(G714) **LUTHERAN THEOLOGICAL SEMINARY AT GETTYSBURG**

REQUEST FOR COMMUTER STUDENTS PART-TIME CAMPUS ROOM

I request assignment to a campus room for semester use according to the following terms and conditions:

1. Prepaying the full term's rental as calculated below, stipulates **there are no refunds for nights not occupied**. The total rental fee will be billed to your student account.
2. The **maximum** contract is for three nights weekly on a first come, first serve basis.
3. A pillow and a blanket will be provided by the seminary and I agree to provide my own linens and towels.
4. A set of keys from the Events/Housing office will be issued at the beginning of each semester and **need to be returned at the end of each semester**. **Occupancy of the room at any time other than that assigned to you is prohibited.** This will allow the seminary to use the rooms for other persons/groups on various occasions as the need arises.
5. The cleanliness of the room is maintained by using the receptacles provided for trash, and keeping the sink and micro-fridge in the room clean with the understanding that the maintenance staff may do light cleaning weekly only, and that other persons may occupy the room on other nights of the week than those covered by this agreement. Storage areas, closets, wardrobes or chest of drawers in the building/room may be utilized to store bed linens and personal belongings needed during occupancy but **must be clearly marked with name of tenant and must be removed at the end of the semester. Personal items must not exceed the following:**
   - **a.** Up to two drawers in the chest of drawers with identification in each drawer indicating the student's name.
   - **b.** A box of personal items not to exceed one box used for 5000 sheets of paper (17.5 x 11.5 x 9) that is clearly labeled with the student's name and stored either in the closet or wardrobe. Must not be left on the floor.
   - **c.** Bed sheets, pillowcase, towels and wash cloth and sleeping bag may be stored in the closet or wardrobe and marked with the student's name.
   - **d.** Up to five items hanging in the closet, on hangers that are clearly marked either individually or collectively with the student's name. (If these items are not removed at the end of each semester the seminary will dispose of them. There is limited storage space and it is primarily used by full-time residents.)

The seminary assumes no responsibility for any lost or stolen items left in the rooms or in the storage area.

All rules and regulations included on this "Signed Agreement" are considered a part of the Commuter Students Part-Time Housing"Crash Room" Policy.

I request a room for the semester on specific nights indicated below

(Check one term only, separate request form is required for each semester. Check no more than 3 nights.)

____Fall Semester (15 class weeks) ____Spring Semester (15 class weeks)

___Sunday night ___Monday night ___Tuesday night ___Wednesday night
___Thursday night ___Friday night

 # nights weekly (___) X 15 weeks X $20 = $_____ total rental

A $30 key fee will be charged to your student account and will be credited to your account when returned at the end of the semester

Print Name: _____
Address: _____
E-mail: _____

SIGNATURE: _____

PLEASE RETURN THIS FORM TO THE EVENTS/HOUSING OFFICE

rev 11/13