

- i. **Communication-** We understand that addressing conflict can be challenging at times, but is necessary to maintain a healthy roommate relationship.
 - a. How will we communicate if something is bothering us?
 - b. Describe what that in-person conversation looks like.
 - c. If an issue should arise, how soon after should a conversation take place?
 - d. How do you expect to be confronted about an issue?

- ii. **Maintenance and Cleanliness of the room/suite/apartment**
 - a. Who will clean what parts of the room/suite/apartment? List each area, and who will be responsible for cleaning it.
 - b. How do you plan to handle work orders that need to be submitted? (Whoever notices the issue first, side of room, etc.).
 - c. How will cleanliness supplies for the space purchased and/or shared?
 - d. Each resident is responsible for taking out their personal trash. If there is a shared trash can, how will the removal of the trash be handled? Within what time frame?
 - e. If a roommate is not following through on their cleaning responsibilities, we will address that person by:

- iii. **Use of Personal Belongings**
 - a. What possessions are okay to share? (TV, refrigerator, etc.)
 - b. What possessions are not okay to share? Be specific!
 - c. If shared items are damaged or are in need of replacement, who will be financially responsible for the repair or replacement? How will that be determined?
 - d. What items are okay for guests to use/not use?

- iv. **Sleep & Study Times**
 - a. What type of environment will be most conducive to studying for all roommates (quiet, music, TV on, guests over, door open, etc.)
 - b. If one of us is sleeping, what activities are acceptable in the room?
 - c. During the week, lights out by? Does lights out include TV/music/computers off?
 - d. During the weekend, lights out by? Does lights out include TV/music/computers off?
 - e. How will we work together to accommodate each other's sleeping & study habits? Be Specific!

- v. **Guests/ Visitors/Room Usage-** If your roommate does not want a guest to be in the room or spend the night, then the guest may not do so. University policy states that a guest may not spend the night more than two nights in a seven day period. In addition, the rights of the roommate always supersede those of the guest. (Note: a guest is defined as anyone who does not reside in your current assigned space).
 - a. How will we go about gaining permission from your roommate for guests to be permitted in the space?
 - b. Once permission has been granted, how much advanced notification is needed?

- c. What will we do if guests want to visit when one of us is studying?
 - d. If one of you is away, can a guest use your bed or any of your belongings? If yes, what items can be used? Be specific!

- vi. **Personal Safety and Security-** Policy states that all room, suite, and apartment doors should be closed and locked when there are no residents are home. With that being said,
 - a. What precautions will we take to ensure our room, each other, and out belongings are being kept safe?
 - b. How will we address one another is a policy violation/PA Law violation/crime occurs in our living space?

- vii. **Climate of the Space-** If this does not apply to your space, please write N/A
 - a. The agreed upon temperature range within the room/suite/apartment:
 - i. Fall
 - ii. Winter
 - iii. Spring
 - b. We will handle requests from other roommates to change the temperature by:
 - c. If the thermostat box is located in a specific room or above a specific roommate belongings, what arrangement will be made to accommodate other roommates requests?

- viii. **Anything Else:** This space is used for additional items you would like to add to the agreement:

- ix. **Understanding and Agreement of Contract:** By signing this form, we agree to confront one another and deal with our issues before getting Residence Life Staff involved. We understand that if any issues arise where Residence Life Staff is involved, this form will be utilized in the mediation. We also understand that all efforts will be used to solve the disagreements and that a room change is not always the answer and will not always be granted. Please understand that for Affiliated properties a room change is rarely possible. Signed and agreed to by:
 - a. 6 spaces for residents to print, sign, and date.