Oregon State University Housing & Dining Services  
Residential Conferences  
Short-Term Scholar Housing Contract

This Contract is by and between ________________________________ ("Guest") and the State of Oregon acting by and through the Board of Higher Education on behalf of Oregon State University’s University Housing and Dining Services’ Residential Conferences (“OSU”) for a short-term space in an OSU Residential Conferences housing facility.

By signing this Contract, OSU and Guest agree to the following:

1) Term: The term of this Contract is _________________ to _______________ ("End Date").

2) Extension of Stay: Guest’s stay may be extended beyond the End Date only if Guest requests that the term be extended and only if the extension is approved by OSU. All requests will be considered on a space-available basis. OSU is not under any obligation to provide Guest any preference over other guests or to approve any extension request. Any extension of stay shall be subject to the terms and conditions of this Contract. In no event may the Guest’s stay in Short-Term Scholar Housing exceed 1 calendar year.

3) Eligibility: Guest hereby confirms that s/he meets the eligibility requirements for Short-Term Scholar Housing at OSU as described in http://oregonstate.edu/uhds/scholar-housing. In summary, to be eligible, Guests must be connected with a sponsoring OSU department and be visiting OSU or Corvallis, Oregon for an academic program or OSU-related purpose. Students admitted to OSU and eligible for student housing are not eligible for Short-Term Scholar Housing.

4) Assignment of Space: OSU shall provide Guest with a space in an OSU Residential Conferences housing facility. OSU will accommodate housing preferences when possible, but does not guarantee assignments based on preferences. OSU may reassign Guest to another space at any time during the term of this Contract.

5) Fees:
   a) Guest shall pay OSU a non-refundable deposit of $50 at the time of reservation after space availability is confirmed.
   b) The rate for Short-Term Scholar Housing is based on the type of accommodation to which Guest is assigned. Guest shall pay OSU the rate published at http://oregonstate.edu/uhds/scholar-housing for the space to which Guest is assigned.

6) Payments: All payments for Short-Term Scholar Housing are due to OSU at the end of each month or prior to the End Date for stays of less than one month. Amounts unpaid after thirty days will accrue interest at the rate of 1% per month until paid. Guest shall also repay OSU for any and all costs for collecting overdue fees.

7) Compliance & Safety: Guest hereby agrees to comply with all OSU policies, including but not limited to:
   • University Housing & Dining’s Student Policy and Information Guide, available at http://oregonstate.edu/uhds/uhds-policy-guide or in paper form upon request, and
   • Student Conduct and Community Standards’ Student Conduct Code, available at http://oregonstate.edu/studentconduct/home/.

   Guest verifies that it is solely Guest’s responsibility to familiarize him/herself with the policies governing his/her stay at OSU. In addition, Guest agrees to be considerate and respect the rights of other guests at all times. Although OSU works cooperatively with guests to promote a safe and secure environment, Guest agrees to take primary responsibility for his/her own safety and security, and to support the safety and security of fellow guests and OSU property. OSU may eject any objectionable person from OSU property, and upon the exercise of this authority, Guest waives any and all claims for damages against OSU, its officers, agents, and employees.

8) Access: OSU shall provide Guest a key and an electronic access device to enable Guest to access his/her designated space.

   In providing space to Guest, OSU does not relinquish the rights to control the management of OSU property or to enforce all the necessary and proper rules for the management and operation of its property; and OSU, its officers, agents, and employees may enter Guest’s space for safety, security, and maintenance purposes.

9) Care of Property:
   a) Guest’s Property: Guest is solely responsible for his/her own property at all times. OSU IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO PERSONAL PROPERTY IN OSU FACILITIES. GUESTS ARE ENCOURAGED TO CARRY PERSONAL PROPERTY INSURANCE.
b) **OSU’s Property**: Guest must keep OSU’s property clean and generally cared for.

10) **Termination**:

- **By Default**: If Guest’s academic program or OSU-related purpose ends, Guest will no longer be eligible for Short-Term Scholar Housing. In such circumstances, OSU will provide Guest with written notice of Guest’s ineligibility for Short-Term Scholar Housing. Guest shall have 24 hours to vacate Short Term Housing from the time Guest receives the notice.

- **By OSU**: OSU may terminate this Contract at any time for violation of the terms of the Contract, a change in space availability, non-payment, Guest’s failure to adhere to OSU policies, or for other reasonable cause as determined in OSU’s sole discretion.

11) **Shortening Time at OSU**: If Guest would like to shorten his/her stay in Short Term Scholar Housing, Guest must notify OSU by email to uhdresconf@oregonstate.edu at least 14 days in advance of moving out. Guest shall pay OSU fees for the type of accommodation to which Guest is assigned for either the period up to and including the date that Guest moves out of the space, or for 14 days from the date Guest notified OSU of the shortening of his/her stay; whichever is longer.

12) **Moving Out**: Guest must remove all property of any kind, including but not limited to personal belongings and garbage, from his/her assigned space and return all keys and electronic access devices to OSU on or before the End Date. OSU is authorized to remove all property remaining in Guest’s space after the End Date, at Guest's expense, and will send such property to OSU Surplus for public auction or disposal. OSU, its officers, agents, and employees, shall not be liable for any damage or loss due to the removal and disposal of such property.

13) **Charges for loss or damage**: Guest shall pay OSU the rate published at http://oregonstate.edu/uhds/scholar-housing for the following:

- a) Damage to OSU property;
- b) Excessive cleaning required to return OSU property to its original condition (excluding normal wear and tear). The condition of OSU property will be determined upon final inspection of the room by OSU staff.
- c) Lost keys or electronic access device;
- d) Relocation of furniture moved from other Guest rooms or public areas into Guest's space; and
- e) Removal of Guest's personal property after Guest has vacated;

Damages in common areas may be divided and charged on a pro-rated basis to each Guest in the living community.

Charges for loss or damage will be assessed by OSU on the Guest's account and a final bill will be emailed to the Guest after the Guest's departure.

14) **General Conditions**:

- a) **Non-Transferable**: This Contract is personal to the Guest and is not transferable by the Guest.
- b) **Waiver**: OSU’s failure to enforce a term or condition of this Contract is not a waiver of OSU’s right to enforce the terms and conditions of this Contract.
- c) **Force Majeure**: 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.

By signing this Contract, Guest agrees to all of its terms and conditions.

**Guest:**

________________________________________

Name: Date