



HOUSING LICENSE AGREEMENT

Suites & Dorms

STUDENT PERSONAL DATA INFORMATION

Date Received

Student's "ID" Number

Last Name	First Name	MI

Street Address	Mailing Address - P. O. Box Address
/	

City	State	Zip

Country	Student Cell Number	Home Number

<p>Birth date</p> <p>Month / Day / Year</p>	<p>Gender</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p>
<p>Career you are seeking</p>	<p>E-mail Address</p>

HOUSING LICENSE AGREEMENT INFORMATION

NON REFUNDABLE

Check Which Housing Accommodation Is Preferred

Residence Suites

18 Week Standard Semester
\$2,218.00 per semester

Griswold Hall Dorms

18 Week Standard Semester
Guaranteed Private Room
\$2,016.00 per semester

18 Week Standard Semester
Double Occupancy
\$1,485.00 per semester

Additional Rates

- \$111.11 per week
Above & beyond semester contract
 - Early Move In
 - Late Stay
 - Summer
- \$444.00 Winter Break
- \$444.00 Spring Break

Attention Parents: It would be in the best interest of the "STUDENT" to fill this application out. *Parents* – I know you want to help, but many young adults come to housing not knowing the rules because they have not read this contract. Please help them become responsible/accountable stewards of this agreement. Have THEM fill this form out if 18 years or older.

SMOKING

- There is no smoking allowed any place inside the buildings of GBC.
- Smoking preference will be assessed in roommate assignment to best accommodate

I am a smoker I am not a smoker

EMERGENCY CONTACT INFORMATION

Last Name	First Name	MI
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Relationship		
<input style="width: 95%;" type="text"/>		
Daytime Telephone	Evening Telephone	Are you allergic to any medications or foods?
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

ROOMMATE REQUEST INFORMATION

If you are requesting a specific roommate, it must be a mutual request and the license agreements should be submitted at the same time if possible. Roommate requests are not guaranteed, but we will do our best to accommodate the request, as they are limited to availability.

Heavy demands for specific housing can sometimes make it impossible to satisfy all individual requests.

NAME OF REQUESTED ROOMMATE	TELEPHONE NUMBER
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Residence Suites \$50.00 (processing) + \$350.00 (deposit) = \$400.00

Griswold Hall Dorms \$50.00 (processing) + \$250.00 (deposit) = \$300.00

Mail this completed form with your \$50.00 non-refundable processing fee plus your deposit:

Checks should be made payable to “Board of Regents”

Mail your application and payment to:

GBC Controllers’ Office

Attn: Housing

1500 College Parkway

Elko, NV 89801

E-mail to: housing@gbcnv.edu

Deposit non-cash payments into the drop box in the back of Berg Hall or

Make all payments at the Controller’s office – Berg Hall – tell them it is housing payment.

- Students whose payments are late will be charged a \$25.00 late fee if they are seven or more days late;
- If you are planning to make payments on your housing bill, please use the housing scheduled installment plan on page 4.

A cancellation charge of \$100.00 will be assessed after July 1st for Fall Semester.

A cancellation charge of \$100.00 will be assessed after December 1st for the Spring Semester

HOUSING LICENSE AGREEMENT POLICY

WELCOME....We are glad you've chosen GBC Housing as your new home!

We hope to help you make this an exciting and productive year. This application is your essential guide to residence hall life – what is allowed and what is not.

Facts

- While every effort is made to keep this License Agreement current, please be aware that we reserve the right to change or update this Agreement, modify policies, or otherwise adjust content of this document as needed or required to fulfill the mission of the department.
- Should the Resident parking lot be full, the overflow parking lot will become the campus parking lot in front of Berg Hall.
- The Resident Suites and Dorm License Agreement is a legal and binding agreement between you and the Housing Department of Great Basin College. By submitting your signed agreement, you are making a commitment and agreeing to pay for services for a full 18 week semester, extended CTE semester, or the remainder of the semester if you enter into the agreement after move in date.
- Carefully read the entire License Agreement in order to understand what you are agreeing to. Make sure you can commit to all the terms of the Agreement before submitting the form. This License Agreement cannot be transferred, re-assigned, or subject to another party, in whole or in part.
- Great Basin College Housing reserves the right to refuse any application for residence in campus housing by returning the processing fee.
- Deposits could take up to 30 days to refund due to the GBC Facilities Department being given time to inspect the apartment/dorm upon leaving and determining any damages done to the complex and who is responsible for the reimbursement of said damages.
- Each student is required to sign a Room/Apt Condition Form acknowledging receipt of all property assigned to them when he/she moves into the room/apt. The student is financially responsible for the general condition of the room, apt, furnishings, and the equipment assigned to the room, including loss, damage, or special cleaning necessitated by improper care of rooms and equipment. Charges for loss of equipment, damages to, or defacement of, any area in common use may be assessed against residents responsible for that area. Students are responsible for maintaining the cleanliness of their rooms/apartments. Upon finding damages when moving into a room/apartment, residents are required to report them immediately to the Resident Advisor in charge.

X _____

By initialing I confirm I understand and accept all of the above section.

Monies

1. Processing Fee:

- a. The processing fee is non-refundable unless the Housing Coordinator is unable to place the student in GBC student housing residences.

2. Deposit:

- a. Refund will be approved by the housing department if there is no damage to the property and your rental is left clean. Be aware, if you leave owing fees to other GBC departments, your housing refund maybe re-assigned by the Controller’s Office to cover those debts.
- b. Charges cannot be made against the deposit to be paid at the time of move out.

3. Installment schedule: for Fall and Spring.

Fall Semester:

August	15	25% of full fee
September	15	25% of full fee
October	15	25% of full fee
November	15	Remaining Balance

Spring Semester:

January	15	25% of full fee
February	15	25% of full fee
March	15	25% of full fee
April	15	Remaining Balance

- a. The deferred payment plan is designed to make payment for Student Housing more convenient. They are not monthly payments or rent and are not treated as such.
- b. GBC policy requires that each semester all room/apt fees, along with other college fees will be deducted from financial aid or scholarships before any refund/overpayment is given.

4. Refund Policy:

- a. There is no refund on this semester agreement for early move out or evictions.
- b. Refund may not be given when placed on probation or evicted for violation of housing policy;
- c. Deposit refunds will be withheld and/or prorated to cover the costs of any damage, cleaning, unpaid portion of the GBC housing accommodations, or other GBC unpaid account.
- d. You are responsible for paying the entire amount due on your contracted.
- e. Should an eviction occur, you will have 7 days to vacate the premises.

X _____

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Fines

1. Delinquent Payments:

- a. A late fee of \$25.00 will be charged when an account becomes seven days past due.
- b. Failure to pay the amount on or before the due date will result in action by the housing department not limited to: eviction, academic holds, payment due in full, the assessment of a late fee.
- c. The account may be turned over to a collection agency with the collection fees added to the unpaid balance.

2. Entry/Lock-Out:

- a. The College reserves the right to enter student suite/dorm/room at any time without prior notification.
- b. Inspections will occur when necessary to protect and maintain the property of GBC and the condition/safety/cleanliness of the suite/dorm. More in-depth searches may happen with security present if GBC Housing suspects illegal paraphernalia or unauthorized items in the apt/dorm.

- c. Entry will/can be made at anytime to aide in the basic responsibility of GBC regarding discipline and maintenance of an educational atmosphere.
- d. If you lock yourself out of your apt/dorm, you are given ONE free key service per semester. From that day after, there will be \$10.00 charged added to your account for EACH lock-out.

3. Building Access:

- a. If you are locked out of your suite/dorm, you are required to show photo ID once staff has opened your suite/dorm for you.
- b. A \$50 charge will be assessed for each lost or unreturned house key.
- c. A \$50 charge will be assessed for lost or unreturned mail box key.
- d. Keys must be returned on the day of move-out to avoid charges.
- e. Student agrees not to change locks on any door or mailbox without first obtaining GBC's written permission that shall be placed in student's records as documentation.
- f. Duplication of GBC keys is prohibited.
- g. Repeated loss of key is considered breach of security and shall be reprimanded as security breach.

4. Alcohol/Controlled Substance Violation Response Policy:

- a. Alcoholic beverages are not permitted in the suite/dorm or on the surrounding property.
- b. The Nevada Revised Statutes relative to drug offenses are very strict. Possession of the smallest measurable amount is considered to be a crime. This may include synthetic drugs commonly known as "cannabinoids" or prescription drugs issued to another person.
- c. Use, possession, manufacturing or distribution (hereinafter "use") of marijuana, heroin, narcotics, or other controlled substances, use or possession of any illegal and/or unauthorized drugs, prescription drugs, and drug paraphernalia or being under the influence of illegal drugs except as expressly permitted by law. Use, possession or cultivation of marijuana on any NSHE or NSHE foundation owned or leased property, or at any NSHE sponsored or authorized activity, expressly prohibited.
- d. Any suspected use, possession, distribution, or manufacture of controlled substances or alcohol may result in notification of the Elko Police Department, a \$250 fine and housing probation, as well as a college disciplinary sanction, and/or immediate termination of the Housing License Agreement with all fees and deposits forfeited.
- e. Great Basin College maintains a NO TOLERANCE policy in regard to controlled substances and alcohol.
- f. Students are considered to be in possession of alcohol if they are in the same suite/dorm/room as the alcohol.
- g. Being under the influence on any Great Basin College housing premises violates the NSHE Code 10.2.1 (s)(t) and makes one subject to disciplinary action.

5. Guests:

- a. The number of guests in a suite/dorm at any particular time is limited to the activity and/or noise level, which does not constitute a disturbance. However, if the activity and/or number of guests in a particular suite/dorm result in complaints from other residents, the Resident Adviser will ask the guests to leave the property.
- b. The Housing Coordinator or the Resident Adviser must pre-approve overnight guests.
- c. Guests must adhere to all housing and GBC rules and regulations.
- d. Guests may receive disciplinary action from the College if they violate the Alcohol/Controlled Substance Policy while in the residence halls.
- e. Students in the suites are allowed 8 pre-approved guests per semester and must request a visitor pass prior to 10 pm.
- f. All guests must park on the street and not in designated housing parking no matter what time of day or night.

- a. The College reserves the right to transfer or consolidate a student to other than the originally assigned suite/dorm.
 - b. For business purposes, empty rooms will be filled with students who are in apartments alone.
- 5. Reassignment to Accommodate a Disability:**
- a. Students assigned to suites/dorms which have been designed to be accessible for students with disabilities may be required by GBC, at any time to move, to a different suite/dorm should there be a need to use the original assigned suite/dorm to accommodate another student's disability.
- 6. Service Animals:**
- a. All requests for accommodations for service animals must be approved by the GBC Disability Resource Center – prior to the animals arrival on campus.
 - b. Failure to pickup after Service Animals will result in a littering fee.
- 7. Moving:**
- a. Reassignment of rooms is allowed only upon approval from the Housing Coordinator and upon determination there is no other alternative.
 - b. Students may be charged additional room fees should reassignment be necessary.
- 8. Insurance:**
- a. GBC's insurance does not cover student's possessions or student's negligence.
 - b. Student should obtain a student insurance policy to cover damage or loss of personal possessions, as well as losses resulting from student's negligence or negligence from student's guest.
- 9. Pet Policy:**
- a. No pets are allowed in the dorms/suites or surrounding premises. Not even fish.
- 10. Satellite Dishes:**
- a. Satellites or external hardware are not allowed to be installed on any of the GBC Residence Buildings.
 - b. Cable is available at your own expense through the local cable company.
 - c. Cable in the apartments can only be put in the living room.
 - d. No extra wires can be added to have cable in the bedrooms.
- 11. Griswold Hall Dorm Electricity**
- a. Due to the age of the building and the fire codes, the dorms cannot accommodate the following items inside the private dorm rooms: electric heaters, toaster ovens, electric burners or hot plates, electric skillets.
- 12. Open Flames:**
- a. Open flames, such as candles and incense, are not allowed in the suite/dorm at any time.
 - b. Students may barbeque on a safe barbeque grill stationed 20 or more feet from any housing structure.
 - c. Lighter fluid and charcoal may not be stored in or around the residence halls.
- 13. Remaining in Housing between Semesters:**
- a. Students may remain in the suites/dorms between the fall and spring semesters for an additional \$444.44 per student.
 - b. Students may also arrange to stay in the suites/dorms during summer sessions at a weekly rate per student.
- 14. Vehicles:**
- a. All vehicles parked in the housing parking lot, must be registered with the housing office.
 - b. All guests must park on the street at all times
 - c. The apartment and dorm complexes have a limited number of connections for diesel vehicles.

 X **By initialing I confirm I understand and accept all of the above section.**

Tenant Responsibility

1. Maintenance:

- a. The resident shall properly use and operate all furniture, furnishings, and appliances, and electrical and plumbing fixtures, and keep them as clean and sanitary as their condition permits.
- b. Student shall use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities and appliances in the demised premises in a reasonable manner.
- c. The resident shall not use the parking lot for anything other than parking a motor vehicle which is in compliance and which is operated in compliance with all applicable Nevada Revised Statutes, including any licensing and registration requirements.
- d. Excluding ordinary wear and tear, the resident shall notify GBC and pay for all repairs and replacement caused by the resident or the resident's invitee's negligence or misuse.
- e. A checklist inspection will be performed at the time of occupancy to identify the condition of the suite/dorm.
- f. The same checklist inspection will occur when the suite/dorm is vacated and assessments will be made relative to any damage above and beyond normal wear and tear to the suite/dorm.
- g. If you do not follow the proper check out procedure, this could negatively affect any appeal concerning check out and/or damage charges.
- h. All maintenance problems should be reported to the RA or Housing Coordinator immediately for prompt repair.
- i. The resident's personal property is not insured by GBC.
- j. Student shall make no alterations to the building on the demised premises or construct any building or make other improvements on the demised premises.

2. Use of Premises:

- a. GBC Housing provides furniture to stay in the apartment/dorm.
- b. Housing does not move beds out to put in personal beds.
- c. The demised premises shall be used and occupied by Student exclusively as student housing for GBC and neither the demised premises nor any part thereof shall be used at any time during the term of this license agreement by student for carrying on any business, profession, or trade of any kind, or for any purpose other than as a private single's student residence.
- d. Student shall comply with all the sanitary laws, ordinances, rules, and orders of appropriate governmental authorities affecting the cleanliness, occupancy, and preservation of the demised premises, and the sidewalks connected thereto, during the term of this license agreement.
- e. Student shall keep the demised premises as clean and safe as the conditions of the demised premises permits and shall dispose of all ashes, garbage, rubbish and other waste from the demised premises in a clean and safe manner.
- f. Student shall not deliberately or negligently render the demised premises uninhabitable or destroy, deface damage, impair, or remove any part of the demised premises or knowingly permit any person to do so.
- g. Student shall act, and shall require others on the demised premises with student's consent to act in a manner that shall not disturb student's neighbors' peaceful enjoyment.

3. Withdrawal or dismissal from GBC:

- a. Students suspended, expelled, or withdrawing from the college prior to the end of the term of the Housing License Agreement must contact the Housing Coordinator and Resident Adviser.
- b. Withdrawal or dismissal from GBC is considered a material breach of the Housing License Agreement requiring the student's immediate removal from GBC housing and payment of all existing and future obligations under the Housing License Agreement.

NSHE Code

Title 2

10.2.1 Prohibited Conduct by the NSHE CODE

The following conduct is prohibited:

- (b) Disorderly, lewd or indecent conduct, including the disruption, obstruction, or unauthorized interruption of teaching, convocations, recruiting interviews, social events, research, meetings, business and administration, disciplinary proceedings, or other institutional or System activities, including public service functions and outreach activities on or off campus, or other activities when the conduct occurs on institutional premises.
- (c) Conduct that endangers the health or safety of any member or guest of the System community.
- (d) Physical abuse, verbal abuse, threats, intimidation, coercion, and/or conduct that threatens or endangers the health or safety of any person.
- (h) Acts of physical force or disruptive acts which interfere with institutional activities, freedom of movement on the campuses, freedom for students to pursue their studies, freedom of speech, freedom to be heard, and freedom to pursue research of their own choosing.
- (k) Willful damage, destruction, defacement, theft or misappropriation of equipment or property belonging to, in the possession of, or on premises occupied by the System.
- (l) Knowing possession on any premises of the System of any firearms, explosives, dangerous chemicals or other instruments of destruction, or other dangerous weapons as defined by the laws of the State of Nevada, without the written authorization of the institutional president or the president's authorized agent.
- (n) False reporting of any emergency situation, including but not limited to, misuse of campus or System emergency notification equipment. Unauthorized tampering with, and/or accessing of: safety, security, or fire protection equipment or devices. Setting off a fire alarm for reasons other than actual fire or emergency; involvement in setting or causing any unauthorized fire in or on institution property.
- (o) The unauthorized possession, loan, modification, or distribution of keys, pass cards or institutional identification cards. Unauthorized or unlawful entry or access to institutional or System facilities, including buildings and grounds. The reproduction, manufacture or duplication of any key, pass card, institutional or System identification card or unlocking device for use on institution or System facilities or locks without proper authorization.
- (r) Violation of the institution's policies and regulations governing residence in institution owned or controlled property, and access to and use of all institutional facilities, including responsibility for the conduct of guests.
- (s) Use, possession, or distribution of alcoholic beverages without authorization (except as expressly permitted by System or Institutional regulations, such as the Alcoholic Beverage Policy), or public

intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or provided to, any person under 21 years of age.

(t) Use, possession, manufacturing or distribution (hereinafter “use”) of marijuana, heroin, narcotics, or other controlled substances, use or possession of any illegal and/or unauthorized drugs, prescription drugs, and drug paraphernalia or being under the influence of illegal drugs except as expressly permitted by law. Use, possession or cultivation of medical marijuana on any NSHE or NSHE foundation owned or leased property, or at any NSHE sponsored or authorized activity, expressly prohibited.

(x) Any act of unlawful discrimination based on race, creed, color, gender (including pregnancy related conditions), age, sexual orientation, disability, whether actual or perceived by others, military status or military obligations, sexual orientation, religion or national origin, gender identity, or genetic information, or any act of employment or educational retaliation against any person who has made a complaint about such discrimination.

(y) Sexual harassment, defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual or gender bias nature constitute sexual harassment when:

1. Educational Environment:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status (“quid pro quo”) or

b. Conduct that is sufficiently severe, persistent or pervasive so as to interfere with or limit a student’s ability to participate in or benefit from the services, activities or opportunities offered by the institution (“hostile environment”).

Sexual harassment includes sexual violence, sexual assault, dating violence, domestic violence, stalking and coercion or similar acts in violation of state or federal law.

(z) Sexual assault, which is the use of, or threat to use, force or violence of a sexual nature, defined as sexual assault, against any member or guest of the institutional community on institution-owned or institution controlled property or at any institution sponsored program.

(aa) Acts of hazing: Hazing is defined as any method of initiation into or affiliation with the university, college or community college community, a student organization, a sports team, an academic association, or other group engaged in by an individual that intentionally or recklessly endangers another individual.

(bb) Intentionally making an accusation that is false or is made with reckless disregard for the truth against any member of the System community by filing a complaint or charges under the rules of conduct or under any applicable established complaint or grievance procedures in the System.

(dd) Any other conduct that violates applicable stated prohibitions, policies, procedures, rules, or regulations of the institution or Board of Regents.

(ee) Any act prohibited by local state or federal law that occurs on System premises or at a System-sponsored function on or off such premises.

Title 2

10.4.9 Disciplinary Sanctions

Establishes disciplinary sanctions. Depending on the seriousness of the misconduct, these sanctions may be imposed in any order. The following are the disciplinary sanctions that may be imposed on a student found to have violated the rules of conduct. More than one sanction may be imposed.

(a) *Warning*: A notice, oral or written, that the student has violated the rules of conduct.

(b) *Reprimand*: A written reprimand for violation of specified regulations.

(c) *Restitution*: Compensation for loss, damage, theft or misappropriation of property, or injuries sustained in an incident of student misconduct. This may take the form of appropriate service, monetary, or material replacement or combination of these.

(d) *Probation*: Probation consists of a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated any institutional regulation(s) during the probationary period. Page -39- July, 2015

(e) *Loss of Privileges*: Denial of specified privileges for a designated period of time. This may include denying the student access to any campus, site, or building while permitting the student to enroll in off-campus classes such as internet or correspondence classes.

(f) *Discretionary and Educational*: Sanctions Participation in specific educational programs, such as alcohol or other drug educational intervention conferences, assessments, educational activities, including on-line instructional workshops, and work assignments or service to the institution or the community, and other related discretionary assignments

(g) *Residence Hall Suspension*: Separation of the student from the residence halls for a period of time, after which the student is eligible to return. The minimum period of suspension is one semester and the maximum period is two semesters. Conditions for readmission may be specified in the suspension.

(h) *Residence Hall Permanent License Cancellation*: Permanent separation of the student from the residence halls.

X _____

By initialing I confirm I understand and accept all of the above section.

Termination by GBC

In any of the following instances GBC may declare a material breach of the Housing License Agreement and elect to terminate the Housing License Agreement and remove the student from GBC housing when:

- a. Failure of the student to make any payment required under the Housing License Agreement when due;
- b. The student causes material, substantial, or continuing breach of the Housing License Agreement;
- c. The student violates the Campus Housing Rules and/or the NSHE Policies 10.2.1: Prohibited Conduct.
- d. The Housing Coordinator determines that the student requires medical assistance or supervision that cannot be adequately supplied while the student lives in student housing.

If the College seeks termination, the student will have the obligation for all past and future amounts owed under the Housing License Agreement.

 X **By initialing I confirm I understand and accept all of the above section.**

SIGNATURE

When you sign this form you are agreeing to the Terms and Conditions of the Housing License Agreement, to pay all room fees when due, to abide by: all rules and regulations and policies as outlined in the GBC Housing License Agreement. Student residents must be registered at GBC for at least six credits that are applicable toward a degree or showing progress toward a degree. This Housing License Agreement terminates at the end of each academic year. Moving or checking out of the suite/dorm does not constitute release from the Housing License Agreement.

Student Tenant: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

Housing Coordinator: _____ **Date:** _____

Students under 18 years of age must also have a parent or guardian signature.

Great Basin College (GBC) does not discriminate on the basis of race, religion, color, age, sex, sexual orientation, military status, disability, national origin, gender identity or expression, or genetic information. For inquiries, 775.738.8493.