

## **OCCUPANCY AGREEMENT**

### **WOODS HOLE OCEANOGRAPHIC INSTITUTION HOUSING**

By signing below, I, \_\_\_\_\_, agree to the following conditions for my license to occupy Woods Hole Oceanographic Institution Housing. I understand that:

- License to occupy Institution housing facilities is a courtesy granted to persons who are affiliated with WHOI, and whose occupancy has been approved by the Housing Department. Subletting and/or loaning of any Institution housing unit or space is prohibited.
- Housing units are the property of Woods Hole Oceanographic Institution and may be periodically entered as necessary by Institution staff or contractors for routine inspection or maintenance, with prior notice from the Housing Office. This includes access by the building caretaker to prepare for arrivals and departures.
- It is my responsibility to keep the premises clean and in order. I will be held responsible for all costs incurred to clean and/or repair damages to housing units and their contents in excess of what is reasonable for normal wear and tear, as determined by the Housing Department.
- The address and telephone number of my WHOI Housing unit will be available to personnel within the Institution.
- The Institution assumes no liability or responsibility for personal property brought onto Institution property, or left in housing units after departure.
- Institution property is not to be moved or removed at any time. Indoor furniture is not to be brought outside. Indoor furnishings, including kitchenware are not to be moved to other units or taken to the labs. Any costs associated with replacement of missing or damaged items will be assessed to the occupants.
- I am responsible for proper personal action and am expected to conduct myself in accordance with the WHOI Code of Conduct Policy and with due regard and consideration for the safety, property, and rights of other occupants and nearby neighbors. I understand that it is the policy that outside activities and noise will cease by 10PM on weeknights (Sunday through Thursday) and midnight on weekends (Friday and Saturday).
- I will follow the rules set down by the Housing Department, including but not limited to:
  - No overnight guests allowed, other than those stated in my Housing contract.
  - No pets or animals of any kind\*;
  - No smoking or improper disposal of smoking materials in or within 30 feet around housing buildings;
  - No candles, no open flames or fires, no halogen lights, no 'Tiki' torches;
  - No grills within 10 feet of housing units;
  - No storage of hazardous materials on Housing property;
  - No materials will be affixed to walls/woodwork.
- I understand that if smoke, fire, or CO detectors sound an alarm, it is my responsibility to evacuate the building immediately. It is unlawful to remove, disconnect, or in any way tamper with any detectors.
- Agree to vacate and remove all personal belongings from the premises no later than date listed on Housing confirmation, unless otherwise arranged with Housing Department. If I have not vacated or am unable to vacate on departure date listed with the WHOI Housing Department, I agree to pay rent at the Nightly Housing Rate.

I have read the conditions above, and the Housing "Frequently Asked Questions" information sheet. I agree to abide by them and be held accountable for them. I understand that failure to abide by the rules of WHOI Housing is grounds for forfeiture of my license to occupy Institution housing, now and in the future.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Refer to WHOI Housing Pet, Certified Service Animal, and Support Animal Policy