

University of Rochester
Residential Life and Dining Services
Contract Conditions for Undergraduate Students
2023–2024

From the Directors

On behalf of staff teams in the Department of Residential Life & Housing Services, and the Department of Campus Dining Services & Auxiliary Operations, we look forward to serving you on campus in 2023–2024.

This publication is the University of Rochester “Residential Life and Dining Services Contract for Undergraduate students” for 2023–2024. Please print a hard copy of this booklet, as it is your official contract conditions when you submit your application.

Residential Life and Housing Services is the source of information for all on-campus housing options—residence halls, fraternity houses, and special interest housing.

- New students (first year and transfer) submit their housing and dining applications online through the Admissions portal and will receive official information on how to access the portal directly from Admissions after their enrollment deposit is received. Room assignments are made over the summer for fall enrollment and in late December/early January for spring enrollment.
- Currently enrolled students (classes of 2024, 2025, and 2026) submit their housing and dining applications and select their rooms online through the Housing Lottery. Go to <https://housing.ur.rochester.edu/myrescenterweb/> to complete the application as described in the Housing Lottery instructions. Confirmations of room selection and dining selection for upperclass students will be sent to your University of Rochester email account.
- Fraternity Quad fraternities and free-standing houses (Douglass Leadership House and Drama House) are part of the Residential Life system, and students living in these houses fill out housing and dining contracts through a separate assignment process during the lottery process.
- Reactivated and readmitted students should contact the Office for Residential Life and Housing Services for housing and dining materials after being reactivated by the College Center for Advising Services.

Please be advised that all students living on and off campus are required to participate in a meal plan at some level for the 2023-2024 academic year. New students will select a meal plan as part of the housing and dining application through the Admissions portal. Continuing upperclass students will select a meal plan as part of the housing lottery process. If you do not complete the online dining registration or return a dining contract, you will be automatically enrolled in the minimum dining plan requirement for the residential area you selected, and you will be assessed a \$50 late registration fee. If you request a plan that does not meet the minimum requirement for your residential group, your selection will be changed to the required minimum plan. We encourage financial aid recipients who have questions regarding how Financial Aid incorporates

the cost of their meal plan and housing when determining their financial aid eligibility to connect with their financial aid advisor.

If you have any questions, please reach out to us.

Sincerely,

Dan Watts
Executive Director, Residential Life and Housing Services
Todd Ferrin
Director, Campus Dining Services and Auxiliary Operations

Residential Life and Housing Services
Main Office
020 Gates Wing
Susan B. Anthony Halls
(585) 275-3166

Meal Plan Information
(585) 275-8756
mealplans@services.rochester.edu

Contact Us

Residential Life Office
University of Rochester
020 Gates Wing
Susan B. Anthony Halls
Box 270468
Rochester, New York 14627-0468
(585) 275-3166
(585) 276-1886 fax
housing@reslife.rochester.edu
www.rochester.edu/reslife

Dining Services
University of Rochester
005 Morgan Wing
Susan B. Anthony Halls
Box 270315
Rochester, New York 14627-0315
(585) 275-8756
(585) 273-1030 fax
mealplans@services.rochester.edu

Connect with us on Instagram [instagram.com/uofrdining](https://www.instagram.com/uofrdining)

Eligibility

Eligibility is limited to full-time River Campus undergraduates. Students living in housing must be at least 16 years old at the time the student takes occupancy of the room. Fifth-year students (T-5, e5, and those needing an additional semester to complete) are not eligible for housing. These students may submit a wait list housing application to the Residential Life office for consideration if there is space available after all other eligible students are assigned. Students who have part-time status (a minimum of 8 credit hours) for medical reasons or who, upon the approval of the appropriate dean, change to part-time status for spring of the senior year may be allowed, with the approval of the Director of Student Housing Administration, Graduate, and Off-Campus Programs, to retain eligibility for residence halls. Non-students are not permitted to live in the residence halls.

This contract is a legally binding agreement for housing at the University of Rochester. Once the housing and dining contract is submitted, you will be contractually obligated for University housing for the fall and spring semesters of the 2023-24 academic year subject to the conditions below. By signing the Residential Life/Dining Services Application-Contract you agree that:

- **On-Time Class of 2024 and 2025 Applications**

Students submitting this application by the published upperclass application deadline in April are qualified for a regular or crowded space in University housing if adequate space is available.

- **Late Class of 2024 and 2025 Applications**

If space remains after all on-time applicants have been offered assignments, late applicants will be offered assignments based on the order in which their applications are received. You are not required to accept an assignment offered in this way. However, once you accept, you become contractually obligated for University housing for the fall and spring semesters of the 2023–24 academic year subject to the conditions below.

- **Class of 2026 Applications**

Current first-year students (rising sophomores) have a two-year housing requirement—you must live on campus both your first and sophomore years unless you have been granted a special exception. All Class of 2026 sophomores are entitled and obligated to live in University housing for the fall and spring semesters of the 2023-24 academic year, subject to the conditions below. Students who submit an application on time will be allowed to participate in the annual room selection process. Students desiring to live at home with family must petition for release from this requirement prior to submitting a housing application.

- **Late or Missing Class of 2026 Applications**

Class of 2026 sophomores who submit late applications or do not submit any materials will be automatically assigned housing following the annual room selection process in remaining available or crowded space. Charges for 2023-24 will be posted to the student term bill.

- **New First-Year Student (Class of 2027) Applications**

Eligible new first-year students are entitled to and obligated for University housing for the fall and spring semesters of the 2023-24 and 2024-25 academic years subject to the conditions below and are bound by the 2023-24 Residential Life and Dining Services Application-Contracts.

Submitting this application after the New Student Priority Deadline may result in delayed assignment, lower preferences, and/or assignments to tripled housing. Students desiring to live at home (home must be within 25 miles of the University) with a parent or guardian must petition for release from this requirement prior to submitting a housing application. The decision whether to grant a release is at the University's discretion and shall be final.

Conditions

1. No assignment will be made unless you have paid your enrollment deposit (new students).
2. You are applying for an assignment within the residence halls system and not for any specific space. Assignments will be made according to the procedures established by the Executive Director of Residential Life and Housing Services.
3. If you arrive at school late or leave early or are required to leave for disciplinary reasons, the full-year contract is still binding on you, except as explicitly otherwise provided in this document.
4. By signing and submitting this application, you accept responsibility to pay all resultant charges for residential life services, even if you do not make use of some or all of the services noted. The University agrees faithfully to provide those services unless events beyond its control prevent its doing so.

Contract Period

Academic Term Occupancy

You may occupy your assigned room in the residence hall while fall and spring academic terms are in session commencing with the dates published by Residential Life for either upperclass or first-year students (as appropriate) move-in for fall term 2022. Please visit the [website](#) for more information.

Your right to room occupancy ends 48 hours after your last spring term final examination. Extensions must be approved by your Area Office. Graduating seniors may remain until noon Monday, May 20, 2024.

Semester Break Closing and Spring Opening

Residence halls are closed, and you will not be permitted to enter or occupy your room, during the winter vacation period, 9 a.m. Saturday, December 23, 2023, until 9 a.m. Saturday, January 13, 2024. Students new to housing spring term are allowed to move in at noon Sunday, January 14, 2024.

Semester Break Housing

Residential Life and Housing Services will provide access to semester break housing. With approval, you will be able to stay on campus during the semester break in the designated buildings. There will be a fee charged for Winter Stay housing.

Early Arrival and Late Departure Charges

This contract is for specific dates. If you occupy before these dates without approval or fail to vacate your room by the times specified in this contract, you will be assessed a minimum charge,

and you may be subject to improper check-out, lock change, and packing fees, as well as possible disciplinary action.

Contract Conditions

Failure to Occupy

If you do not check in and occupy your assigned room by 5 p.m. on Monday, September 4, for Fall 2023 and Wednesday, January 24, 2024, for spring term, you will forfeit your specific room assignment. You may apply for a waiver of this rule in writing to the Executive Director of Residential Life and Housing Services at least five (5) days in advance of the first day of classes, giving the reasons for your late arrival. Any waiver must be approved by the Executive Director of Residential Life and Housing Services. Failure to occupy does not void this contract. You will be assigned to an available space when you present yourself at the Residential Life Office to request a new assignment.

Designated Room Assignment

You are assigned to a specific room in the housing system. Any change in room assignment must have prior approval by the Office for Residential Life and Housing Services. If you change rooms without prior approval or you fail to move after accepting a room change, you may be assessed a \$50 improper room change charge, the room change may be revoked, and you may be subject to disciplinary action.

Reducing Tripled Spaces (First-Year Housing Only)

Prior to First Year Move-In: If you are in designated tripled housing for reasons other than choice, Residential Life will attempt to place you in standard housing as soon as possible, within established priority procedures. Unless all residents of a tripled room mutually determine which person(s) will move, Residential Life will make the determination.

After First Year Move-In: If you are in a tripled room and wish to move to a double or single room, you will need to submit a room change request form. The room change request form

Vacancies

If a vacancy occurs in a room or in a room within a suite, you must accept a new occupant as assigned by Residential Life to fill the existing vacancy. Behavior which discriminates against an interested student or assigned occupant will be considered sufficient grounds for discipline, including reassignment or removal from housing, without refund, as determined by the Executive Director of Residential Life and Housing Services. When there is a vacancy in a room, you should only occupy your portion of the room.

Vacancies in Fraternities, Sororities, Free Standing Houses, and Special Interest Housing Groups

Groups are expected to keep their houses or floors fully occupied both fall and spring terms. Residential Life will work with groups to maximize occupancy and reduce unoccupied space. Failure to fill the group's allotted housing may result in a reduction of rooms or suites, consolidation to smaller quarters, or loss of the house.

Gender Inclusive Housing

Gender Inclusive Housing seeks to provide an environment that is welcoming to all gender identities and is not limited to the traditional gender binary (male/female). We recognize that same-sex room assignments are not ideal or appropriate for all students. We provide opportunities for students in singles in suites and apartments as well as double room housing on coed floors. This housing option allows students to select roommates regardless of their sex, gender, or gender expression. Unless specific mutual requests are made by the roommates, Residential Life will assign students based on the gender binary (male/female). The Director of Student Housing Administration, Graduate and Off-Campus Programs will work with students individually to facilitate this housing option. Contact housing@reslife.rochester.edu to begin the conversation.

Medical Accommodations

New students (first-year and transfer students) who may need housing accommodations due to a disability or medical condition must submit a request for accommodation with supporting documentation to the Office of Disability Resources no later than June 1.

Continuing students must update their accommodation requests yearly. You must submit to Disability Resources by April 1, for approval prior to the Housing Lottery.

Late submission of the request for accommodation and subsequent late approval may result in a housing placement delay or an interim placement until a vacancy occurs that meets the accommodation.

Service and Emotional Support Animals

Specially trained service animals for individuals with disabilities are permitted. Please note on your contract if you are bringing a trained animal. Emotional support animals require approval from the University. Please refer to [the Office of Disability Resources](#) for further details and applications.

Room Entry

It is the University's intention to assure all reasonable privacy in student rooms. When appropriate, reasonable advance notification will be provided before entering a student room. However, the University reserves the right to enter your room without notice and/or without your consent for verification of occupancy and other Residential Life administrative functions; for performance of protective, housekeeping, or maintenance functions; for health and safety inspections; to protect life, limb, or property; to assure compliance with these contract conditions as well as state, federal, and University regulations.

Financial Conditions

Payment

Room and Dining Plan charges for the period of this contract are posted to the term bill and are payable to the Bursar's Office subject to conditions applying to the term bill.

Room Rates

Rates are established and announced for the academic year by the University. Differential rates may be charged for rooms with other than standard occupancy, and bills adjusted accordingly. Rates may vary among different residence areas and sections of campus. Please refer to the [website](#) for further details.

Laundry Room Use

Included in the student housing fee is prepaid use of laundry machines in the residence halls.

Contract Releases

Withdrawal from the University

If you voluntarily withdraw from the University or go on inactive status, you will be liable for payment up to the date of formal contract termination (approval of contract release; completed room check-out; and surrender of University ID card to the Customer Service Center). Charges will be prorated from the beginning of the contract period to the date of formal contract termination. If you return to active status at any time during the term of the contract, this contract is automatically reinstated.

Students Continuing at the University

Once this contract is binding, as noted above, you will not be released from this contract for the contract period so long as you are a continuing student at the University, except if:

- the residence halls system is oversubscribed, and Residential Life has authorized your release from this contract to reduce oversubscription;
- you are married during the contract period (documentation required) and are living with your spouse;
- you have medical reasons for release*, and Disability Resources and the Intercessor have recommended release to the Director of Student Housing Administration, Graduate, and Off-Campus Programs;
- you have financial reasons for release*, and the Director of Financial Aid has recommended release to the Director of Student Housing Administration, Graduate, and Off-Campus Programs;
- you are participating in an Education Abroad Program or internship program or are approved for inactive or academic leave status by the appropriate Dean's Office;

* Application for contract release must be made in writing to the Director of Student Housing Administration, Graduate, and Off-Campus Programs and be accompanied by appropriate documentation for the requested release.

Reassignments and Removal from Housing

Residential Life Reassignment, Removal, or Suspension

Residential Life reserves the right to reassign, remove, or suspend (pending review) from the residence halls any student whose conduct exhibits disregard for the residential community, who violates the terms and conditions of residence halls occupancy, or who violates other University rules and regulations. Such determinations will be made by the Executive Director of Residential Life and Housing Services.

University Disciplinary or Administrative Removal

The University may terminate this agreement and take possession of the room at any time upon (A) violation of the provisions of this contract; or (B) the direction of a duly authorized judicial body, dean, or other officer of the University; or (C) suspension or expulsion from the University. If you are required to leave University housing for disciplinary reasons, the full-year contract fees are still binding.

Special Interest Housing Reassignment

The University reserves the right to reassign residents of Special Interest Housing groups living in residence halls if a program loses recognition or if spaces assigned to programs are not filled. Individuals who have not met the conditions for a Special Interest Housing group may also be reassigned or consolidated.

Administrative Reassignment

Residential Life reserves the right to reassign students and Special Interest Housing groups living in residence halls to address administrative needs, including gender space balances, renovations, maintenance conditions, and consolidations of spaces.

Period to Relocate or Vacate Housing

Any student who is notified that he or she is reassigned or removed from a residence hall's space must vacate within 48 hours after receipt of such notice, unless instructed otherwise by Residential Life or its designee. Any of the student's possessions remaining on the premises after that time shall be deemed abandoned, a late vacate fee will be assessed, and any cost incurred in removing possessions will be charged to the student.

Room Furnishings and Conditions

Furnishings

Residential Life provides window coverings, a cable/data connection, and basic furniture in each room. You accept responsibility for loss or damage to furnishings. You must keep all University-provided furniture in the room, including the mattress. Students may not bring their own furniture unless it's a medical accommodation and is approved through the Office of Disability Services. You are not permitted to move furniture from public areas into your living space, nor may you remove room furniture from your living space. Disciplinary charges and a service fee for return of furniture will be assessed.

Room Condition and Damage Billing

You (and your roommate(s), if any) are responsible for leaving your space in the same condition in which it was found upon moving in (as stated on your Room Condition Form completed at check-in). Charges will be assessed for repainting and refinishing; repair or replacement of damaged or missing furnishings and equipment; special cleaning necessary due to misuse of facilities; removal of any extra furniture, abandoned property, or large quantities of trash; or other unusual conditions requiring correction. You are responsible for notifying your Residential Life Area Office immediately upon discovering any deteriorated or altered room condition. Appeals of charges must be submitted within 45 days of the posted charges.

Cleanliness

You are responsible for the cleanliness of your living area. If your area must be cleaned for health or safety reasons by the University, you will be charged.

Room and House Modification

You are not permitted to modify your room, suite, or house, nor may you authorize anyone to modify your room, suite, or house. This includes walls (no painting), doors, electrical connections, lighting and wiring, furnishings, cable and data connections and equipment, or any other part of the building. Nor may you authorize anyone to do any of these things.

Public Area Damages

Charges will be assessed for damages, including excessive cleaning needs, to public areas in all Residential Life-administered buildings (residence halls and houses). If those responsible cannot be identified, all students whom Residential Life determines had access to or used the affected public area (corridors, floor lounges, elevators, kitchens, etc.) will share the charges.

Keys

You are responsible for all assigned keys and key cards. If lost, there will be a charge to replace the key(s) or key card and change the lock(s). You must surrender your keys or key card to the Residential Life Area Office when you vacate your living space; if you don't, you will be charged for a lock change.

Residential Standards and Expectations

You are expected to conduct yourself in a manner that allows for the reasonable use of the property and premises by all community members. Conduct which infringes upon the rights of others to a reasonable living environment that supports residents' academic pursuits is not acceptable under any circumstances. By living in a University of Rochester Residential Life community, you agree to adhere to the following documents:

[Official Bulletin of the University of Rochester](#);

[Standards of Student Conduct](#);

[University IT Acceptable Use Policy](#);

and notices from the Residential Life and Housing Services, University Fire Marshal's Office, or Department of Public Safety.

Prohibited Possessions

Items prohibited in University of Rochester Residential Life communities include:

- [Items and actions](#) that violate mandated life safety codes by New York State and the NYS Office of Fire Prevention and Control (OFPC);
- Full-size refrigerators;
- Space Heaters;
- Portable Air Conditioner Units (without prior approval by Disability Resources)

Pet Policy

The only pets allowed in housing are fish in a small aquarium (no larger than a five-gallon tank). You are responsible for providing appropriate cleanliness and care for the fish during the academic year as well as break periods.

Business Use of Student Rooms

Commercial use of your room or solicitation anywhere on the premises is strictly forbidden. This includes commercial use of ResNet connections. Specific exceptions for approved student concessions in residence halls and those participating in the e5 Program must be reviewed and authorized in writing by the Office for Residential Life and Housing Services.

Use of Keys

Unauthorized possession, sharing, duplication, or use of residence halls keys/access cards is subject to disciplinary action.

Insurance

Health Coverage

All residence hall students are required to pay the mandatory University Health Fee for basic medical care through the University Health Service.

Loss or Damage of Personal Property

The University cannot and does not assume responsibility for personal accident, injury, or illness to residents, guests or visitors, or for damage, theft, or loss of personal property, and you hereby release the University, its trustees, officers, agents, faculty and employees from any liability on account of any accident, injury, illness, property damage, theft, or loss not caused by the University's gross negligence or intentional act or omission. The University will not reimburse you or parents/guardians for damaged, lost, or stolen personal property.

You are encouraged to protect yourself from loss by purchasing appropriate insurance, as you are not covered under the University's property and fire insurance policy. In that regard, you should review any homeowner's policy that you or your family might have to determine whether the contents of your University room are already covered or could be covered with a policy rider or should purchase renter's insurance. When you consider this insurance protection, you should keep in mind the replacement cost of such items as computer, jewelry, musical instruments, electronics, books, calculators, clothes and shoes, and sports equipment