be spliced into existing wires; use only extension cords.
  - b. When residents move out of a room that has been decorated, the room must be returned to its original state, and residents are responsible for any damage to the room.
  - c. All carpets must be rated fire retardant Class A or B.
  - d. All wall hangings must be made of fire retardant fabric.
  - e. The use of contact paper is prohibited.
  - f. Residents may not paint their rooms.
  - g. Hanging items from room windows or fire safety equipment is prohibited.
  - h. Leaves, grass, straw, or other natural flammable items may not be placed in resident rooms or common areas.
  - i. House plants of a reasonable size are allowed in the Studios on Broadway.
  - j. Artificial snow or any other material that is difficult to remove or might result in damage when removed is not permitted.
  - k. Residents are prohibited from decorating common areas and hallways.
  - l. Do not place any stickers, other than the official college inventory numbers, on room doors, furnishings, or glass surfaces.
8. **Discipline Procedure:** Residents allegedly in violation of the Housing Rules & Regulations are subject to Seattle Central's student conduct proceedings. Separate sanctions, up to and including expulsion from The Studios, may be applied by the International Housing Office.

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9. **Drugs, Narcotics and Drug Paraphernalia:** Use, possession or being under the influence of marijuana or any narcotic stimulant, or hallucinogenic drug in violation of state and federal law is prohibited in and around the Studios on Broadway. Drug paraphernalia of any kind is prohibited.
10. **Explosive/Weapons:** Weapons, fireworks, pellet guns, knives, swords, explosives, fuels (including, but not limited to gasoline, propane and diesel) and other dangerous or hazardous substances are not allowed in the Studios on Broadway.
11. **Fire Safety Equipment/Security Systems:** Residents may not in any way alter or tamper with existing locks, security systems, procedures or fire safety equipment. Smoke alarms and fire extinguishers are provided in each unit. Tampering with fire extinguishers and fire alarms is prohibited. Disengaging smoke detectors is prohibited. Residents may not install additional locks in the Unit. Resident may not prop open any exterior doors.
12. **Furniture:** Room size and window dimensions vary from room to room. Residents may not move additional items into their rooms from the residence halls' public areas or from other resident rooms. Further, they may not remove items furnished by Seattle Central from their room. No common area furniture may be taken and placed in resident rooms or moved to other locations.
13. **Guests/Escort Policy:** A guest is any nonresident of a given unit. A resident of the unit who has a guest is considered a host. An overnight guest is defined as any guest who is visiting the unit between the hours of 12:00 a.m. - 6:00 a.m. Hosts may have overnight guests in their units subject to approval by their roommate(s). Overnight guests may stay no more than three consecutive nights in one unit, and no more than a total of four nights per quarter, subject to approval by the resident's roommate(s). An individual guest may not be an overnight guest in school sponsored housing for more than four nights per quarter, even if hosted by different residents. Overnight guests must be of the same sex as the residents of the unit. Overnight guests of the opposite sex are not allowed. Overnight guests of the same sex or of the opposite sex of the host who also have a romantic relationship with the host are not allowed. Hosts are responsible for the behavior of their guests, and will be held accountable for any inappropriate behavior indulged in, by their guests, and financially responsible for any damage done to the units. Should a host be unable to control the behavior of a guest, the guest will be asked to leave the building. Hosts must accompany the guest at all times while in the building. Residents who have been removed from The Studios for conduct violations cannot stay in The Studios as a guest of another resident.
14. **Keys/Access Cards:** Each resident is provided with keys/access cards for his or her apartment, mailbox, and exterior doors. Residents may not give their keys/access cards to anyone at any time or for any reason. If a Resident loses a key/access card, or if the key / access card is damaged beyond use, the resident will be charged a lost/damaged key card fee for each key / access card lost or damaged (see "Additional Fees" under "Charges, Fees, Payments and Refunds under Policies and Procedures"). Repeated incidents of residents locking themselves out of their rooms may result in disciplinary action. If, on check-out, the resident returns a key or access card other than the one issued to them, the resident will be charged for a lost key / access card.
15. **Security:** Residents will respect measures put in place to maintain a secure environment in The Studios. The electronic locks on the outer doors to The Studios can only be opened using a keycard issued to residents at the time of check-in. At no time should residents allow others into the building unless it is another resident of the Studios, or the authorized guest of a resident. Residents who do allow unauthorized individuals to enter the building will be held accountable for any inappropriate behavior of these individuals, and financially accountable for any damage they may cause.

Residents are responsible for keeping the door of their unit locked at all times. Failure to comply with locking unit doors could result in disciplinary action.
16. **Mandatory Meeting and Orientation:** SEATTLE CENTRAL will conduct a mandatory Resident Meeting / Orientation in Fall and Spring Quarters, close to the first week of each term. Residents will be held responsible for all information distributed during the meeting. Failure to attend may result in disciplinary action. Mandatory orientation for new students will be conducted in Winter and Summer quarters as needed.
17. **Mail:** Residents shall be provided a mailbox within the Studios on Broadway for regular sized envelopes. Residents will have the option of renting a mailbox from a vendor near the college to receive parcels and packages, which cannot be delivered to The Studios. Tampering with another resident's mail is a Federal offense and could result in criminal charges.
18. **Maintenance:** Residents shall keep their apartments in a good state of preservation and cleanliness. Residents are severally and jointly responsible for the care of their apartments. Staff may inspect all Units on a regular basis. Students needing maintenance services must submit a Maintenance Form. Furniture must remain intact and should not be removed from the Unit for any reason. Absolutely NO modification (other than decorations in Rule 7 above) can be done to the Unit, furniture or the Studios on Broadway without the prior written consent of SEATTLE CENTRAL. SEATTLE CENTRAL may deny requests for any reason in its absolute discretion. Any defacement of property will be immediately assessed to the resident's account. In addition, residents who vandalize, damage and/or misuse property in any way will be subject to disciplinary action.
19. **Motorcycles, Mopeds and Bicycles:** Bicycles may be stored in resident rooms as long as all residents of the unit agree (see Rule 5 above). Bicycles may not be left in hallways or other common areas. Bicycles should not be attached to railings, trees, benches, or in other exterior locations that obstruct access to stairways, sidewalks, or entrances. Bicycles found inside the Studios on Broadway outside of a resident's unit shall be treated as abandoned property and removed by Hunters Property Management. The owner (resident) will be assessed a removal charge (current market rate).

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Motorcycles, mopeds, and other gasoline or electric-powered machines (with the exception of ADA compliant wheelchairs) may not be taken into the Studios on Broadway at any time. Any such vehicle found inside will be treated as abandoned property and removed by Hunters Property Management. The owner (resident) will be assessed a removal charge (current market rate).

20. **Noise:** Loud parties are not permitted. Radios, TV sets and stereos are to be kept at a moderate level. Music and noise inside a unit must not be heard outside a unit. The use of electric guitars, drums or loud musical instruments is not permitted in the Studios on Broadway. Residents may not make or permit disturbing noises in the Studios on Broadway which would interfere with the rights, comforts or conveniences of other residents. Quiet hours are from 10 p.m. until 9 a.m. weekdays and weekends. During final exam periods each quarter, including weekends prior to final exam periods, 24 hour quiet hours is requested of residents out of respect to residents preparing for exams. Quiet hours on the 4<sup>th</sup> Floor (Quiet Floor) are 24 hours at all times.
21. **Occupancy:** The Studios on Broadway is a co-educational facility. Each unit in the building will house only male or female residents, not both. Children of Residents may not reside in the Studios on Broadway.
22. **Pets:** Residents may NOT keep pets of any kind in the Unit or elsewhere in the Studios on Broadway at any time. Residents in violation will be subject to disciplinary action and may be charged the cost for extermination services, cleaning and any other restoration required.
23. **Prohibited Items:** The following items are not allowed in the Studios on Broadway at any time:
  - a. Air conditioners
  - b. Drapes, curtains, and other window hangings
  - c. Space heaters
  - d. Mattresses and additional large furniture
  - e. Fireworks, explosives, and weapons
  - f. All items otherwise prohibited by city, state, or federal laws.
24. **Right of Entry:** SEATTLE CENTRAL reserves the right to enter resident rooms for purposes of inspection, improvements, or repairs. Effort will be made to contact residents in advance whenever possible. Occupants understand that in case of a maintenance emergency, abandonment, suspected breach or violation of law, rules or regulations, or when SEATTLE CENTRAL or apartment management deem it appropriate to the health, safety, or welfare of a member of the community, the management and/or the SEATTLE CENTRAL staff may enter the apartment without consent or notice, and may conduct an inspection of apartment contents including occupant's personal property.
25. **Roof Access:** Residents are not permitted on building roofs or ledges at any time.
26. **Room Assignments:** Changing rooms is prohibited unless approved in writing by SEATTLE CENTRAL staff. Changing rooms without permission by SEATTLE CENTRAL may result in disciplinary action and being assessed an improper check-out fee.

SEATTLE CENTRAL reserves the right to reassign individuals to different rooms at any time (and the right to use unassigned space in the Studios on Broadway).
27. **Selling and Solicitations:** To protect the privacy, safety, and personal space of residents, door-to-door solicitation is not permitted in the Studios on Broadway unless approved by SEATTLE CENTRAL staff. Solicitation is defined as any activity that seeks to make contact with residents to collect information, sell items, or gain support from residents at SEATTLE CENTRAL. This policy applies to a wide range of activities that may include: advertising, selling, petitioning, campaigning, distributing flyers, and surveying residents.
28. **Signs, Pictures, and Posters:** Posters and signs in resident rooms are permissible provided they are not offensive or demonstrate disrespect to others. No posters or signs may be hung or displayed on door exteriors, or windows. These areas are considered to be public space and are under the jurisdiction of SEATTLE CENTRAL.
29. **Smoking:** The Studios on Broadway units are considered non-smoking. Smokers must smoke outside of the building in accordance with state law.
30. **Sports in the Hallway:** In order to prevent injury to residents, damage to fire equipment and the building, playing any sports or rough-housing in the hallways of the Studios on Broadway is prohibited.
31. **Resident Conduct/Harassment:** Residents must treat roommates and the resident staff with courtesy and respect. Verbal abuse, physical or psychological threats or intimidation to other residents or staff will not be tolerated and may lead to disciplinary action. Violation of any local ordinances, state or federal statutes or criminal acts can be grounds for immediate eviction and termination.
32. **Trash:** Residents are responsible for taking out their own trash to the trash chutes located on each floor. Trash must not be placed in the trashcans or recycling bins in common areas. Trash must never be placed in the hallway outside a resident's room, nor may trash be swept into the hallway. Residents should make every effort to participate in the building's recycling and composting program.



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33. **Use of Unit:** The units in the Studios on Broadway are intended for residential use by the residents assigned to it by SEATTLE CENTRAL. The Unit may not be used by any other persons or for any other purpose, including commercial ventures and solicitation.
34. **Water Fights and Snowball Fights:** Water fights, food fights and snowball fights are prohibited in the Studios on Broadway.
35. **Web Cameras, Camera Phones, and Video Recording Devices:** Any unauthorized use of technology and/or electronic devices to make a video, audio, or photographic recording of any resident in the Studios on Broadway without his/her prior knowledge or without his/her effective consent is prohibited. Such behavior may result in disciplinary action.