Supplemental University of West Florida Housing Guest Contract

1. The University of West Florida Department of Housing and Residence Life agrees to provide the following accommodations and services: A guest room space is equipped with a bed, desk/table, chair, dresser, and restroom facilities. Laundry facilities are available. Guests are responsible for their own laundry.

2. Assignment to a guest room: Assignments will be made on a space available basis.

3. The Guest must officially check into their space using this agreement and check out of the space at the end of their stay with a member of the Residence Life member. Prior to official check out, the Guest must remove all personal property from the room and clean the room. Proper check out records must be processed and signed by the Guest and keys returned to the Area Office staff member or other designated University Housing staff member.

4. The Guest understands and agrees to be subject to all University policies and procedures and University of West Florida Department of Housing and Residence Life regulations.

5. The University of West Florida Department of Housing and Residence Life reserves the right to change, cancel, or terminate a Guest’s room assignment in the interest of order, health, discipline, emergency/disaster, safety, and maximum utilization of University Housing space, after notice to the Guest is given.

6. The University of West Florida Department of Housing and Residence Life may authorize specific University staff to enter spaces to verify University inventory records, verify occupancy, perform maintenance, and enforce safety, health or policies.

7. The Guest is responsible for knowing and observing University regulations and procedures as set forth in official University publications, including, but not limited to the Standards of Community Living and the Student Code of Conduct.

8. The Guest will be billed for damages and/or excess cleaning. The University of West Florida Department of Housing and Residence Life holds the Guest responsible for all losses and damages to institutional property in assigned spaces and throughout the housing facility, except for those losses and/or damages resulting from normal wear and age.

9. Lost keys will result in a lock replacement to maintain security. The Guest responsible will be assessed a lock change fee.

10. The University is not liable for loss, theft, or damage of personal property, failure of utilities, or interruption of utilities. Guests will need to obtain insurance coverage for personal effects.

11. The Guest may not have pets in University Housing.

12. The Guest may not sublet the room at any time or use it for commercial purposes.
13. The Guest understands that individual mail services are not included in this program.

14. All University Housing facilities are non-smoking, including the interior of the residence hall rooms and the apartments. The Guest agrees to maintain a smoke-free environment inside all buildings.

15. In accordance with the University of West Florida’s Alcohol policy, only beer and wine are permitted in University Housing by students who are 21 years of age and older.

16. GUEST CONTRACT CANCELLATION COURTESY: Cancellation requests must be submitted 14 days before check in date by e-mail to the following e-mail address: housing@uwf.edu

17. Any exceptions or changes to the provisions of this Agreement, whether expressed or implied by anyone, are void unless received and confirmed in writing by the Director of Housing and Residence Life or designee.

18. The Guest certifies that he or she has read, understands, and agrees to abide by the terms set forth in this Contract. Remember to make a copy for your record of these Housing Contract Terms and Conditions.

Expected Dates of Occupancy

Guest Signature

Date