**DATE:**UTDlogobw **10/08/2015**

**SUITE NUMBER: 3.412**

**PEER ADVISOR: Sai Gatram**

|  |  |
| --- | --- |
| **Roommate Names:** | **Contact Information: Phone Number & Email** |
| Get their names and contact information. |  |
| Andrew Wilson | **972-439-8861 arw150130@utdallas.edu** |
| Christopher Orton | **972-963-0662 clo140130@utdallas.edu** |
| Antonio Ward | **512-999-1664 Acw150930@utdallas.edu** |

**GENERAL RULES OF HAVING A ROOMMATE**

[*GO OVER THIS STATEMENT. Explain the importance of being a respectful roommate and following the roommate agreement in the future*.]

As part of this agreement I realize that I, as well as my roommate(s), have equal rights to the use of the space and facilities in the suite with the exception of the areas we have designated as each one’s private space or personal property. This agreement is intended to promote civility between roommate(s) by clarifying the shared expectations and responsibilities.

* Respect the rights of each roommate to read, study and sleep without unreasonable noise and other distractions.
* It is everyone’s responsibility to keep the common areas of the suit clean
* Guest should respect every resident in the suite.
* Each resident has the right to live in a discrimination and harassment free suite.
* Openly and objectively discuss any problems and concerns that and attempt to negotiate a written settlement, if necessary.
* Contact your Peer Advisor in the event of irresolvable disputes.

**DAMAGES**

[*GO OVER THIS STATEMENT. Explain the importance of reporting damages and maintenance issues.]*

I accept responsibility for damages that I or a friend of mine causes, and I will take financial responsibility for the damages by informing University Commons in writing.

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| **TASK** | **RESPONSIBILITIES MAY INCLUDE** |
| Trash | Each resident has their own trashcan that they handle themselves. |
| Refrigerator | The refrigerator is handled by themselves. If they have rotten food, they throw it out themselves. If anything goes wrong they can handle it for their roommates. |
| Shower Room | They share cleaning supplies. Cleaning includes wiping the shelves and clean the walls and floors. Will be cleaned once every other week. |
| Toilet Room | They share cleaning supplies. The toilet will be wiped down and the floor will be swept. This will occur a month. |
| Sink Area | Cleaning supplies are all shared. The space is cleaned by all 3 residents in their respective sink areas. Will be cleaned once every month. |
| Common Area | Supplies are all shared. The area is swept every other week and kept clean. All trash is to be taken out immediately after room is done being used. |
| Other |  |

**CLEANLINESS/ CLEANING RESPONSIBILITIES**

**When & who is responsible:** Rotation? every day, every week, twice a week? Avoid the **“*as needed” phrase*.**  Place the names of the individual responsible on the corresponding day.

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|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **TRASH** |  |  |  |  |  | **Taken out when full** |  |
| **REFRIGERATOR** |  |  |  |  |  | **Immediately after a spill.** |  |
| **SHOWER ROOM** |  |  |  |  |  | **Every month rotating.** |  |
| **TOLIET ROOM** |  |  |  |  |  | **Every other week rotating.** |  |
| **SINK AREA** |  |  |  |  |  | **Every month with own sink.** |  |
| **COMMON**  **AREA** |  |  |  |  |  | **Every month rotating.** |  |
| **OTHER** |  |  |  |  |  |  |  |

**\*For University Housing Policy Information, please visit:** [**http://www.utdallas.edu/housing/handbook**](http://www.utdallas.edu/housing/handbook)

**Talk to the roommates about the following topics:**

**TEMPERATURE:**

*They all want a constant 70 degrees at all times of the day and year.*

**NOISE/QUIET HOURS:**

*Items to discuss: When does everyone go to bed? What volume level can the TV be on at certain times of the day? Check out other’s stereo equipment with bass levels? Walk around the suite to determine how far noise travels throughout the suite.*

*Everyone goes to bed around 12pm. There is no common tv. They only use headphones. There are no noise issues. After 12 pm the room needs to be quiet.*

**GUESTS/OVERNIGHT GUESTS (Please go over Overnight policy):**

*Guests/Overnight Guests Policy: The maximum occupancy limits for the suites are as follows: 3 Bedroom Unit is 3 residents. The capacity should not exceed twice the maximum occupancy at any time, meaning 6 individuals.*

*Residents are responsible for the conduct & consequences of their guests’ actions at all times. Guest should follow all University Housing Policy & Procedures.*

Visitation hours are Sunday – Thursday (9am-Midnight) and Friday & Saturday (9am-2am).Overnight guests are allowed only with the approval of all of your roommates, and only one overnight guest per suite/apartment will be allowed at any one time.

*No visit can be over 2 consecutive nights. No one under 18 years of age will be allowed to be a guest of a resident. All overnight guests will be required to show a valid government issued ID and register with the front desk staff of their respective building. No access card or key will be provided for the overnight guest. Any time a guest is on the premises, the responsible resident must escort this guest at all times. People found without an escort will be asked to leave the facility or property immediately.*

*Items to discuss: What time should social guests leave? What time should guests who are studying leave? Overnight and out-of-town guests? Are guest of the opposite sex/same sex/significant other ok to visit?*

*Social guests should leave before 11:30. Studying guests should leave at 1am noise permitting. Overnight guests should leave after the night is over. Guests of any gender and relationship are allowed.*

**PETS**:

*No fish and no plans on getting any.*

**SECURITY/ LOCKING EXTERIOR DOORS:**

*They will not give out their comet card and they will lock their doors when they leave the campus.*

**PRIVACY:**

*They will knock before entering any door. Also they will respect each others right to privacy.*

**SHARING ITEMS:**

*Food is to be considered personal unless explicitly stated. Snacks can be shared that are in the cupboard. Homecooked meals and refrigerated items are not shared. Everything is bought on your own. Dished are washed by yourself.*

**SMOKING:**

*Tobacco & Smoking Policy:‘Tobacco and Smoke free’ refers to all forms of tobacco and smoke related products, including but not limited to cigarettes, electronic cigarettes (e-cigarettes), cigars, pipes, water pipes (hookah), bidis, kreteks, smokeless tobacco, snuff, and chewing tobacco.*

Tobacco Free Policy prohibits in all UT Dallas Residence Halls and around the Residence Halls at a distance of no less than 10 meters or 33 feet the following:

1. use of tobacco or smoke related products,
2. campus-controlled advertisement of tobacco or smoke related products,
3. distribution of tobacco or smoke related product samples,
4. improper disposal of tobacco or smoke related products,
5. littering with the remains of tobacco or smoke related products indoors or outdoors.

Possession and storage of coal and/or leaf burning pipes/inhalers (including hookahs) are strictly forbidden in the residence hall.

**ALCOHOL/DRUGS**

*Alcohol Policy: Alcohol is prohibited in all residence halls and all common areas (i.e. swimming pool, clubhouse, study rooms, etc).*

*Drugs & Illegal Substance Policy****:*** *The use, possession, manufacture, sale, or distribution of drugs or narcotics at any location, whether in, or near the community is illegal. It is your responsibility to notify the proper authorities if you suspect a person, a roommate or a guest is engaged in illegal activities. Violation of the above shall be a material violation of the Housing Agreement and may be cause for disciplinary action, and termination of tenancy.*

**ROOMMATE CONFLICTS:**

*This section is to discuss how roommates will handle conflict within the apartment. Encourage effective and appropriate communication and conflict mediation.*

**IF SOMETHING IS BOTHERING YOU, HOW WILL YOU HANDLE IT?** *If something is wrong they will talk face to face and handle it appropriately. The PA will become involved when a resident is not listening and the resident has been notified at least twice with no change in behavior. They will remind each other through speech when something needs to get done. If not present they will text each other.*

**WHAT’S THE BEST WAY TO APPROACH EACH OTHER WHEN ISSUES OR A SITUATION IS TO ARISE?**

*They will talk to each other primarily using their mouth muscles, voice box, and knowledge of English. Regardless of the situation they will find a way to talk face to face to deal with any situation.*

**SIGNED AND DATED:**

*By signing, they understand the roommate agreement and will follow to the best of their ability.*

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\*Make sure all roommates are speaking up. If you see a roommate not talking, ask for their feedback frequently during the meeting.

\*It is encouraged that you check in on each apartment a few weeks after the meeting to see how things are going.

**\*\*Remember, the more time you spend in each initial roommate agreement meeting, the less time you will have to spend mediating conflicts later.\*\***