

# AY 26-27 UIS Housing Contract Temporary Faculty/Staff

## Terms and Conditions:

### HOUSING CONTRACT

By entering into this Contract, I agree to be bound by all of its terms and conditions, as well as all rules and regulations of the University of Illinois Springfield (“University”) now or later to be in effect, including those relating to the Department of Residence Life operations. I understand that the Department of Residence Life (“DRL”) administers this Contract on behalf of the Board of Trustees of the University of Illinois and that all questions should be directed to DRL staff.

Policies and documents referenced in this Contract are subject to change, and such changes and additions will be emailed to the Contract holder’s University email account. I acknowledge that any changes or additions shall become effective and binding on the date of such email being sent.

#### 1. ELIGIBILITY

I represent that I am an employee at the University of Illinois Springfield. If at any time I am no longer employed by the University of Illinois Springfield, for whatever reason, I must immediately notify DRL in writing. I agree to vacate the premises within forty-eight (48) hours of the loss of eligibility unless alternative arrangements are approved in writing by DRL staff. I will be responsible for all applicable damage charges provided for in this Contract. I understand that in its sole discretion, DRL may deny me placement in University housing as a result of my past or current behavior, including breach of contract, any criminal or disciplinary history indicating a possible risk to the security, safety, or health of any person or property, or the risk of disruption of University operations.

#### 2. HOUSING ASSIGNMENT

I understand that I am not entitled to a housing assignment and that my placement is contingent upon available space. If space is not available, the University will terminate this Contract and refund any advanced payment made by me, consistent with the terms of this Contract.

I agree to accept any space DRL assigns to me, including temporary space.

I will not assign this Contract to another person nor sublet my housing assignment to another person and will not allow anyone to live in my room unless University Housing has assigned them to the room.

I understand that DRL may reassign me to another space at any time if DRL determines it to be in the University’s best interests. Such interests include but are not limited to the more efficient use of space and conducting repairs or renovations. I agree to relocate to the new space within the time period requested, unless otherwise approved in writing by authorized DRL staff. I understand that if I fail to relocate as requested, I may be charged an increased rate (e.g., the rate for a single) and am responsible for any additional costs that the University incurs due to my non-compliance.

#### 3. CONTRACT DURATION

I understand that the Contract term is for a maximum of 3 months.

#### 4. OCCUPANCY; MOVE OUT

If I have a spouse, domestic partner, or legally dependent children living with me, I will provide the necessary paperwork to DRL. Paperwork can be found at:

<https://www.uis.edu/residencelife/ApplyforHousing/housing-options-and-amenities/family-housing-uis>

All Spouses or Domestic Partners must pass a required background check.

If I have a pet, ESA or Service Animal, I will follow the UIS policies “Animals in Buildings and on Grounds”: <https://www.uis.edu/policy/animals-buildings-and-grounds> and complete the DRL paperwork for Emotional Support Animals. I understand that I will be responsible for any facility damage or excess cleaning, including pest control or remediation, which may result from the presence of my animal. I also know that I am responsible for ensuring that the animal is housebroken; does not create any disturbance for other residents at any time; kept fed, well-cared for, and odor-free; and maintained in good health. If I become aware of noise or other complaints from my neighbors regarding neglect or any of the issues stated on this document, I will contact the Department of Residence Life (DRL) and work cooperatively with them towards a resolution.

If I fail to occupy the space without notice, I will not receive any refunds for the period the space is held unoccupied. I understand that my failure to occupy the assigned space does not cancel this Contract.

I will vacate my assigned space on or before the posted end of contract date; that which is earliest.

#### 5. HOUSING CHARGES & PAYMENTS

##### 5.1 Application Fee & Housing Security Deposit

I have paid a \$50 non-refundable application fee and a \$200 Housing Security Deposit. The deposit will be refunded, less any applicable charges or fees as provided in this Contract, within thirty (30) business days of the termination of this Contract, or as otherwise provided by applicable law.

##### 5.2 Room Rates

I agree to pay the University the applicable rate for the housing space assigned to me.

##### 5.3 Damages

I agree to use my living unit and all University property and furnishings in a proper and responsible manner at all times; I agree to surrender the same in good repair and condition as normal use dictates. I will be financially responsible for all damage (including, but not limited to, repair and cleaning costs) to my living unit and/or University property and furnishings, including damage by my guests.

##### 5.4 Payments

I agree to be billed each month. The monthly bill will be sent via UIS email and will have instructions for making payments.

Payment is due on the 5<sup>th</sup> of the month.

I understand that I will be assessed a service charge on all unpaid monthly balances of University charges.

#### 6. EARLY TERMINATION

## 6.1 By University

The University reserves the right to cancel this Contract if I become delinquent on payments, breach any term of this Contract, no longer am employed by the University, or if it otherwise determines that my past or current behavior is such that the interests of the University or its students, faculty, or staff would best be served by cancellation of this Contract. Such behavior includes, but is not limited to, endangering persons or property, failure to comply with the UIS Student Conduct Code, DRL Policies, and possession of prohibited items. I will remain responsible for the remaining 100% of my apartment charges.

## 6.2 By Employee

### 6.2.1 Request for Cancellation

I may request to cancel this Contract by submitting written notice to DRL via email at [housing@uis.edu](mailto:housing@uis.edu). I understand that only written notification from DRL of a cancellation approval will terminate this Contract.

### 6.2.2 Effective Date

If cancellation is approved, the effective date is the date the Request for Cancellation is approved by DRL. I must promptly and properly vacate the premises within forty-eight (48) hours of this date.

## 7. HOUSING RULES & CONDITIONS

I agree to comply with all applicable local, state, and federal laws and regulations, as well as all University and DRL policies applicable to students whether now in effect or later adopted and published by the University during the term of this Contract. Some relevant policies include but are not limited to:

UIS Alcoholic Beverages Policy (special attention to Article II):

[https://www.uis.edu/academicstaffhandbook/university-policies/alcoholic\\_beverages\\_policy/](https://www.uis.edu/academicstaffhandbook/university-policies/alcoholic_beverages_policy/)

UIS Drug and Alcohol Policy: <https://www.uis.edu/studentaffairs/policies/drugalcohol/>

UIS Student Conduct Code: <https://www.uis.edu/policy/student-conduct-code>

UIS DRL Community Handbook: <https://go.uis.edu/CommunityLivingGuide>

## 8. MISCELLANEOUS TERMS

### 8.1 Amendment

This Contract is a legal document binding upon me. No proposed amendment to this Contract shall be valid unless made in writing and properly signed by an authorized university contract signatory.

### 8.2 Severability

If any provision of this Contract is held to be unenforceable by a court of competent jurisdiction, the provisions shall be severed from this Contract so long as severance does not affect the enforceability or essential purpose of the remainder of the Contract.

### 8.3 Waiver

The failure of the University to enforce any provision of this Contract shall not waive the University's right to later enforce that or any provision of this Contract.

#### 8.4 Choice of Law

This Contract shall be construed by application of Illinois law without regard to its conflict rules.

#### 9. LIABILITY

The University does not provide security or protection services as part of this Contract. The University is not responsible for and will not reimburse resident for damage or loss of personal effects resulting from third-party conduct, weather-related disturbances, other natural conditions, or malfunctioning of plumbing, appliances, or other facility-related systems. The University shall not be held responsible or liable for any personal injury, loss, theft, or damage incurred or sustained by residents or their guests. Each resident is responsible for insuring and securing their individual person and property and is strongly encouraged to secure personal renter's insurance or sufficient coverage under a homeowner's or renter's policy. Such policy coverage should be in continuous effect during the full period of on-campus residency, including breaks when residents may not be physically on campus. University parking facilities are used at resident or guest's own risk.

#### ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

By signing the Terms and Conditions, I acknowledge that I have read and understand them and agree to be bound by the terms and conditions.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **For Residence Life Use Only**

Check-in Date: \_\_\_\_\_

Last Date of Occupancy: \_\_\_\_\_

Monthly Rate: \_\_\_\_\_

Check-out Date: \_\_\_\_\_

ESA/Pet Paperwork: Yes No Date Received: \_\_\_\_\_

Spouse/Domestic Partner Background Check Paperwork: Yes No Date Received: \_\_\_\_\_

