

This agreement refers to expectations for all people living in or visiting this suite. It must be signed by any person who is a suitemate, and it is expected that any guest of the suite will likewise be informed of and abide by these expectations when applicable. It is recommended that the suitemate agreement be revisited on a regular basis. If a new suitemate joins the suite or a current suitemate leaves, it is expected that the agreement will be reviewed and re-signed by all suitemates.

### Communal Area Upkeep

Communal areas of the suite are shared by all residents and will be, at all times, kept clean and free of clutter. Food in kitchen must be clearly marked, but will not be considered available to other members of the household unless explicitly marked. Cleaning of the suite will be the responsibility of the person who creates the mess, with thorough cleanings scheduled at regular intervals. Use of all communal areas should be undertaken with consideration for others.

As you discuss cleaning responsibilities, consider your past living experiences. If you have lived alone what are your cleaning practices? Do you consistently maintain a clean space or do you do a deep clean every month? All members of the suite should discuss their expectations around the cleanliness of the suite before completing the following section.

The communal areas will be cleaned at regular intervals every \_\_\_\_\_ (day(s)/week(s)/month)

After a social gathering, the suitemate hosting will clean the suite area within \_\_\_\_\_

The rules regarding use of the common bathroom will remain flexible, but it is understood that responsibility for the cleanliness of the bathroom is shared by the entire suite.

Chores will be a flexible category that changes as new needs arise. However, some duties will be consistent throughout the duration of the living engagement. For example:

- Vacuum/sweep the common area-**Frequency:** \_\_\_\_\_
- Common bathroom and common area trash removal-**Frequency:** \_\_\_\_\_
- Cleaning out the refrigerator-**Frequency:** \_\_\_\_\_
- Wiping down the stove and countertops-**Frequency:** \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Guest Expectations

Guests will be allowed [ **WITH / WITHOUT** ] prior notification of other suite members. Consideration must be exercised. The suitemate hosting the guest(s) is responsible for all actions of their guest(s) and for any damage to Munger Graduate Residences resulting thereof. The following describes the guidelines for hosting guests in the suite:

- Other suitemates must be given \_\_\_\_\_ days notification of a guest's arrival
- A suitemate may have \_\_\_\_\_ guest(s) at a time
- A suitemate may have \_\_\_\_\_ guest(s) over a period of \_\_\_\_\_
- The entire suite may host \_\_\_\_\_ guest(s) at a time
- A guest may stay for no more than \_\_\_\_\_ consecutive days
- Guest may stay [IN THEIR HOST'S ROOM / IN THE COMMON AREA]

# SUITEMATE AGREEMENT: Munger Graduate Residences

Suite Number: \_\_\_\_\_



Further expectations regarding guests are as follows:

- \_\_\_\_\_
- \_\_\_\_\_

## Social Policy & Other Provisions

Explicitly detail any unacceptable behaviors or other provisions including allergies, minimum suite temperature, televisions reservations and volume levels, washer and dryer use, etc. Detail any important cultural aspects. If the suite has internal quiet hours, these should be listed here as well.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Communication & Concerns

The preferred communication of suitemates in this suite are as follows (list name of suitemate next to appropriate header):

- Text messaging: \_\_\_\_\_
- Phone calls: \_\_\_\_\_
- In person meetings: \_\_\_\_\_
- Email: \_\_\_\_\_
- Other: \_\_\_\_\_

## Suite Meetings

Periodic all-suite meetings will be held regularly as determined by the suite (circle one):

- Weekly: (Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday) at \_\_\_\_\_ AM/ PM
- Monthly: On the \_\_\_\_\_ at \_\_\_\_\_ AM / PM
- Other: \_\_\_\_\_

## Additional Expectations

Please include any additional notes, comments, or expectations to this area. If more space is needed, attach notes on an additional sheet of paper.

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## Suitemate Conflict Resolution Options & Resources

Often conflicts are a result of someone not feeling treated with dignity and civility. Practicing empathy and respect at all times will prevent a lot of conflict. Conflicts are normal and natural. Please use these tips and skills to engage in conflicts.

### Tips to effectively engage in conflict:

- Identify and define the problem
- Analyze the problem
- Generate/identify possible solutions
- Select best solutions
- Evaluate selected solutions
- Develop an action plan/identify next steps
- Implement the next steps/action plan

### Skills to have when engaging in conflict:

- Seek first to understand, then to be understood
- Listen, Affirm, Respond, Add Additional Information
- Use "I" statements.
  - o "I feel blank when you blank because blank."
- Treat others with dignity and respect

If we have any concerns with the rights or agreements stated in the above suitemate agreement, we have the responsibility to take the following steps in order to reach a mutually agreeable solution:

1. We must first openly and honestly talk with each other, utilizing the above tips
2. If the problem fails to be resolved, we will contact our Fellow to find a resolution, and if the conflict needs additional support, our Hall Director
3. Finally, if there are no other measures to resolve the conflict, we will reach out to the Housing Student Conflict Resolution (HSRC) or Office of Student Conduct Resolution (OSCR) to facilitate mediation
  - a. HSRC: 734-647-4718 or [HSCRProcess@umich.edu](mailto:HSCRProcess@umich.edu).
  - b. OSCR: 734-936-6308 or [oscr@umich.edu](mailto:oscr@umich.edu).

**This Agreement of Suitemates shall be binding upon the respective parties and their guests and revisited once per semester or should a suitemate not meet the expectations outlined above.**

**The Suitemates have caused this Agreement of Suitemates and any attached documents to be executed on the dates indicated below, effective as of the date indicated above.**

Suitemate (Printed Name)	Suitemate (Signature)	Room Number	Date Signed