

**SUITE ROOMMATE AGREEMENT
Part 1 (Bedroom)**

The Agreement is a binding document between the residents of Suite _____A/B (**circle one**) and Residence Life. In signing this agreement, each resident understands and acknowledges that she/he and her/his roommates each have the following rights:

- To be safe
- To live in a clean unit;
- To sleep and study without unnecessary disturbances from noise, guests, or other disruptions;
- To host guests with the expectation that guests are to respect the rights of the roommate and other residents;
- To expect that a roommate, and his or her guests, will respect others belongings;
- To be respected and to communicate and address concerns in a respectful and effective manner
- To free access to one's room and facilities without pressure from a roommate;
- To a degree of personal privacy;
- To be free from fear, intimidation, physical and/or emotional harm and racial or sexual harassment;
- To be free from peer pressure or ridicule if one's lifestyles choices differ from their roommates

Breaking the Ice: A Roommate Discussion Guide

Starting conversations with someone you know very little about can be awkward and difficult. Hopefully the following lists will give you some things to talk about:

- | | |
|--|--|
| Hometown/high school | What are you like in a good mood? In a bad mood? |
| My family includes ... | What do you do when you're down? |
| The best thing about home is ... | When would you prefer to be left alone? |
| My friends back home ... | What annoys you? |
| My exposure to people from other cultures and/or countries ... | What makes you laugh? |
| Before coming to college, I was most involved in ... | How do you relax? |
| High school activities ... | How will I know if you're angry? |
| I came to college because ... | When I first meet people, I ... |
| I plan to major in ... | An important similarity between us may be ... |
| What are your personal thoughts about religion? | An important difference between us may be ... |
| What kind of music do you like? | I think we might have to compromise on ... |
| What kind of movies/TV shows do you like to watch? | I look forward to learning more about ... |
| | We should talk more about ... |

We have discussed and agree upon the following:

SAFETY AND SECURITY

1. The following items address the right to be safe.

A) When will the doors be locked or left open? *Doors should be locked when the room is unoccupied or when residents are sleeping.*

SLEEP AND STUDY**2. The following items address the right to STUDY free from undue interference (noise, guests, etc.) in one's unit:**

A) The following times will be reserved for QUIET STUDY TIME (check all that apply):

- Morning (from __: __ am to __: __ am)
- Afternoon (from __: __ pm to __: __ pm)
- Evening (from __: __ pm to __: __ pm)
- Late night (from __: __ pm to __: __ pm/am [circle one])
- Other Comments:

B) During study time, these background activities can take place (check all that apply):

- radio/music
- television
- guests
- video games
- Other:

C) During mid-term and final exam periods, how do these activities or times change?

3. The following items address the right to SLEEP free from undue interference (noise, guests, etc.) in one's unit.

A) The following will be considered "SLEEPING HOURS:"

Sunday through Thursday: (from __: __ pm to __: __ am)

Friday & Saturday: (from __: __ pm to __: __ am)

B) During SLEEPING HOURS, these background activities can take place (check all that apply):

- radio/music
- television
- guests
- video games
- Other:

C) During midterm and final exam periods, how do these activities or times change?

OVERNIGHT GUESTS & VISITORS**4. The following seeks to address the appropriate and acceptable hosting of overnight guests and visitors:**

In The King's University residence overnight guests must be the same gender, sign in at the front desk, and are not to stay beyond 3 nights without Residence Life Coordinator/Student Life permission. Students are not permitted to host a guest during Orientation Week and/or during the duration of final exam periods.

A) 1. What are each of our needs for privacy?

B) In relation to our bedroom, we would prefer that visitors, guests, and significant others:

- Be welcome anytime.
- Leave when we sleep.
- Leave when we study.
- Leave when we sleep or study, unless we give prior consent to stay.
- Not be in the room when the other roommate is present.

C) If allowed to stay over, where will they sleep?

D) How much notice is needed before a guest stays overnight?

G) We believe that guests, visitors, and significant others

- Should not be left alone in the bedroom.
- Can be left in the bedroom without either roommates present.

CLEANLINESS & ROOM CLIMATE**5. The following addresses the right to live in a clean unit.**

Residents agree to uphold reasonable care of their unit, its furnishings, and to maintain sanitary and safe conditions acceptable to The King's University. Students are expected to keep common areas clean and adhere to the proper removal of garbage.

A) Regarding appearance of the bedroom, we prefer that it be:

- usually orderly and clean
- sometimes orderly and clean
- Disorderly

B) When cleaning the bedroom, we feel that:

- We should take turns cleaning the bedroom.
- We should each clean up our own mess.
- We should clean the bedroom together

C) How often is each roommate required to tidy / straighten up their personal belongings?

D) Roommates will keep track of cleaning/chore responsibilities in the following way(s) :

SUGGESTED CLEANING DUTIES

<p><i>Bedroom Area</i></p> <ul style="list-style-type: none"> • Floor is swept • Furniture is free of dirt, debris, and arranged neatly • Any spills cleaned up <p><i>Garbage and Recycling</i></p> <ul style="list-style-type: none"> • Garbage and recycling material is removed from suite to loading dock 	<p><i>Bathroom</i></p> <ul style="list-style-type: none"> • Toilet, tub, shower cleaned with cleanser • Floor swept and washed • Toilet paper replenished • Mirrors and counter are cleaned, walls are spot washed
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6. The following addresses the right to live comfortably in the unit. Consider these environmental factors:

D) Any particular allergies? (i.e. dust, latex, nuts, scents, etc.) _____

What are we going to do to address those allergies (ie. Separate dishes, vacuuming, no perfumed products)?

EFFECTIVE COMMUNICATION

7. The following items seek to address the right to be respected and to communicate and address concerns in a respectful and effective manner:

A) How will roommates communicate in order to “check in” about how things are going with communal-living expectations and to follow-up when someone is not happy or a rule is being broken? (check all that apply):

- Have regular “check-in” meetings as a group (Schedule: _____)
- Approach the roommate and speak with them directly about your concerns
- Leave a private note/message for the person
- Speak up about your concern(s) within _____ days of noticing the issue(s)
- Other: _____

ROOMMATE CONFLICT AGREEMENT:

Do

- Address the problem immediately.
- Be clear and specific about how you see the issue.
- Listen carefully to your roommate's thoughts.
- Assume that your roommate does not know that something is bothering you.
- Keep it between your roommate and you.
- Ask for help from your RA.
- Look for a solution to the problem together, and generate a list of options.
- Be willing to re-negotiate the agreement later as needed.
- Help create a situation where both you and your roommate can win!

Don't:

- Wait to address the problem, or it will only get bigger.
- Involve residents on the floor in roommate issues.
- Bring up past problems with your roommate.
- Dictate a solution to your roommate.
- Create a situation where only one of you can win, and the other lost

We, the residents of room _____A/B , have discussed and agreed upon these conditions. We may renegotiate this agreement at any time during the year.

(Roommate 1) print name	Signature	Date
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(Roommate 2) print name	Signature	Date
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(Roommate 3) print name	Signature	Date
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Please return this agreement to your RA. It will be photocopied for records and returned to you. Residence Life suggests revisiting the agreement after Christmas.

**SUITE ROOMMATE AGREEMENT
Part 2 (Kitchen/Living Area)**

The Agreement is a binding document between the residents of Suite _____ and Residence Life. In signing this agreement, each resident understands and acknowledges that she/he and her/his roommates each have the following rights:

- To be safe
- To live in a clean unit;
- To sleep and study without unnecessary disturbances from noise, guests, or other disruptions;
- To host guests with the expectation that guests are to respect the rights of the roommate and other residents;
- To expect that a roommate, and his or her guests, will respect others belongings;
- To be respected and to communicate and address concerns in a respectful and effective manner
- To free access to one's room and facilities without pressure from a roommate;
- To a degree of personal privacy;
- To be free from fear, intimidation, physical and/or emotional harm and racial or sexual harassment;
- To be free from peer pressure or ridicule if one's lifestyles choices differ from their roommates

Breaking the Ice: A Roommate Discussion Guide

Starting conversations with someone you know very little about can be awkward and difficult. Hopefully the following lists will give you some things to talk about:

- | | |
|--|--|
| Hometown/high school | What are you like in a good mood? In a bad mood? |
| My family includes ... | What do you do when you're down? |
| My friends back home ... | When would you prefer to be left alone? |
| My exposure to people from other cultures and/or countries ... | What annoys you? |
| Before coming to college, I was most involved in ... | What makes you laugh? |
| High school activities ... | How do you relax? |
| I came to college because ... | How will I know if you're angry? |
| I plan to major in ... | An important similarity between us may be ... |
| What are your personal thoughts about religion? | An important difference between us may be ... |
| What kind of music do you like? | I think we might have to compromise on ... |
| What kind of movies/TV shows do you like to watch? | I look forward to learning more about ... |
| | We should talk more about ... |

We have discussed and agree upon the following:

SAFETY AND SECURITY

- 1. The following items address the right to be safe.**
- A) When will the doors be locked or left open? Doors should be locked when the room is unoccupied or when residents are sleeping.

B) If one of us is going to be gone for an extended period of time, we would:

- Want to know where the other is going
- Want to know when the other will return
- Prefer not to let the roommate know the other's whereabouts

SLEEP AND STUDY

Discuss answers from Suite Agreement Part 1. If you have DIFFERENT expectations for the common area, record those below:

2. The following items address the right to STUDY free from undue interference (noise, guests, etc.) in one's unit:

A) The following times will be reserved for QUIET STUDY TIME (check all that apply):

- Morning (from __: __ am to __: __ am)
- Afternoon (from __: __ pm to __: __ pm)
- Evening (from __: __ pm to __: __ pm)
- Late night (from __: __ pm to __: __ pm/am [circle one])
- Other Comments:

B) During study time, these background activities can take place (check all that apply):

- radio/music
- television
- guests
- video games
- Other:

C) During mid-term and final exam periods, how do these activities or times change?

3. The following items address the right to SLEEP free from undue interference (noise, guests, etc.) in one's unit. Building Quiet Hours 11:00pm – 9:00am (extended during exam periods), Consideration Hours: 24 hours a day

A) The following will be considered "SLEEPING HOURS:"

Sunday through Thursday: (from __: __ pm to __: __ am)

Friday & Saturday: (from __: __ pm to __: __ am)

B) During SLEEPING HOURS, these background activities can take place (check all that apply):

- radio/music
- television
- guests
- video games
- Other:

C) During midterm and final exam periods, how do these activities or times change?

OVERNIGHT GUESTS & VISITORS

4. The following seeks to address the appropriate and acceptable hosting of overnight guests and visitors:

In The King's University residence overnight guests must be the same gender, sign in at the front desk, and are not to stay beyond 3 nights without Residence Life Coordinator/Student Life permission. Students are not permitted to host a guest during Orientation Week and/or during the duration of final exam periods.

A) What are each of our needs for privacy?

B) In relation to the common area, we would prefer that visitors, guests, and significant others:

- Be welcome anytime.
- Leave when we sleep.
- Leave when we study.
- Leave when we sleep or study, unless we give prior consent to stay.
- Not be in the room when the other roommate is present.

D) How much notice is needed before a guest stays overnight?

E) Are there different rules for significant others or visitors of the opposite sex?

F) How do we feel about displays of affection in our suite when the other roommate is present? not present?

G) We believe that guests, visitors, and significant others

- Should not be left alone in the suite.
- Can be left in the apartment without either roommates present.

CLEANLINESS & ROOM CLIMATE

5. The following addresses the right to live in a clean unit.

Residents agree to uphold reasonable care of their unit, its furnishings, and to maintain sanitary and safe conditions acceptable to The King's University. Students are expected to keep common areas clean and adhere to the proper removal of garbage.

A) Regarding appearance of the suite, we prefer that it be:

- usually orderly and clean
- sometimes orderly and clean
- Disorderly

B) When cleaning the suite, we feel that:

- We should take turns cleaning the suite.
- We should each clean up our own mess.
- We should clean the suite together

C) How often is each roommate required to tidy / straighten up their personal belongings?

D) Roommates will keep track of cleaning/chore responsibilities in the following way(s) :

SUGGESTED CLEANING DUTIES

<p><i>Kitchen</i></p> <hr/> <ul style="list-style-type: none"> • Dishes cleaned and put away • Food put away • Counter top and table is wiped down • Sink is emptied and cleaned with cleanser • Fridge and stove are wiped including hood • Floor swept and washed • Fridge cleared of spoiled food 	<p><i>Common Area</i></p> <hr/> <ul style="list-style-type: none"> • Floor is vacuumed/swept • Furniture is free of dirt, debris, and arranged neatly • Any spills cleaned up <p><i>Garbage and Recycling</i></p> <hr/> <ul style="list-style-type: none"> • Garbage and recycling material is removed from suite to loading dock
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6. The following addresses the right to live comfortably in the unit. Consider these environmental factors:

A) Any particular allergies? (i.e. dust, latex, nuts, scents, etc.) _____

What are we going to do to address those allergies (ie. Separate dishes, vacuuming, no perfumed products)?

B) Regarding cooking, we feel that:

- We should cook all meals together
- We should cook some meals together. Specify:
- We should each cook for ourselves.

C) Regarding grocery shopping, we feel that:

- We should all shop together.
- We should shop together for some grocery items. Specify:
- We should each shop for ourselves.
- Other:

D) How are we going to share fridge, freezer and cupboard storage space?

E) We are comfortable with sharing these items with each other:

- | | | | |
|---|--------------------------------------|--|---------------------------------|
| <input type="checkbox"/> stereo | <input type="checkbox"/> desk /chair | <input type="checkbox"/> computer | <input type="checkbox"/> dishes |
| <input type="checkbox"/> dvds/cds, etc. | <input type="checkbox"/> money | <input type="checkbox"/> school supplies | <input type="checkbox"/> other: |
| <input type="checkbox"/> bed | <input type="checkbox"/> phone | <input type="checkbox"/> food | <input type="checkbox"/> other: |

F) Is it okay to borrow food/ingredients without asking if someone runs out of an item and can't go to the store?

(Circle One): YES NO Additional Comments:

G) If another student wants to borrow our personal property, we would prefer that the roommate:

- Lend it to the person
- Lend it only if the owner has given prior permission to that specific person.
- Never lend out anything of ours.

H) What are your plans & expectations for sharing and paying for the following items/services?

Cable TV:

External Internet:

Netflix, etc:

EFFECTIVE COMMUNICATION

7. The following items seek to address the right to be respected and to communicate and address concerns in a respectful and effective manner:

A) Where and how will messages be left if someone calls/stops by? _____

B) How will roommates communicate in order to “check in” about how things are going with communal-living expectations and to follow-up when someone is not happy or a rule is being broken? (check all that apply):

- Have regular “check-in” meetings as a group (Schedule: _____)
- Approach the roommate and speak with them directly about your concerns
- Leave a private note/message for the person
- Speak up about your concern(s) within _____ days of noticing the issue(s)
- Other: _____

8. The following items seek to promote a dialogue between roommates concerning lifestyle choices, individual needs, and cultural values which are important in developing a better understanding of and appreciation for the diversity among roommates:

A) Are you comfortable discussing personal differences? If not, how would you like to be approached if someone has a question for you? (i.e. cultural differences, religious differences, lifestyle differences, etc.) Specify for each roommate. Complete the sentence – “In my culture, it is important to...”

B) How do we feel about smoking, alcohol, and other drug usage?

The King's University College has a no tolerance policy regarding drug use. Alcohol is prohibited throughout campus and persons may not return to campus intoxicated to a point they become a disruption. Smoking is prohibited except in designated smoking areas.

C) What about guests who smoke, drink, or do drugs?

D) Please list any habits / activities / lifestyle choices / needs / etc. that may affect the roommate relationship (i.e. smoking, medication, exercise, hobbies, etc).

ROOMMATE CONFLICT AGREEMENT:

Do

- Address the problem immediately.
- Be clear and specific about how you see the issue.
- Listen carefully to your roommate's thoughts.
- Assume that your roommate does not know that something is bothering you.
- Keep it between your roommate and you.
- Ask for help from your RA.
- Look for a solution to the problem together, and generate a list of options.
- Be willing to re-negotiate the agreement later as needed.
- Help create a situation where both you and your roommate can win!

Don't:

- Wait to address the problem, or it will only get bigger.
- Involve residents on the floor in roommate issues.
- Bring up past problems with your roommate.
- Dictate a solution to your roommate.
- Create a situation where only one of you can win, and the other lost

We, the residents of suite _____, have discussed and agreed upon these conditions. We may renegotiate this agreement at any time during the year.

(Roommate 1) print name

Signature

Date

(Roommate 2) print name

Signature

Date

(Roommate 3) print name

Signature

Date

(Roommate 4) print name Signature Date

(Roommate 5) print name Signature Date

(Roommate 6) print name Signature Date

Please return this agreement to your RA. It will be copied and returned to you. Residence Life suggests revisiting the agreement after Christmas as your class times may have changed.