

# Oregon State University | University Housing & Dining Services

## Room and Dining Contract Summer Session 2025

Final version posted April 22, 2025

**Introduction:** Please read this Contract carefully. It is a legally binding Contract, and contains important information. You may not alter this Contract in any way without written agreement from the Executive Director of University Housing & Dining Services. The Contract is for a space in a University Housing & Dining Services ("UHDS") facility and not for a particular room or type of housing. By signing this Contract, you agree to accept your residence assignment, and understand this assignment may change. Once you receive a key to your assigned residence or move personal belongings into your room (whichever comes first) you are considered to have taken occupancy ("Occupancy") and will incur charges. You also agree to familiarize yourself and comply with all University policies governing occupancy, including those set forth in this Contract and in the UHDS publication *Student Policy and Information Guide*, to be considerate of other residents and to respect the rights of others at all times. The *Student Policy and Information Guide* may be found at: <http://uhds.link/policy-guide>, as well as in paper form when requested at the University Housing & Dining Services Administrative Offices.

1. Make sure you have all of your questions answered before you sign and submit the Contract form. Remember, ignorance of the law (and this Contract) is not a viable justification for failure to comply with all TERMS AND CONDITIONS of the Contract.
2. If you have any doubt about the meaning of any specific provisions of the Contract, or require an alternative format, please contact the UHDS Office at (541) 737-4771, or via email at [housing@oregonstate.edu](mailto:housing@oregonstate.edu).
3. UHDS uses email as the primary method of communication regarding housing contract matters. Once a student applies for housing, the default email address used for all correspondence will be the student's OSU Network ID (ONID), which is the official Oregon State email account. Students are responsible for frequently checking their Oregon State email account. UHDS is not responsible for email messages that are not received by the student.

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## Terms and Conditions

### 1. General Conditions:

- a. Eligibility is subject to the terms and conditions noted within this Contract (Section 2) as well as all current rules, regulations, procedures and responsibilities that apply to individual residents, including but not limited to those within the Oregon State University ("OSU") undergraduate and graduate catalogs, OSU Standards and Policies regarding Student Conduct, including the Code of Student Conduct, (available online at <http://studentlife.oregonstate.edu/studentconduct/>), Student Handbooks, and the UHDS *Student Policy and Information Guide*. In the event of any conflict among the foregoing, the terms and conditions of this Contract are controlling.
- b. This Contract is personal to the Resident ("student") and is not transferable by the Resident. Notwithstanding the foregoing, if a parent or guardian has signed this Contract in addition to the Resident, the Contract will be binding on both parties.
- c. ***If you have ever been convicted of a felony or any crime involving drugs, alcohol or a weapon, or if you are required to register as a sex offender, you must disclose the conviction via e-mail to UHDS by emailing [uhds.conduct@oregonstate.edu](mailto:uhds.conduct@oregonstate.edu) as part of the application process. Your failure to provide complete, accurate and truthful information will be grounds to revoke or deny your application. Your disclosure will not necessarily preclude your application from being accepted. OSU will review the circumstances of the conviction and determine whether your application to live in UHDS facilities will be accepted.***
- d. ***This Contract may be signed electronically by the Resident if they are 18 years of age or older without a parent/guardian co-signature. If a Resident is under 18 years of age, a parent/guardian co-signature is required.***
- e. All residential contracts include a Room and Dining Plan package. **There is no room-only option.**
- f. OSU, in compliance with applicable state and federal laws and regulations, does not discriminate on the basis of age, color, disability, gender identity or expression, marital status, national origin, race, religion, sexual orientation, or veteran status in any of its policies, procedures, or practices.
- g. ***Applicants and Residents with qualifying disabilities have the right to request reasonable accommodations or modifications. Requests for accommodations can be made as part of the housing application process via the Housing Portal.***
- h. By entering into this Contract, you agree that UHDS may use and/or release your OSU ID photo, for housing and dining purposes, within UHDS or to any person determined by UHDS to have a legitimate need for that photo, including without limitation the verification of your identity in connection with UHDS services.  
***Residents living on campus for the summer session are not bound to the OSU First Year Experience Live-on Requirement.***

### 2. Eligibility:

- a. To be eligible for residence in on-campus housing, individuals must be admitted to and enrolled at OSU, registered for Summer 2025 or registered for classes in Spring 2025 AND Fall 2025 while actively pursuing a degree, registered for Fall a University-affiliated program, or dually admitted to and enrolled in a community college that is part of the Dual Degree Partnership Program with OSU.
- b. The Resident shall be deemed in breach of this Contract if they are no longer registered for classes at OSU or at LBCC if the Resident is dually-enrolled.
- c. UHDS reserves the right to deny housing arrangements to any student who has been sanctioned under the Code of Student Conduct depending upon the severity of the conduct and circumstances, violated the terms of this contract, or as a delinquent account for housing-related charges.

3. **Term:** The Contract Term is for Summer Session 2025, defined as beginning with the start of the first session the Resident is enrolled in summer classes, or upon Occupancy, whichever occurs first, through the end of Summer Session. The Summer Session is June 22, 2025 – September 5, 2025. Any alterations to this duration or move-in dates will only be accepted with written permission by UHDS Operations staff.

- a. Residents who are in room for the Spring 2025 term will transition to their Summer 2025 assignment on June 15, 2025. Spring to summer residents that maintain a summer housing contract on campus through at least August 16, 2025, will have room charges waived for occupancy dates of June 14-21, 2025.
- b. Residents who do not have a signed contract with UHDS for 2025-2026 will not be able to stay past September 5, 2025.
- c. Residents who have a signed contract with UHDS for 2025-2026 will transition to their 2025-2026 assignment on September 12, 2025, unless notified by UHDS of another date due to room availability. As applicable, this Contract will remain active through summer to fall term transition day, September 12, 2025. Residents who maintain occupancy from, or before, July 20 through September 12, 2025, will have room charges waived for occupancy dates of September 13-19, 2025.

#### 4. **Assignment of Space:**

- a. This Contract is for an assigned space in a residence hall and not for a specific room or bed. This Contract is not a lease agreement.
- b. UHDS accommodates resident housing preferences when possible, but does not guarantee assignments based on preferences.
- c. The Resident is required to pay the published or officially announced rate for the single, double, triple, or quadruple space that is assigned. Specific rate information is available on our website: <https://uhds.oregonstate.edu/housing/summer-housing>
- d. *The University reserves the right to reassign Residents to another room or residence, or change the occupancy configuration of a room, at any time during the Contract Term.* Examples of circumstances requiring reassignments include, but are not limited to: consolidating space, conserving energy, protecting the welfare of residents, closing part or all of a residence, utilizing an ADA designated space for an ADA room accommodation, or other maintenance, economic, behavioral or safety reasons.
- e. **Failure to receive an assignment notification by email does not cancel the Contract.** Assignment to a residence hall is contingent upon the University's final acceptance of your admission as a student and on the availability of space.
- f. Assignments may be based on previous behavior or conduct issues.
- g. Acceptance of this Contract by UHDS does not confirm admission to the University.
- h. The University reserves the right to refuse any application to live in university residence halls.
- i. Animals are not permitted in residence halls, except as authorized under the OSU Service & Assistance Animal Policy: <https://policy.oregonstate.edu/policy/service-and-emotional-support-animals>.

#### 5. **Occupancy:** Occupancy means that the Resident has received a key for a specified room and/or has moved personal belongings into the room (whichever occurs first). Occupancy is for the Term of the Contract or at 5:00 PM on the end contract date included on the summer assignment letter.

- a. Occupancy status does not require the actual physical presence of the Resident or their belongings. Residents will be assessed charges for the entire Contract Term.
- b. Residents who are enrolled in Fall 2025 classes and have an active signed contract with UHDS for 2025-2026 are allowed to remain in their summer assignment through the end of the summer session on September 5, 2025 until they transition to their Fall 2025 assignment expected to be on September 12, 2025, as provided in Section 3. Residents who want to maintain occupancy in their 2025-2026 assignment from September 5, 2025 to September 17, 2025 will automatically be signed up for transition housing by UHDS.
- c. Written authorization to the Assistant Director for Occupancy Management is required for any other occupancy arrangement.

#### 6. **Cancellation of Contract by Resident:**

- a. All contract cancellations must be submitted through the Housing Portal, or if inaccessible, in writing from the Resident's official university email and delivered to [Housing@oregonstate.edu](mailto:Housing@oregonstate.edu), to be effective.
- b. The Resident agrees to pay for the entire time they occupy the space, as well as an additional 7 day notice period (regardless of whether they remain on the premises and the reason for their departure). The 7 day notice period is calculated from the date that UHDS receives the cancellation request.

#### 7. **Contract Termination (by University):**

- a. UHDS reserves the right to terminate this Contract for any of the following reasons:
  - i. The Resident has not taken Occupancy of the assigned space by noon within 2 days of move in date posted in the assignment email, unless the UHDS Office has received written notification prior to the start of the term from the Resident that they will be arriving late. Reassignment of late-arriving Residents (who do not provide written notice) will be made upon their arrival at the University, as space is available.
  - ii. The Resident does not meet Eligibility requirements.
  - iii. The Resident commits serious or repeated student conduct violations or if it is determined that the Resident poses a direct threat to their self, other residents or guests, or to residence hall, or dining center facilities. In this circumstance, a Resident may be asked to vacate the premises immediately pending a hearing.
  - iv. The Resident is suspended or expelled from the University for disciplinary reasons.
  - v. The Resident owes in excess of the University determined threshold that prevents course registration to meet the outlined eligibility.
  - vi. The Resident is in breach of the terms and conditions of this Contract.

#### 8. **UHDS Charges and Payments:**

- a. All rates are subject to the OSU Board of Trustees approval. If your application and contract are submitted prior to the OSU Board of Trustees' annual approval, residence hall room rates, Dining Plan rates, and fees are subject to change. Rates may be found on the UHDS website: <https://uhds.oregonstate.edu/housing/summer-housing>.
- b. Rates are based upon a combination of housing type, room type, and Dining Plan. The Resident agrees to pay Oregon State University for housing charges as indicated on the current rate sheet, including reasonable costs of collecting a delinquent account, and pay interest charges to any University account after the published due dates.
- c. Charges for each term are billed at the beginning of the term on a Resident's University Account. Contact the Student Accounts Office at (541) 737-3775 for more information.

- d. All Residents are charged a non-refundable \$50 contract fee when they submit a housing application. This fee covers the cost of processing the application and assignment of space.
  - e. Charges for policy violations, damages, improper checkouts, and contractual noncompliance will be assessed as detailed on the *UHDS Common Residence Hall Charges* schedule found on the UHDS website: <https://uhds.oregonstate.edu/housing/summer-housing>. This schedule represents a reasonable endeavor by the University to estimate fair average compensation for any loss that may be sustained. Resident understands and agrees to this charge schedule.
9. **Dispute of Charges and Fees:** Any dispute over housing or dining charges fees assessed to a Resident's University account pursuant to this Contract must be made in writing by the Resident. Appeal petition forms are available and should be completed at <http://uhds.link/myuhds>.
- a. Appeals can only be made after a charge has been assessed to the Resident's University Account, but must be submitted within 45 days of the date of the invoice for the charges.
  - b. Appeals will be subject to a decision rendered by a UHDS Appeals Committee.
  - c. Should the Resident disagree with the decision of the Appeals Committee, they may request in writing a review by the Executive Director of UHDS or their designee within 30 days of the original decision. The Executive Director's, or designee's, decision is final.
10. **Room Changes:** Room changes are permitted only by written approval of UHDS Operations Staff.
- a. For every completed room change, a \$75.00 processing fee will be charged to the residents OSU student account.
  - b. Residents with approved room changes must vacate the old room and move into the new room within *48 hours* of receiving the keys to the new room, or they may be charged for an improper checkout, to change the lock for the room, and an increased rate for the room to cover liquidated damages.
  - c. Residents holding two spaces (occupying the old room while not completing the move to the new room) past 48 hours may be subject to the charges associated for both spaces.
  - d. Unauthorized room changes will result in an improper checkout fee and Residents may be required to move back to the original assignments. Residents who make unauthorized room changes will also be charged the room rate for both rooms until either the room change has been approved and the Resident has completed vacating the originally assigned room, or, the Resident has moved back to the originally assigned room.
  - e. UHDS reserves the right to restrict room changes at any time.
11. **Room Vacancies:** If a vacancy occurs in a double, triple, or quadruple occupancy room, the remaining Resident(s) must keep the room clean and ready for another resident to move into the room at any time. In buildings with suites (Halsell and International Living-Learning Center), this requirement includes the common suite space as well. Definition of a clean and ready room may be found at: <http://uhds.link/moving-out>
- a. If a space is available in a room, UHDS may assign a roommate at any time without prior notification to the remaining Residents.
  - b. The room must have at least one set of all the furnishings and space available for a new resident to move in at any time.
  - c. When a Resident leaves for extended periods of time, rooms with vacancies *must* be ready for a roommate.
  - d. Any room determined to not be ready for a roommate at any time will be deemed a breach of this Contract and the Resident hereby agrees to pay a fee for a higher room rate (a double-as-a-single or triple-as-double) to compensate the University for its inability to rent the room to another Resident. The Resident also agrees to immediately return the room to a state that is ready for a roommate. If the room is returned to a state that is deemed ready by UHDS, the charges will be returned to the original rate from that date forward. Refusal to accept a roommate or failure to accept reassignment to another room will be interpreted as a failure to comply with the terms and conditions of this Contract and the Resident hereby agrees to pay the University reasonable compensation as described above retroactive to when the previous Resident roommate vacated the room. Additionally, failure to maintain a room in a state ready to receive a roommate, failure to accept a roommate or failure to accept reassignment to another room may result in conduct action.
  - e. Residents agree not to create or maintain an unwelcoming, hostile, or intimidating environment with the intent to drive out a roommate. Violating this agreement will be considered, along with other breaches of this Contract, a disciplinary issue resulting in possible Student Conduct sanctions as well as financial responsibility for Termination and Cancellation Fees.
  - f. Depending on occupancy needs, UHDS may offer the opportunity for a resident or residents to buy out any remaining spaces in their room for the remainder of academic term.
12. **Moving Out:**
- a. Each Resident must remove all personal belongings from their room when the Occupancy period ends or this Contract is terminated. The room must be cleaned and all keys returned to their respective service center prior to move out being complete. Remaining personal items will be considered abandoned and will be sent to OSU Surplus for public auction or disposal. Residents will be charged for housing and dining until they have completed the entire move out process. More information about this process is available on our website: <http://uhds.link/moving-out>
  - b. The completion of the entire move out process ends with the Resident turning in the room/suite key(s) to their respective service center.
  - c. During move out, Residents may be present for an initial staff inspection of the final room condition; however, the initial inspection is informational in nature and is not the final determination of room condition. All rooms are inspected after the Resident vacates the room and this inspection may result in damage charges, regardless of whether the Resident is present at the time of inspection.
  - d. The Resident agrees to pay for keys not returned and to cover the cost of extra custodial service to remove personal belongings or to clean the room after the Resident has vacated. The Resident agrees that the University may determine these charges in its sole discretion and the University will calculate the charges to reasonably compensate for any damages based on its Common Residence Hall Charges Sheet, located at <http://uhds.link/rates>.
  - e. Failure to vacate by the time and date required may result in charges calculated to reasonably compensate the University for damage incurred by the delay, which includes the extended occupancy fee, the cancellation fee for the next term and prorated Room and Dining charges. The Resident agrees to pay these term charges, available on the UHDS website: <https://uhds.oregonstate.edu/housing/summer-housing>.

- f. If a Resident withdraws from OSU and moves their belongings out, but has not completed the move out process, UHDS reserves the right to re-key the room at the Resident's expense and reassign the room to another resident. A failure to complete the move out process may result in University determined charges to reasonably calculate the University's damages as set forth in the Common Residence Hall Charges Schedule, located at <http://uhds.link/rates>.

**13. Dining Plan Policy:**

- a. There is one dining plan for summer session. The amount a Resident receives is based on the contract duration at a weekly rate. Residents may choose to add money to their OSU Orange Cash (administered by the ID Center) at any time using cash, check, Visa, MasterCard or debit card. Dining Plan charges may take as long as 72 hours to be reflected on the Resident's University account.
- b. Dining plans are encouraged to be spent by the end the Summer Session term (5 PM on Friday September 5, 2025). However, if a Resident has a positive remaining balance after this date, the funds will be "rolled over" into a plan that provides a discount at the register. These "roll over" funds from Summer 2025 must be used by June 11, 2027. Any remaining "roll over" dining plan funds after this date will be forfeited and will not be refunded. If the student withdraws, transfers, or ends their relationship with OSU prior to June 11, 2027 the "roll over" dining funds from Summer 2025 are forfeited and will not be refunded.

14. **Injury or Property Loss:** The University is not responsible for abandoned, loss or damage to personal property, or for any injury to Resident or a guest of the Resident in UHDS facilities due to fire, theft, water, interruption of water, heat, utility problems, or other causes, unless it was solely a result of the University's negligence. Residents are strongly encouraged to carry personal property or renter's insurance. Residents are also strongly encouraged to remove all valuable items from the room during break periods. Any claims regarding property loss or injury will be referred to the University Office of Risk Management.

15. **Force Majeure:** UHDS failure to perform any term or condition of this Contract as a result of force majeure conditions beyond its control such as, but not limited to, war, strikes, fires, flood, governmental restrictions, power failures, acts of nature, epidemics, or damage or destruction, shall not be deemed a breach of this Contract.

**16. Responsibility of Resident for the Facilities:**

**a. Care and maintenance of facilities:**

- i. Each Resident is provided with a room and/or suite key and electronic exterior access through the Resident's OSU student ID card and will be held responsible for loss of these items.
- ii. Each Resident is financially responsible for all facilities, fixtures, and items provided for their use.
- iii. Any damage associated with a Resident's service or assistance animal may be charged to the Resident.
- iv. Residents may be charged for cleaning of the room and for any change in the general condition of University property that is not the result of normal wear and tear.
- v. Condition of the University property will be determined upon final inspection of the room by UHDS staff.

**b. Charges for loss or damage:**

- i. Charges for loss or damage caused by a Resident will be assessed by UHDS on the Resident's University Account, and must be paid promptly. Resident agrees in advance to the charges listed in the UHDS Common Residence Hall Charges Sheet, located at <http://uhds.link/rates>. Resident further agrees to pay the other charges listed in this section, which the University will calculate to reasonably compensate it for its loss.
- ii. Charges for the loss of equipment and damages or defacement of any area in common use (such as lounges, recreation rooms, corridors, bathrooms, etc.) will be assessed against the Resident(s) or student government unit.
- iii. Damages in common areas may be divided and charged on a pro-rated basis to each Resident in the living community.
- iv. Charges for damage, insufficient cleaning, improper checkout, and lost keys during the Contract period will be billed to the Resident's University Account.

**c. Painting, repair, and remodeling restricted:**

- i. Residents are encouraged to personalize their rooms but are not permitted to paint, repair, or remodel their room or public areas in residence halls without prior written permission from UHDS.
- ii. Furniture and mattresses are not to be moved from one room to another. A service charge will be assessed, and possible disciplinary action may be taken if furniture is moved from other Resident rooms or public areas into a Resident's room.

17. **Health, Safety, and Security:** The Resident agrees to take primary responsibility for their own health, safety and security, and to support the health, safety and security of fellow residents, the buildings, and dining areas. UHDS will work cooperatively with Residents to promote a safe and secure environment, although absolute safety cannot be guaranteed. The Resident agrees to read and abide by security policies and precautions stated in the UHDS publication *Student Policy and Information Guide*, and other applicable OSU health, safety and security publications. UHDS may require residents to periodically test for COVID-19 if prevalence deems it appropriate.

18. **Room Entry:** Resident agrees that UHDS may enter, and UHDS reserves the right to enter, rooms with or without notice for reasons including, but not limited to:

- a. Provision of maintenance and custodial services.
- b. Preparation of space for a new resident.
- c. Inspection of room conditions upon vacancy of a Resident, for health and safety reasons during break periods, or for sanitation, security, or safety reasons.
- d. Elimination of nuisances.
- e. When reasonable cause exists to indicate a violation of established conduct or health and safety standards.
- f. To prevent abuse or destruction of university property.

19. **Community Standards and Prohibited Items:** The Resident agrees to abide by all OSU and UHDS policies and community standards, as stated in the UHDS *Student Policy and Information Guide*: <http://uhds.link/policy-guide>, and in the *OSU Student Conduct Regulations*:



<http://studentlife.oregonstate.edu/studentconduct/>. Policies addressed include, but are not limited to: prohibited items, alcohol, drugs, smoking, and noise.

20. **Exceptions to Contract Terms and Conditions:** Only the Executive Director of UHDS or their designee are authorized to modify the TERMS AND CONDITIONS of this Contract and any modifications must be done in writing to be valid. Resident Assistants (RAs), and Professional Residential Education staff are not authorized to modify these TERMS AND CONDITIONS.
  21. **Applicable Law:** This Contract is governed by and shall be construed in accordance with the laws of the State of Oregon, without regard to any other jurisdiction's conflict of law rules or doctrines. Any claim, action, or suit between OSU and Resident that arises out of or relates to this Contract must be brought and conducted solely and exclusively within the Circuit Court for Benton County, for the State of Oregon.
  22. **Severability:** The invalidity, illegality or enforceability of any provision of this Contract shall not affect the validity, legality or enforceability of any other provision of this Contract, which shall remain in full force and effect and shall be liberally construed in order to effectuate the purpose and intent of this Contract.
  23. **Effect of Signature:** By entering this Contract, you certify that you have read all the terms and conditions of the UHDS 2025 Room and Dining Summer Session Contract and agree to the terms stated therein.
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**RESIDENT COPY  
DO NOT SIGN THIS COPY**

**KEEP FOR YOUR RECORDS**