

Brown University, on behalf of its Division of Pre-College and Undergraduate Programs (“Brown” or “the University”) agrees to provide housing for the duration of each residential student’s on-campus program(s) in one of its residence halls under the terms and conditions of this Housing Agreement (“Agreement”). In order to reside in University residence halls, all students and parents or legal guardians must review and accept the terms of this Agreement. This Agreement is not a lease.

As a residential student on Brown’s campus, we ask that you complete a Housing Agreement. Housing agreements are common at many universities, including Brown, so as part of the preparation for entering a higher education institution, we ask students and their parent/guardian to review, sign and submit the Agreement in order to live in the residence halls.

1. Dates of Occupancy

Students may begin occupying their room after check-in beginning at 9:00 a.m. on the Sunday prior to the start of their class. Only students who have applied and paid for Early Arrival may occupy their rooms before their approved move-in date. Students must vacate their room and depart campus by 9 a.m on the day following their final class.

Students who withdraw, are suspended, or expelled from the University must vacate their rooms within 24 hours after such withdrawal, leave, suspension, or expulsion takes effect unless otherwise notified in writing by the Division of Pre-College and Undergraduate Programs.

2. Room Assignments

Students may be housed in a single, double, or triple occupancy room.

For students living with a roommate(s), they will be matched with a roommate who has a gender identity that matches their own. Depending on the layout of their building, students may be in a hall with other students who do not share their gender identity; this mirrors Brown’s undergraduate housing model. Students who notify the University that they identify outside of the gender binary will receive proactive outreach to discuss what housing option might be the best fit for them.

Whenever possible, students who are living with a roommate will be matched with a roommate who is within one (1) year of their age.

Roommate requests will not be accepted.

For students enrolled in consecutive courses, they are able to remain on campus the weekend between sessions, but they may be required to move to a new housing location for their next course. Student dining plans remain active during the weekend between consecutive courses. If there is a week or more between a student’s courses, the student will not be eligible to remain on campus and should make plans to depart campus with their belongings at the conclusion of their course and return when their next course begins.

Students are not able to have any guests in the residence hall(s) unless the guest is a currently enrolled on-campus Pre-College student residing in a different building on campus. Pre-College students are not permitted to have any overnight guests.

The University may move students or change housing assignments prior to or during occupancy as a result of health and safety reasons, disciplinary action, facility failure, or any other reason at any time at its sole discretion. Room changes are not possible for the first 24 hours after a student arrives on campus. All room changes will be handled on a case by case basis and are not guaranteed. Following those first 24 hours, students can request a room change due to a health and safety, community, accessibility, or facilities related matter.

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3. Keys

Keys are issued to each student for their University housing. Only the student to whom the key is being issued may pick up keys. No other individual may pick up a key on another student's behalf.

Keys must be returned to a Division of Pre-College and Undergraduate Programs staff member prior to departing campus at the conclusion of the student's program(s). Any keys not returned by 9 a.m. on the day following your final class will result in a lock change fee of \$125-250.

Any duplication of keys is prohibited. Students who illegally duplicate keys will be billed for a lock change and referred for disciplinary action.

Students are responsible for all keys issued to them and are strictly prohibited from loaning their keys to other students for any purpose, including but not limited to providing access to their room or any other secured area accessible by the loaned key(s); and returning the loaned key(s) to the Division of Pre-College and Undergraduate Programs on behalf of the student.

The University urges students to lock doors and windows of their room at all times. It is the student's responsibility to take precautions to secure their personal property and items.

4. Facilities and Furnishings

Students assume responsibility for the cleanliness and care of their assigned room and its furnishings. Occupants may not dismantle, refinish, paint, dye, or in any way alter the room or its furnishings.

Each resident is supplied with a bed frame, mattress (extra-long twin), a desk and desk chair, bookcase, bureau, closet or wardrobe, trash can and recycling bin. Brown Wi-Fi is available from all residence hall rooms. Residence hall rooms are equipped with a portable air conditioning unit or will have central air conditioning.

Students are encouraged to bring their own linens (pillow, sheets/blanket, towels) with them to campus. A limited quantity of these items are available to purchase on campus through the Brown Bookstore, if needed.

Each student is financially responsible for all damages or defacement of the student's room, suite or apartment (if applicable), corridor, and building. All damages to rooms or the structures, appliances, fixtures, and furniture provided will be assessed against all residents of that area if specific responsibility is not ascertained. Students must report any damages in their assigned space to program staff within 24 hours of occupancy. If a student fails to report damages, the student waives the right to appeal damage charges.

The University is not responsible for the personal property and items of residents. It is each student's responsibility to secure personal property at all times. The University strongly urges that all students have personal property insurance to protect from loss or damage due to theft, fire, flood, vandalism, and any other hazards. For more information please refer to the University Policy on Student Owned Property.

Any personal property remaining in the residence hall after the term of this Agreement has expired, or once this Agreement has been terminated, shall be deemed unclaimed. The University reserves the right to remove unclaimed items from all areas in the residence halls. Unclaimed items may be disposed of in a manner deemed appropriate by the University, or packed, stored, and/or shipped at the student's expense.

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5. Health and Safety

All students living in a residence hall must comply with all University health and safety requirements. Failure to abide by these requirements is a violation of the Code of Conduct and may result in discipline up to and including removal from campus, suspension, and expulsion.

Tampering with, removing, destroying in any way, or being in unauthorized possession of, fire extinguishers, fire alarms, smoke detectors, exit signs, or any fire or life safety equipment as well as not complying with fire drill procedures, is cause for disciplinary action. Such tampering, removal, destruction, unauthorized possession, and/or non-compliance may result in additional charges to the student(s) or against all residents of that area (room/suite/floor/building/complex) if specific responsibility is not ascertained.

The University reserves the right to enter rooms without the consent of the occupant in order to provide for the general safety, well-being, and protection of the University community, its members, and property. This includes, but is not limited to, urgently needed repairs to the residence halls, as well as Health & Safety Inspections. It is not required that the student be present at the time of entry or for the student to be notified in advance. Additionally, an inspection will be completed whenever a vacancy has occurred within a room or suite/apartment to confirm the vacancy and condition of the room.

6. Room Charges and Payments

All information regarding room charges and deadlines can be found on Brown Pre-College website. In the event that a student does not pay their room charges by the established deadlines, the Division of Pre-College and Undergraduate Programs may, in its sole discretion, take one or more of the following actions: (i) Postponement of scheduled check-in time and/or date; (ii) Suspension of access to University residence halls; and/or (iii) Termination of this Agreement.

This Housing Agreement secures housing with the expectation that once this housing is not needed, the Division of Pre-College and Undergraduate Programs will be notified in a timely manner by emailing precollege@brown.edu or calling 401-863-7900. Once a student has fully vacated their room and returned their keys, any eligible refunds will be applied based on our posted Refund Policies.

7. Pets and Animals

Pets are not allowed and are a violation of this Agreement, with the exception of service animals which are permitted in residential facilities in accordance with the Americans with Disabilities Act (ADA). Residents with registered service animals are responsible for complying with all associated policies, including but not limited to paying for any damage to University property caused by the animal.

8. Prohibited and Restricted Items

Certain items are not permitted in residential rooms to ensure a safe living environment. The full list of Restricted Items can be found on the residential life website. Listed below are items that are relevant for our Pre-College students. Prohibited and restricted items may be removed at the student's expense by the University. Students will be notified in writing if any item is removed. The University will provide a refrigerator in residence hall rooms. Students will be responsible for any damages to a University provided refrigerator.

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Appliances and Cooking Devices

Community kitchens in the residence halls include appliances and are for the use of building residents only. Items such as rice cookers and in-home/table grills may be used in the community kitchen. Cooking in general is not permitted in individual student rooms. The following may not be used in student rooms:

- Electric and gas stoves (except University-installed stoves in en suite kitchens and kitchenettes)
- Toasters, toaster ovens, hot plates, burners, crock pots, timed cookers, electric coils, immersion heaters, and air fryers
- Fryers and grills of all kinds Any other appliance or instrument with an open flame or open heat source.

Coffee Makers and Electric Kettles

Personal residential-style coffee makers are permitted in individual student rooms, provided they have an automatic shut-off feature, though coffee makers with an open heat source are not allowed.

Refrigerators and Microwaves

The University will provide access to a refrigerator and microwave in communal spaces in the residence halls.

Candles and Incense

Candles of all kinds and incense are prohibited in residence halls. Candles will be confiscated when found and may be subject to a fine.

Canopies/Tapestries

Ceiling canopies and tapestries are not permitted, including wall coverings over 1600 square inches and unframed are prohibited in any residence hall room or sleeping quarters. Likewise, do not cover or hide your ceiling light with fabric. Under no condition is any tapestry or cloth covering to be within 12 inches of an electrical outlet.

Explosives/Fireworks

Possession, use and/or distribution of fireworks, explosives, or other types of incendiary devices are strictly prohibited, which includes ammunition, incendiary devices, explosives, and flare guns.

Extension Cords

Only **grounded 15-ampere rated surge protectors** are permitted in residence halls.

Hazardous Materials

Possession or storage of flammable chemicals, spray paints/solvents or any similar hazardous materials in residence hall rooms or storage areas is strictly prohibited.

Decorations

Decorations can make the residence halls more festive in addition to providing for the expression of religious practice. If you choose to decorate, the following guidelines must be followed:

- No open flames, no candles, no Sterno (food warming-pan fuel cans).

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- No real trees or wreaths. Artificial trees and wreaths are acceptable as long as they are non-combustible.
- Any lights must be UL-approved and in good condition. Lights must be kept clear of other combustibles. LED lighting is preferred.
- No lights may be used on building exteriors.
- Do not hang lights (nor anything else) near or on any fire safety equipment (sprinklers, alarms, etc.)

Lofts, Platform Beds

Bed frames in residence halls can be self-adjusted by residents. The highest position often allows for dressers and/or bookcases to be positioned under the bed, to allow for maximum floor space.

If a resident wishes to change the position of the bed, the recommended approach is for two people to adjust as follows:

- Remove the mattress.
- Push up on the frame from the bottom, to loosen the hooks from the bed ends (some residents have found it easier to turn the bed upside down, in order to push the bed frame down and loosen the frame from the ends).
- Position the hooks on one end into the new slots for the preferred height, then repeat at the other end, taking care to be at the same height on both ends.

Lofted bed frames are not permitted nor are personal beds, unless approved as a housing accommodation.

Motorized Vehicles

Motorized vehicles, including mopeds and electric scooters, are not permitted inside residence halls.

Smoking

Smoking is prohibited in all University buildings. Students of legal age are permitted to smoke outside, at a distance of at least 35 feet from the entrance to any University building, provided that there will be no migration of smoke into a University building. E-Cigarettes are included in this definition.

Evidence of smoking within the residence hall will result in a \$100 fine and tampering with any fire equipment within a residence hall will result in a \$300 fine.

Weapons

Possession, use and/or distribution of firearms, ammunition, explosives, or other weapons are prohibited. Prohibited items include the following:

- Firearms (defined as any projectile-firing device)
- Guns (all types)
- Ammunition
- Incendiary devices
- Explosives
- Flare guns

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- Air rifles (including paint ball rifles)
- Guns using BBs or pellets or darts
- Any slingshot device
- All knives (including martial arts devices and ceremonial swords), except those that are designed and used for food preparation

9. Termination by the University

The University reserves the right to terminate this Agreement and take possession of the room at any time for violation of this Agreement, violation of University policies which includes without limitation the Code of Conduct, and/or for reasons of order, health (including without limitation for reasons related to COVID-19 or any other epidemic, pandemic, or endemic), safety, discipline, academic deficiency, disciplinary suspension or expulsion, or when the resident exhibits disruptive behavior. Students whose Agreement is terminated by the University are responsible for payment of all housing costs associated for the program term in which a violation occurred. The University may terminate this Agreement on an interim basis, in which case the student shall be responsible for housing costs during the interim termination period. Students whose Agreement is terminated on a permanent or an interim basis must vacate the room and surrender all keys within 24 hours of such termination unless otherwise noted in writing by the Division of Pre-College and Undergraduate Programs.

Student Signature: _____

Parent/Guardian Signature: _____

LINKS TO RESOURCES

<https://policy.brown.edu/policy/student-property>

<https://precollege.brown.edu/policies>

<https://precollege.brown.edu/costs-aid/financial-policies-and-payment-information>

<https://reslife.brown.edu/living-us/residential-life-policies-and-rules/restricted-items>