

**GENERAL PROVISIONS FOR OCCUPANCY for 2023-2024**  
**Graduate Student and Non-Traditional Housing**  
**Lehigh University, Bethlehem, Pennsylvania**

The following **General Provisions for Occupancy (“GPO”)**, in conjunction with the **University Conduct System, as described in the Student Handbook**, safeguard the rights of all residents and clearly set forth Lehigh University’s expectations for all residents occupying graduate student and non-traditional University housing (together “Graduate Housing”). By signing the Housing Contract (the “Contract”), to which this is attached, you (the “Occupant”) are binding yourself not only to the terms and conditions of the Contract, but also to the terms and conditions of this GPO, as well as any and all University Policies and Procedures applicable to the Occupant’s status at the University (e.g., Students – Student Handbook) including but not limited to those referenced in either of these documents.

**SPECIAL PROVISIONS**

1. The Occupant agrees to abide by all Lehigh University, federal, state, and municipal laws, regulations, and ordinances, including, but not limited to any and all University Policies and Procedures applicable to the Occupant’s status at the University (e.g., Students – Student Handbook: <http://studentaffairs.lehigh.edu/handbook>), and those found in the Contract.
2. The University reserves the right to enforce any restriction or regulation necessary for the maintenance of its property or the general welfare of residents. Violation of said restrictions or regulations may subject the Occupant and his/her/their guests to fines, disciplinary action, and/or termination of the Contract.
3. The GPO is subject to change as deemed necessary by the University.
4. The Contract and the Roommate Agreement, each of which are incorporated herein by reference, together with this GPO constitute the entire agreement between the University and the Occupant with regard to the subject matter hereof, and it shall not be amended, altered, or changed, except by a written agreement signed by the parties hereto.

**OCCUPANCY TERM**

1. Unless otherwise indicated in the Contract, the minimum occupancy term for Graduate Housing is one full semester, beginning at the Start Date set forth in the Contract. The Occupant is expected to reside in Graduate Student and Non-Traditional Housing for the full Occupancy Term. Summer only contracts are not available.
2. The Occupant must submit any contract renewal requests a minimum of forty-five (45) days prior to the end of the current Occupancy Term by submitting a new Housing Contract to Housing Services.

**GENERAL TERMS OF CONTRACT**

1. **ADJUSTMENT OF PAYMENT:** No adjustment of payment or other changes shall be made to a Contract for inconvenience or discomfort arising from the making of repairs, renovations, or improvements to Graduate Housing, or for facility-related problems (see also Section 20 of this Agreement relating to events of Force Majeure).
2. **TERMINATION OF CONTRACT BY OCCUPANT:** In order to terminate the Contract, an Occupant must send a petition to Housing Services at least thirty (30) days prior to the requested termination date. If the University agrees to terminate the Contract, the Occupant will be assessed a Contract Termination Fee equivalent to one month’s rent and any sums that the Occupant currently owes to the University shall become immediately due. The Occupant’s security deposit will be forfeited. Under this provision, the contract termination fee and forfeited security deposit will not be assessed if the occupant becomes ineligible to reside in Graduate Housing.
3. **OFFER ACCEPTANCE FORM AND DEPOSIT:** In order to reserve an apartment, Occupant is required to complete a Graduate Housing Offer Acceptance Form and pay a security deposit to Housing Services of Six Hundred Dollars (600.00) prior to signing the Contract. This deposit is non-refundable and subject to the terms outlined in section 16-D.

4. **ELIGIBILITY FOR RESIDENCE:** Occupant shall be a registered full-time Lehigh University graduate student, or a registered full-time Lehigh University undergraduate student who is married or in an established domestic partnership and/or has dependents. Occupant shall make written notification to Housing Services if the Occupant's relationship to Lehigh University changes. Such notification shall be made within ten (10) days of the change in status.
5. **EMERGENCY PROTOCOL:** Emergency evacuation protocols are in place to ensure resident safety and security in time of emergency and can be found at <https://financeadmin.lehigh.edu/content/emergency-evacuation-protocol>. In the event of an emergency, Occupant and any roommates and guests in the room or apartment must comply with the University's emergency evacuation protocols and any other directions from the University (including but not limited to mandatory evacuation from the residence). If evacuation or other protective action becomes necessary, the University will advise Occupants of such action and, where practicable, will make reasonable efforts to accommodate Occupants in its response to the emergency.
6. **GUESTS:** Occupant is permitted to have guests in his/her apartment and is responsible for communicating all University policies to his/her/their guests. Guests of Saucon Village Occupants are permitted to occupy Graduate Housing for a period of no more than fourteen (14). Guest of Packer House and 230 West Packer Occupants are permitted to occupy Graduate Housing for a period of no more than three (3) days and must be reported to Housing Services no later than the day of arrival by submitting a Guest Policy Acknowledgement Form. Occupant will be held responsible at all times for the conduct of his/her/their guest.
7. **FAMILY MEMBERS/ROOMMATES:** Occupant is permitted to have family members and/or roommates, reside in his/her apartment where the occupancy permits. Children under the age of 30 months are not counted towards occupancy. Any persons residing in a Saucon Village apartment for longer than 14 days must be registered and be approved by Housing Services prior to moving in, and will be counted towards occupancy. All requests should be submitted to the Housing Services Office at least five (5) business days in advance. Any roommate that moves out must be reported to Housing Services and their keys turned into the University within three (3) business days of move-out. Occupant must follow all policies and regulations outlined here: <https://financeadmin.lehigh.edu/content/roommates-family-and-guests>. Occupant is responsible for communicating all University policies and regulations to his/her family members and roommates. Occupant will be held responsible at all times for the conduct of his/her/their family members/roommates.
8. **INDEMNIFICATION:** Occupant shall defend, indemnify and hold harmless Lehigh University and its trustees, officers, employees, and agents from and against any and all claims, damages, losses, and expenses, including reasonable attorney's fees, resulting from injury, including death to persons or damage to property, and against any fines, penalties, or charges levied by any government or government authority, and any expenses, including reasonable attorney's fees, as a result of Occupant's use and/or occupancy of Graduate Housing, including, without limitation, any violation of the Lehigh University Social Policy or any laws of the Commonwealth of Pennsylvania regarding underage possession or consumption of alcoholic beverages or illegal substances, except to the extent arising solely from the negligent or intentional wrongful act or omission of Lehigh University or its employees and agents.
9. **OCCUPANT RESPONSIBILITY FOR INFORMATION:** Occupant is responsible for knowing the content of all materials published and distributed by Housing Services and abiding by all information contained therein.
10. **MAXIMUM OCCUPANCY:** Maximum Occupancy limitations are set forth in the Housing Contract and vary by apartment. Maximum Occupancy, including the Occupant and all others residing in the apartment, shall not be exceeded.
11. **MOVE IN:** No one may occupy apartments or rooms in Graduate Housing prior to the Start Date indicated in the Contract.
12. **MOVE OUT:** Occupant must vacate and remove all personal belongings from the apartment or room by 5:00pm on the last date of the Contract. Occupant is expected to follow established closing and/or check-out procedures published by Housing Services.

13. **REASSIGNMENT:** The University reserves the right to reassign Occupant to a different room or apartment when the University determines, in its sole discretion that such a reassignment is in the best interest of the University. The Occupant will be held responsible for any change in housing rate(s) caused by a reassignment.
14. **RIGHT OF ENTRY/SEARCH AND SEIZURE POLICY FOR UNIVERSITY HOUSING:** Authorized University personnel may enter any apartment or room at any time for the purpose of routine maintenance, inspections, repairs, to perform housekeeping functions, to verify occupancy, to remove personal property, equipment, placards, signs, fixtures, alternations, or additions to the room that are in violation of the provisions of the Contract or this GPO; and to respond to an emergency situation. University staff, including Gryphons, are responsible for reporting violations of Lehigh University policy to the Lehigh University Police and/or appropriate University officials. Authorized University personnel may enter and search an apartment or room when there is cause to believe that a violation of University regulations is being or has been committed or attempted. University regulations include, but are not limited to, University Residence Hall housing policies, provisions of the Contract (including this GPO) and all University Policies and Procedures applicable to the Occupant's status at the University (e.g., Students – Student Handbook). "Cause" includes but is not limited to a suspicion that would lead a reasonable person to believe that an act in violation of University regulations or policies or violation of law has been committed or attempted. An example of sufficient cause is the smell of burning marijuana coming from a room or apartment. Authorized University personnel include: full-time members of the Housing Services staff, Residence Life staff, including Gryphons, or the Facilities Services staff and Lehigh University Police.
15. **ROOM CHANGES:** Occupant is not permitted to exchange rooms or substitute one Occupant for another without prior written approval from Housing Services.
16. **HOUSING RATES:**
  - a. **RATE DETERMINATION:** Occupant shall pay to the University the sum determined by the University for occupancy on the first of each month in accordance with the Bursar's policy as outlined in the Student Handbook (Financial Responsibility): <http://studentaffairs.lehigh.edu/content/financial-responsibilities>
  - b. **DELINQUENT PAYMENTS:** All payments under the Contract and recurring charges not paid when due shall be deemed delinquent and a penalty of Twenty-Five Dollars (\$25.00) may be imposed for each such delinquency. The imposition of such a penalty shall not be deemed to be a waiver by the University of any other rights that it may have either by law or under the Contract because of such nonpayment.
  - c. **CHANGE IN RATES AND OTHER CHARGES:** The University reserves the right to increase or decrease the housing rate and other charges provided the University notifies the Occupant in writing of its intention to do so at least forty-five (45) days prior to the effective date of such change. In these circumstances, Occupant may terminate this Contract provided he or she makes written notification to the University at least thirty (30) days prior to the effective date of such change by submitting a Petition to Terminate Housing Contract to Housing Services.
  - d. **SECURITY DEPOSIT:** The Occupant must pay a security deposit of Six Hundred Dollars (\$600.00) to be held by the University for the payment of all rent and other amounts due from the Occupant to the University upon termination, for the Occupant's performance under this Agreement, the University Housing Contract, and against any damages caused to the Apartment or Room by Occupant, his or her spouse or domestic partner, dependents, roommates, or guests. After the Occupant surrenders the Leased Premises, the University, within thirty (30) days, shall pay the Occupant the difference, if any, between the security deposit and the amount of unpaid rent and/or actual damages caused by the Occupant. Payment to Occupant shall be made in the form of either a check or a credit against Occupant's Bursar account if there is an outstanding balance.
17. **FINES:** The University may confiscate items, the use or possession of which is prohibited by this GPO or other University policy or federal, state, or local law, and fine policy violators. Occupant will be held responsible for paying all fines related to his/her apartment. The most common charges and fines are listed here: <http://go.lehigh.edu/gradhousingfines>.
18. **SUB-LEASING:** Sub-leasing of apartments or rooms is prohibited. The Contract cannot be reassigned by you to any other person. Occupants who will be away from the University for more than thirty (30) days may request that a Temporary Occupant occupy his/her/their apartment. Requests for a Temporary Occupant shall be submitted in writing to Housing Services and contain the name, address, telephone

number, and email address of the Temporary Occupant. Occupant remains solely responsible for the conduct of his/her/their Temporary Occupant.

19. **TERMINATION OF CONTRACT BY UNIVERSITY:** The University reserves the right to terminate the Contract and take possession of an apartment or room when:
  - a. The University, in its sole discretion, determines that misconduct or a violation of University regulations, policies, and procedures warrants such termination. If the University terminates the Contract due to disciplinary action, Occupant is not entitled to a refund of rent or security deposit.
  - b. The University, in its sole discretion, determines that such a termination is in the best interest of the University. Rent will be prorated based on the move out date. The security deposit will be returned less any damages that are assessed.
  - c. The Occupant's relationship with Lehigh University changes such that the Occupant is no longer eligible for University housing. Rent will be prorated based on the move out date. The security deposit will be returned less any damages that are assessed.
  - d. The Occupant fails to make any payment required by this Contract or vacates the premises. Occupant is not entitled to a refund of rent or security deposit.
20. **FORCE MAJEURE:** The University shall not be liable or financially responsible (i.e., will not issue refunds) for any delay or failure to perform under this Contract for reasons that are beyond the University's control, including, but not limited to, acts of God or nature, extreme weather, fire, earthquake, flood, natural disaster, government order or regulation, strikes, work stoppages or other labor disturbances, riots or civil commotions, litigation, war, acts of terrorism, plague, epidemic or pandemic, utility malfunctions, and loss of electricity or power.
21. **TRANSFER REQUESTS TO A NEW APARTMENT:** Apartment transfer requests can be made by submitting a housing application available at <https://financeadmin.lehigh.edu/content/graduate-housing> . If Housing Services approves the request, a Two Hundred Fifty Dollar (\$250.00) transfer fee will be assessed to the Occupant's Bursar account. If the transfer request is approved between single occupancy bedrooms, a Fifty Dollar (\$50.00) transfer fee will be assessed to the Occupant Bursar Account. This fee is non-refundable.
22. **TRANSFER REQUESTS BETWEEN SPOUSES/PARTNERS:** An apartment transfer between legally recognized bound spouses or partners is permitted within the same apartment for no charge once the primary occupant is no longer eligible for housing. If a new apartment is requested and Housing Services approves the request, a Two Hundred Fifty Dollar (\$250.00) non-refundable transfer fee will be assessed to the Occupant's Bursar account. All transfer requests can be made by submitting a housing application at <https://financeadmin.lehigh.edu/content/graduate-housing>. Spouse/domestic partner is required to meet and fulfil all requirements set forth in the Contract.

## **CONDITIONS OF OCCUPANCY**

Appropriate conduct, as outlined by any and all University Policies and Procedures applicable to the Occupant's status at the University (e.g., Students – Student Handbook) and the policies contained or referenced herein, is expected of all individuals living in Graduate Housing, including the Occupant, spouses, domestic partners, children and other family, and roommates, especially when it pertains to another's legitimate use of a residential area for sleep, study or privacy. Behavior that infringes on the rights of other residents is prohibited and may result in relocation and/or disciplinary action. Occupant must respond to all official University directives and requests. Occupant is solely responsible for reading and complying with all University policies and regulations covering this topic in the Student Handbook..

### **1. APARTMENT AND ROOM POLICIES**

- a. **BED RISERS:** Beds may only be lifted off the ground by bed risers. Cement blocks are prohibited. The stacking of bed risers, one on top of the other, is also prohibited.
- b. **DECORATIONS:** Decorations must be of a non-combustible nature that will not damage paint or finished surfaces in the room. As stated in fire code regulations, no material or posters may be affixed from the ceiling or overhead at any time. The hanging of cloth material or tapestries may not cover more than 50% of each wall nor can it be hung on a wall above a bed. Curtains which enclose a bed are not permitted. In buildings with sprinkler systems, decorations may be further limited by fire safety regulations. Please refer to the student handbook for further information.

- c. **DOOR HANGERS:** Items that hang over the top of the entry/exit doors are prohibited. These items impair the ability of the door to close and latch properly, thus creating a security concern.
  - d. **FURNITURE:** All University furniture placed in a bedroom must remain in that room, and cannot be placed in hallways or stored in any building storage areas. Furniture may be rearranged within a room in accordance with its designed purposes.
  - e. **LAUNDRY:** Occupant is expected to follow all posted instructions in laundry room.
  - f. **LOFTS:** Student-built lofts are not permitted.
  - g. **PAINTING:** The painting of rooms in graduate student and non-traditional University housing is prohibited. All rooms with paint differing in color from the initial move-in color will be professionally painted at the termination of this Contract and the University will bill the Occupant for the cost.
  - h. **REPAIR/RENOVATION** Repair or renovation of a room by any Occupant or external source is not permitted without the express written approval of Housing Services. Examples include, but are not limited to, the installation of ceiling fans and rewiring of room electrical outlets. The University or its authorized agents shall make all repairs to the building or equipment on the building and surrounding grounds that it determines are necessary at such time or times as it may determine. If repairs to the building or equipment on the premises are required, Occupant(s) shall be responsible for reporting the need therefore to the Facilities Services Office. If repairs, renovations, painting, or other work is required because of the carelessness, negligence, or fault of the Occupant or guests, or because of any breach of the conditions of the Contract, the Occupant shall pay all costs and expenses of such work and also the cost of repairing or replacing any personal property of any other resident or guest on the premises which may be damaged by reason of the carelessness, negligence, or fault of the Occupant or guests, or by reason of any breach by the Occupant or any of the conditions of the Contract. All costs and expenses may, at the option of the University, be paid by the University and recovered from the Occupant in the same manner as fees due and in arrears.
  - i. **WATERBEDS:** Waterbeds are prohibited.
2. **CLEANLINESS:** Occupant is expected to keep all areas of buildings, especially kitchens, bathrooms, lounges and corridors, in satisfactory condition. Common rooms are not to be used for permanent or temporary storage of miscellaneous personal items or furniture inappropriate for normal occupancy. Apartments and rooms must be returned to their original condition at the end of the Occupancy Term. Special cleaning required due to Occupant's carelessness will be billed to the Occupant(s). Occupant(s) should refer to the cleaning guidelines for more information.
3. **COMMON AREA GUIDELINES:** Common areas are referred to as any space that is not your apartment or bedroom. The Occupant is responsible for following all guidelines. Packer House Community guidelines can be found here: <http://go.lehigh.edu/packercommunityguidelines> and Saucon Village Community Room guidelines can be found here: <http://go.lehigh.edu/communityroomrequest>
- a. **BATHROOMS:** Both all gender and gender specific bathroom facilities are available in graduate student and non-traditional housing.
  - b. **KITCHENS:** Common area kitchens are designated for use by all residents. All kitchen guidelines must be followed.
  - c. **EXTERIOR DECORATIONS:** Exterior decorations are prohibited unless approved by Housing Services. The Occupant shall not hang any items from the windows, curtain rods, ledges, or roofs of the building, or place items on the window ledges.
  - d. **LOUNGE FURNITURE:** Furniture may not be removed from lounges or other common areas without the permission of Housing Services. If lounge furniture is found in an Occupant's apartment or room, he/she will be subject to disciplinary action and fines, and will be billed for the cost of removal.
  - e. **SLEEPING:** Sleeping in lounges or any other common area is prohibited.
  - f. **STAIRWELLS, EXITS, HALLWAYS:** Stairwells, exits, and hallways must remain free and clear of all debris and objects at all times. Doormats are permitted.



- g. **STORAGE:** Each Graduate Housing apartment comes with assigned storage space. This assigned space is the only storage area on campus in which Occupant is authorized by Housing Services to store his/her belongings.
4. **CUSTODIAL SERVICE:** Custodial service is provided only for common areas. The University may discipline an Occupant who interferes with custodial service. Occupants will be disciplined in accordance with the appropriate University Policies and Procedures applicable to the Occupant's status at the University (e.g., Students – Student Handbook). Occupant is responsible for cleaning his/her individual apartment or room. Special cleaning of the common areas or of an Occupant's individual apartment or room that is required due to an Occupant's carelessness will be billed to the Occupant.
  5. **EXTERIORS AND OUTDOOR SPACES:** Occupant will keep the exteriors of buildings and outdoor spaces in good condition. Littering and leaving personal belongings outdoors when not in use are not permitted (including charcoal and charcoal grills). Bicycles may be left at the bike racks at the owner's discretion and risk.
  6. **NOISE/QUIET HOURS:** Quiet hours are observed in all University housing, including interior and exterior space. Quiet hours are from 10:00 p.m. to 8:00 a.m. Sunday night through Friday morning and from 12:00 a.m. to 10:00 a.m. on Saturday and Sunday. During final exam periods, quiet hours will be in effect 24 hours a day following the last day of class each semester. Outside of the designated quiet hours, Occupant is expected to respond to reasonable requests from other residents to reduce noise if it is infringing upon others.
  7. **PETS:** Occupants with disabilities will be permitted to have service animals in University housing, subject to the guidelines and requirements set for by the Americans with Disabilities Act as implemented by University policies and procedures. Students may submit accommodation requests through the Disability Support Services Office.
  8. **POSTINGS NOTICES:** The posting of signs, notices, or information of any kind in common areas (exterior and interior) is strictly prohibited.
  9. **PROHIBITED ACTIVITIES:** Housing Services prohibits the following in residential areas: vandalism; playing with fire; chemical experimentation; cutting wood; sports (e.g., hall hockey, soccer, Frisbee throwing, darts/dart boards, etc.); the cooking and preparation of food, except in designated areas; excessive noise; placing foil in or around cooking area (e.g., on burner pans, on stovetop near burners or covering of stove hood.); the washing or repairing of motor vehicles; excessive horseplay; dropping, throwing or shooting of objects from windows; the use, possession or sale of drugs and illegal substances; possession of drug paraphernalia or theft of university services.
  10. **RECYCLING:** Occupant must comply with all University recycling policies and procedures, which are available at <http://sustainability.lehigh.edu/recycling>.
  11. **RESTRICTED AREAS:** Occupant is prohibited from accessing and entering restricted areas such as roofs, mechanical equipment rooms, buildings closed for semester breaks, etc.
  12. **SMOKING POLICY:** Lehigh University is a smoke and tobacco free campus. Occupants must comply with the University Smoking Policy in its entirety ([https://www.lehigh.edu/~policy/documents/2021.05.20\\_Tobacco\\_and\\_Smoke\\_Free\\_Campus\\_Policy\\_FINAL.pdf](https://www.lehigh.edu/~policy/documents/2021.05.20_Tobacco_and_Smoke_Free_Campus_Policy_FINAL.pdf)). This Policy applies to all Lehigh University facilities and property, owned or leased, regardless of location.
  13. **SNOW REMOVAL:** Occupant will cooperate with snow removal efforts in parking areas by removing vehicles from, on, or about the parking areas for a reasonable period of time when requested by the University. Occupant should notify the University of the need for any additional snow/ice removal.
  14. **TRASH:** Trash must be disposed of in designated areas.
  15. **UTILITIES AND SERVICES:** Occupant is required to pay the electric bill for his/her/their assigned apartment if it is not included in his/her rent.
  16. **MAINTENANCE:** Occupant will follow all reporting procedures posted in each building and report maintenance items to facilities. Occupant will be held responsible for any negligence in reporting items.
  17. **ALCOHOL:** Alcohol is only permitted in an apartment where one or more of the Occupants are at least 21 years of age. Rooms and apartments occupied by residents who are under 21 years of age are considered "dry rooms" and no alcohol is permitted in those rooms. Hard alcohol, drinking games and

all drinking paraphernalia are prohibited in all Residence Hall facilities including rooms, apartments, and common areas.

## **SAFETY AND SECURITY**

1. **EXTENSION CORDS and POWER STRIPS:** All extension cords used must be heavy duty (17 amps), UL approved, and plugged directly into an outlet. Power and extension cords may not be used to plug-in kitchen appliances
2. **EXTERIOR, FIRE, SECTION, AND ROOM DOORS:** Exterior, section and fire doors are to remain closed at all times, with exterior doors locked 24-hours a day. Occupants of the section will be held responsible when doors are blocked or propped open. A door will be considered propped if there is any physical obstruction (e.g., tape, stones, cardboard, and trash cans) that prevents it from closing and/or locking. Apartment/room doors have been equipped with self-closing door hinges to meet fire code regulations. Dismantling or removing self-closing door hinges is prohibited.
3. **FIRE DRILLS/ALARMS:** When a fire alarm sounds, Occupant shall vacate the building and cooperate fully with University officials, including during fire drills, which will be held at regular intervals. Residents who set off the fire alarm in their apartment should follow the instructions listed in their apartment and will be held responsible for any real or false alarms.
4. **FIRE EQUIPMENT:** Fire equipment is to be used only as necessary in the case of fire. Any use or misuse of fire equipment must be reported to Housing Services immediately. Tampering with fire bells, horns, alarms, extinguishers, extinguisher covers, exit signs, evacuation instruction signs, smoke detectors, and other equipment is prohibited. In buildings with sprinkler systems, no items may be hung, wrapped, taped, or otherwise affixed to sprinkler pipes or the sprinkler head. No item in the room may be positioned in such a way as to block the lateral dispersal of water should the sprinkler head be activated. The sprinkler head, if wall mounted, will have no items on the same wall higher than 18 inches below the sprinkler head. This does not include relatively flat items (pictures, posters, etc.) but does include shelving and any objects that may be on the shelving, as well as electrical cords, lights, etc.
5. **FLAMMABLE MATERIALS:** Flammable items including candles, candle and wax warmers, wax melts, self-start charcoal, chemicals, combustible engines (regardless of their state of dismantlement), gasoline, incense, lighter fluid, non-electric lanterns and live trees are prohibited.
6. **IDENTIFICATION CARDS:** University ID Cards will only operate the card reader doors in the area(s) to which the Occupant has been authorized to access. Attempts to use a card in area(s) other than those authorized will be monitored and may subject the Occupant to disciplinary action. Possession or use of an ID Card or key issued to another Occupant is prohibited and could subject an offending Occupant to disciplinary action. ID's that have been lost or stolen must be immediately reported to Housing Services or the IDEAL Office. A replacement ID will be printed and billed to Lehigh Student. Any non-affiliated ID that needs to be replaced will be billed to the leaseholder of the apartment. For additional ID Card policies and procedures please refer to the Student Handbook.
7. **KEYS/LOCKOUTS:** All keys must be issued through Housing Services or IDEAL and may not be duplicated. Key(s) issued to an individual may not be given to anyone. All persons involved in such a transaction will be subject to disciplinary action. Keys that have been lost or stolen must be immediately reported to Housing Services. A lock change will be scheduled and charges apply to the leaseholder. If a lock-out is requested the Occupant will be charged for either the lockout service or lost keys. For additional key policies and procedures, please refer to the Student Handbook.
8. **MAILBOX KEY POLICY:** An occupant is not permitted to have possession of keys after they have moved out. Students should forward their mail at the USPS website provided on the check-out instructions. For occupants that choose not to do this, Housing Services will send staff to pick-up any mail addressed to the occupant for a \$20 fee if the apartment is not occupied. This fee should be paid in cash or check at the time the request is made and mail will be picked up and brought to Housing Services within 7 business days of the fee being paid. The occupant will be called when the mail is ready to be picked-up.
9. **PROHIBITED ITEMS:** The following items are specifically prohibited in graduate student and non-traditional University housing except in areas designated and/or approved by the University: air conditioners (unless approved and installed by the University), electric blankets, halogen lamps,

hoverboards, laundry washers and dryers, portable heating units, power tools, refrigerators exceeding 4.6 cu. ft. (other than the unit provided by the University). Common household kitchen items (except deep fryers which are prohibited) are permitted only in Saucon Village Apartment kitchen areas. Kitchen items that do not fit within the kitchen area can be stored in designated common space as long as they are cleaned, unplugged, and there is no evidence of use outside of the kitchen area.

10. **WEAPONS:** Weapons of any kind are strictly prohibited. These items include, but are not limited to, firearms, fireworks, ammunition, air guns, paint ball guns, spring type weapons, slingshots, martial arts weaponry, explosives, switchblade, bow and arrows and hunting knives. The possession or use of any potentially dangerous item or material is strictly forbidden. Such items are subject to confiscation
11. **SALES, SOLICITATION, AND COMMERCIAL ENTERPRISES:** No commercial enterprise or door-to-door solicitations may be conducted in University housing. The presence of any promoter, vendor, or unauthorized visitor should be promptly reported to Housing Services, Residence Life, or University Police.
12. **SECURITY:** Occupant shall not take any action that compromises the safety and security of themselves, other Occupants, or living areas. Occupants must not remove screens. Room doors should be locked whenever Occupant leaves the room. Occupant will be fined if their room door is found to be left unlocked on a continuous basis. Suspicious activity should be immediately reported to Housing Services and/or the Lehigh University Police Department.

## **PROPERTY**

1. **ASBESTOS CONTAINING MATERIAL (“ACM”):** The Occupant acknowledges that there may be asbestos containing material in some areas of the House. The University will make available to the Occupant its survey showing the location and condition of ACM in such areas. The Occupant agrees to notify the University immediately if any ACM is damaged or disturbed or if any damage is discovered. The Occupant will immediately cease any activity that might result in further damage to or disturbing of ACM. The University will arrange for any necessary remediation.
2. **ASSESSMENT FOR DAMAGE:** Occupant will be held responsible for any damage or theft related to his/her apartment or any other part of the building.
3. **INVENTORY:** Upon entering or changing to a new apartment or room, an occupant is provided with information on how to report any repairs or damages to their apartment. Reported information will be referred to in matters concerning room repair and individual damage assessment.
4. **DAMAGE TO OR DESTRUCTION OF PREMISES:** If the premises or any part thereof is destroyed or damaged by fire or other casualty, or taken by eminent domain, this Contract may be terminated by the University if it determines that the premises have been rendered unusable. If the Contract is not terminated, a proportionate reduction in room occupancy charge, determined by the University in its sole discretion, shall be allowed until the premises are restored by the University to usable condition. The University will only allow such a reduction in the room occupancy charge if the damage occurred through no fault of the Occupant(s).
5. **OCCUPANT PROPERTY:**
  - a. **UNIVERSITY RESPONSIBILITY:** Neither the University, its officers, trustees, employees and agents shall be responsible for loss or damage from any cause to an Occupant’s personal property.
  - b. **RENTER’S INSURANCE:** Occupant is responsible for obtaining and maintaining a comprehensive renter’s insurance policy which provides coverage for personal liability and personal property. The University shall be named as an additional insured on the policy. Occupant agrees to provide University with a copy of the insurance policy/proof of coverage promptly upon request.
  - c. **REMAINING PROPERTY:** Property remaining in Occupant rooms upon expiration or termination of the Contract immediately becomes the property of Lehigh University. Property remaining in common areas or at building exteriors can be confiscated immediately and becomes the property of Lehigh University after ten (10) days.
  - d. **OCCUPANT WAIVER OF SUBROGATION:** The Occupant shall and hereby does waive any right of subrogation which the Occupant or any of the Occupant’s insurers may have against the



University and its representatives, agents or employees due to loss or damage from any cause whatsoever to Occupant's personal property.

I acknowledge that I have read and understand the material enclosed in the General Provisions for Student Occupancy (GPO). Some sections were discussed with me in detail while others were not. Regardless, all sections are valuable and it is my responsibility to abide by the GPO in its entirety. Further, I have had the opportunity to ask questions on content that is not clear to me. With my signature below, I agree to abide by all of the material in this GPO.

\_\_\_\_\_ *(signature)*