



**San Francisco State University
2025-2026 Student Housing License Agreement**

The Terms & Conditions described below govern all on-campus occupants. This License Agreement is entered into between the Trustees of the California State University on behalf of San Francisco State University, hereinafter called "University Housing" and the individual whose name appears below, hereinafter called "Licensee".

The License Agreement is subject to and incorporates the regulations contained in [Title 5](#) of the California Code of Regulations, Sections 42000-42103, the [San Francisco State Standards for Student Conduct](#), and the housing policies and community standards as stated in the [Community Living Standards Guide](#).

By completing and electronically signing the License Agreement you agree to all its provisions. Please read these provisions entirely before submitting your electronic signature for this License Agreement. This License Agreement is effective for the duration of the contract period.

Licensee Information

Last Name Bodin	First Name Mathis	Middle Name Pierre
University ID# 925049135		
Email Address m.bodin@elisa-aerospace.fr	Telephone Number(s) +33651327811	

Guarantor Information (Only for students under the age of 18)

Full Name (First, Last Name)



TERMS & CONDITIONS

- a. This License Agreement is subject to the regulations contained in Title V of the California Code of Regulations, sections 42000-42103. A copy of those regulations is available at the Dean of Students Office or online at the [Office of Administrative Law](#) (California Code of Regulations, Title 5, Division 5, Chapter 1, sub-chapter 5, Article 5).
- b. Licensee agrees to comply with the Policies & Regulations and the guidelines contained in the Community Living Standards Guide.
- c. Licensee shall not assign or transfer this License Agreement nor sublet all or any part of the licensed premises. Any such sublet shall be deemed an improper subletting of the licensed premises and shall subject the Licensee to a termination of the License Agreement. Any attempted subletting or assignment in violation of this provision shall be void.
- d. It is understood and agreed by the Licensee and the University that no lease or any other interest in real property is created by this Agreement.

1. ELIGIBILITY

To qualify for a space in on-campus housing, a student must be regularly enrolled in an approved academic program as a matriculated student at San Francisco State University. Other eligibility may be considered with written approval of the University. The University may revoke the License Agreement if the Licensee fails to meet this requirement. If the Licensee's provisional admission is rescinded or the Licensee is disqualified between semesters, the Licensee is responsible for notifying University Housing immediately in writing.

The Licensee is required to complete the Move-in Confirmation form on the Student Housing Portal between Monday, May 12, 2025, and Thursday, June 12, 2025. Failure to complete this form will result in cancellation of their reservation. Any Licensee who receives a reservation and assignment after Monday, May 12, 2025, has 30 days to complete the Move-in Confirmation form. Any Licensee who receives a reservation on or after Thursday, June 12, 2025, must complete the Move-in Confirmation form immediately.

2. OCCUPANCY PERIOD

A Licensee may contract for a bedspace for the entire academic year or for the spring semester only, unless contracting for a bedspace in Manzanita Square, which requires a 11.5-month term. (See the Manzanita Square Addendum for terms).

ACADEMIC YEAR LICENSE AGREEMENT

BEGINS

Tuesday, August 19, 2025

ENDS

Saturday, May 23, 2026 at 10 a.m.

Fall 2025 Move-in dates may range from Tuesday, August 19, 2025 to Wednesday, August 20, 2025. Students will receive their assigned move-in date/time upon completion of the Move-in Confirmation.



SPRING SEMESTER LICENSE AGREEMENT

BEGINS

Friday, January 23, 2026 at 10 a.m.

ENDS

Saturday, May 23, 2026 at 10 a.m.

Please Note: The Licensee must vacate their room during the break period described in item 4 (if applicable).

11.5-MONTH LICENSE AGREEMENT

BEGINS

Tuesday, August 19, 2025

ENDS

Friday, July 31, 2026 at 10 a.m.

- a. Room and Meal plan charges will not be prorated if the licensee moves in after the move-in date.
- b. Any Licensee who fails to move in one week after the contract start date may constitute a no-show cancellation of the License Agreement.
- c. After move-in, students are required to participate in the Occupancy Verification Process to ensure they are moved into the correct space. This verification process is required at the start of each semester the licensee lives on campus. The Occupancy Verification form will be available on the Student Housing Portal after check-in and must be completed prior to August 28, 2025.

3. ROOM ASSIGNMENT CHANGES

- a. University Housing shall assign each Licensee a bedspace in a particular room. The Licensee may only occupy the assigned bedspace.
- b. Where possible, University Housing will accommodate the Licensee's room preference.
- c. Room changes may only occur as directed by University Housing or Residential Life staff, or as requested by the Licensee and approved by University Housing or Residential Life staff.
- d. Failure to move to a new room as directed by staff or failure to accommodate a room for a new roommate are violations of this Section.
- e. Specific assignment to a space shall be made by University Housing at the time of occupancy and may be changed from time to time at the University's sole discretion in the interest of health, discipline, vacations, recesses, management, and/or general welfare of the Licensee(s).
- f. The University may direct residents to consolidate when a room or apartment is partially vacated. Failure by Licensee to do so will result in Licensee being charged an additional room rate.
- g. Request for changes to room assignments must be submitted via the Room Change Request form on the Student Housing Portal and approved by the appropriate Area Coordinator and University Housing staff. Room change requests will not be considered during the first and last two weeks of each semester and are limited to one per semester. A fee of \$100 will be applied per room change request. Failure to follow the guidelines for changing room assignments may result in additional administrative charges.
- h. Unauthorized use or room changes during the contract term are prohibited and considered a serious breach of the License Agreement.



- i. Vacating the student housing facility must be done in accordance with the procedures outlined in [Move-out Guide](#). In the event that a Licensee's student status should end, Licensee is required to vacate the residential community within 72 hours or by the designated date approved by the Student Housing Office.

4. OCCUPANCY DURING BREAK PERIODS

- a. **Towers Jr. Suites and West Grove Commons:** For the academic year and spring semester, the License Agreement does not grant the Licensee permission to occupy assigned space during the periods listed below:

Winter Break | Friday, December 19, 2025 – Friday, January 23, 2026

- b. **Towers at Centennial Square, Village at Centennial Square, University Park North, University Park South, and Manzanita Square:** University Housing grants Licensee permission to occupy assigned space during break periods.
- c. Occupancy charges shall not be reduced or refunded for Licensees during the break periods.

5. COMMUNITY STANDARDS AND PROHIBITED ITEMS

The Licensee agrees to abide by all SF State, University Housing, and Residential Life policies and community standards, as stated in the Community Living Standards Guide and in the [SF State Standards for Student Conduct](#). Policies addressed include, but are not limited to prohibited items, alcohol, drugs, smoking, and noise.

6. ADDITIONAL CONDITIONS

- a. This License Agreement is non-transferable.
- b. It is understood and agreed by the Licensee and the University that no sublet is allowed, nor any other interest in real property, is created by this Agreement.
- c. The Licensee acknowledges that there is an inherent risk of exposure to communicable diseases when living in the residential community. To be eligible for on-campus housing, the Licensee must complete the following vaccinations and immunizations, and will need to upload the required immunization documentation to the campus MyHealth system or request an exemption prior to move-in:
 - Required for 18 years and younger: Hepatitis B (HepB)
 - Recommended: Measles, mumps, rubella, varicella, tetanus, diphtheria, pertussis, Meningococcal ACWY, and COVID-19

At the time of the application, applicants will be provided information about meningococcal disease and the availability of a vaccine. An electronic signature will be required to confirm receipt of the information and Licensee shall be required to indicate whether they have received or intend to receive a vaccination.

- d. Licensee stipulates that Licensee does not have a health condition that poses a risk to others in a group living environment.



7. DINING SERVICES CONDITIONS

- a. Participation in a meal plan is required as follows:

Students residing in Towers Junior Suites, Towers at Centennial Square, Village at Centennial Square, and West Grove Commons will be required to choose a minimum of twelve (12) meals per week plan.

- b. Participation in a meal plan is optional for Licensees in University Park North, University Park South, and Manzanita Square. Licensees can opt into a meal plan at the time of their application or purchase a 50 or 100-block voluntary meal plan by visiting sfsate.sodexomyway.com.
- c. Licensees who relocate to a community where a meal plan is required will be defaulted to the lowest available meal plan.
- d. A meal plan is defined as the number of meals available to the Licensee during a week of meal service. Meal plan fees are available on the [Housing and Meal Plan Fee Sheet](#). There are five meal plan options:
- **19 meals/week + \$37.50 FLEX dollars + \$50 Gator Dollars per semester**
 - **15 meals/week + \$50 FLEX dollars + \$50 Gator Dollars per semester**
 - **12 meals/week + \$75 FLEX dollars + \$50 Gator Dollars per semester**
 - **10 meals/week - No FLEX or Gator dollars** | Available to eligible CalFresh residents upon request. Proof of CalFresh enrollment is required.
 - **5 meals/week + \$75 FLEX dollars + \$50 Gator Dollars per semester** | Available only to residents of Manzanita Square, University Park North or University Park South.
- e. Meals reset every Saturday at 11:59 P.M. Any meal or funds that go unredeemed are non-refundable.
- f. Per the amount on the fee sheet, Flex Dollar and Gator Dollar amounts are disbursed once per semester. Each disbursement will be three (3) business days after the meal plan change deadline for the applicable semester.
- g. Flex Dollars can only be used at the residential dining facilities. Visit housing.sfsu.edu/dining-services for available locations. Gator Dollars can be used at any residential dining facility as well as any on-campus vendor who accepts them.
- h. **CalFresh:** Once approved CalFresh recipients will have a monthly installment of \$403.
- i. Licensees with room changes or late move-ins that happen on or after September 3, 2025, during the fall semester or after February 6, 2026, during the spring semester, will not receive Flex Dollars or Gator Dollars for the remainder of the semester.
- j. Licensee's SF State Student ID card is used to access a meal plan and must be presented for each purchase. If the Licensee's SF State Student ID card is lost or stolen, the Licensee is liable for any unauthorized meal plan use. The Licensee should obtain a new ID card as soon as possible, as any residential dining facility reserves the right to deny entry.



- k. Meal plans are non-transferable. If someone other than the Licensee uses the Licensee's SF State Student ID to purchase a meal, the ID will be confiscated for the card owner's protection.
- l. The use of residential dining facilities is subject to all provisions of this License Agreement, to all policies and procedures outlined in the Community Living Standards Guide, and to Articles 5 and 6 of subchapter 1 or Part 5 (sections 42000-42103) of Title V of the California Code of Regulations.
- m. Meal plan fees will not be reduced due to dietary needs or other restrictions. Licensee is encouraged to meet with the General Manager of residential dining for assistance in finding foods that meet their specific dietary needs.
- n. Requests to increase or decrease meal plan choices are limited to one per semester and may only be made during the following period:

Fall Semester: **August 19th – September 3rd, 2025**

Spring semester: **January 23rd – February 6th, 2026**

- o. The Licensee billing statement will be prorated to reflect any changes to the meal plan or if a License Agreement is cancelled. Any unused or under-usage will be forfeited; any over-usage will be billed.
- p. Residential dining services will not be available during break periods as follows:

Fall Recess:

Last meal service: Dinner, Friday, November 21, 2025

Service resumes: Breakfast, Monday, December 1, 2025

Semester Break:

Last meal service: Dinner, Friday, December 19, 2025

Service resumes: Breakfast, Friday, January 23, 2026

Spring Recess:

Last meal service: Dinner, Friday, March 20, 2026

Service resumes: Breakfast, Monday, March 30, 2026,

Last day of service for spring semester: Dinner, Friday, May 22, 2026

8. MAINTENANCE OF PREMISES

- a. University Housing will provide the Licensee with a bedspace within the student housing facility and its furnishings will be in the condition noted on the Room Condition form. This form is to be completed on the Student Housing Portal at the time of occupancy.
- b. The Licensee only has the right to, and must remain in, their assigned bedspace. Licensee may not occupy or move into other bedspaces in the room or unit and may not use additional furniture that is not within their bedspace. The University is entitled to move the furniture or belongings that needs to be moved for assignments or relocation reasons. Additional charges will be assessed if applicable.
- c. Licensee agrees to give reasonable care to their assigned living space and its furnishings, all community common areas, laundry rooms, and study centers and to make payments for any damage



or loss promptly upon demand by the University.

- d. Licensee shall make no alteration to the housing facility without the permission of the University. Replacement, rearrangement, or removal of bed or any other furnishings is not permitted. Any structural additions or alterations, including lofting or delofting, are prohibited without written permission from the University and a fee maybe charged depending on the nature of the request. Licensee is prohibited from hanging items on sprinkler heads.
- e. Licensee shall vacate the bedspace within the student housing facility in good order and repair, except normal and reasonable wear and tear. In the event the Licensee fails to maintain their room/apartment in good order and repair, the Licensee shall reimburse the University the cost to remediate damages.
- f. Any notice including requests for repairs or services by the Licensee (including security related matters) must be in writing to the University. The University's compliance with or response to any verbal request regardless of the nature of the request shall not waive the requirement for notices and requests relating to security matters. Notices and request for repairs or service must be submitted online as a work order/service request directly with Facilities. The University will make reasonable efforts to keep the building, facilities and the assigned bedspace in good working order.
- g. Licensees agree to give reasonable care to their room/apartment and ensure sanitary and safe conditions acceptable to the University. Licensees are responsible for the removal of their own trash and recycling to a centralized trash/recycling collection area in their community. Licensees are responsible for providing their own cleaning supplies to ensure the cleanliness of their unit.
- h. In the event of a pest infestation, the University has contracted with a private vendor to exterminate pests with minimal pesticides. To request pest control service, the Licensee must submit a service request, and a pest control vendor will be scheduled by Facilities. The residents will be given instructions on how to prepare the room or suite prior to the arrival of the vendor.
- i. If a room or suite is found to be a potential health and safety violation, University Housing may have the living space cleaned or remediated, and pest control service administered. The University may also, in its sole discretion, move the Licensee temporarily or permanently to accomplish this work. Any such expense will be borne by the Licensee where the condition is due to the Licensee's actions or failure to act as required.
- j. Failure to notify or take immediate action as directed by the University regarding maintenance and pest control hazards or deficiencies on university property will result in the Licensee being charged for damages, repairs, and services. Licensee agrees to follow all university directives to eradicate pests. This may include room preparation, clothes laundering, and leaving Licensee's bedspace for a period of time.
- k. **Bed Bugs:**

Appearance: Bed bugs have six legs. Adult bed bugs have flat bodies about 1/4 of an inch in length. Their color can vary from red and brown to copper colored. Young bed bugs are very small. Their bodies are about 1/16 of an inch in length. They have almost no color. When a bed bug feeds, its body swells, may lengthen, and becomes bright red, sometimes making it appear to be a different insect.



Bed bugs do not fly. They can either crawl or be carried from place to place on objects, people, or animals. Bed bugs can be hard to find and identify because they are tiny and try to stay hidden.

Life Cycle and Reproduction: An average bed bug lives for about 10 months. Female bed bugs lay one to five eggs per day. Bed bugs grow to full adulthood in about 21 days. Bed bugs can survive for months without feeding. Bed bug Bites: Because bed bugs usually feed at night, most people are bitten in their sleep and do not realize they were bitten. A person's reaction to insect bites is an immune response and so varies from person to person. Sometimes the red welts caused by the bites will not be noticed until many days after a person was bitten, if at all.

Common signs and symptoms of a possible bed bug infestation:

- Small red to reddish brown fecal spots on mattresses, box springs, bed frames, mattresses, linens, upholstery, or walls.
- Molted bed bug skins, white, sticky eggs, or empty eggshells.
- Very heavily infested areas may have a characteristically sweet odor.
- Red, itchy bite marks, especially on the legs, arms, and other body parts exposed while sleeping. However, some people do not show bed bug lesions on their bodies even though bed bugs may have fed on them.

To report a suspected bed bug infestation, please call the Facilities Customer Service desk at 415-338-1568 or email housingfacilities@sfsu.edu University Housing maintains a contract with a professional pest control vendor who would be engaged to respond to any suspected infestation.

- I. To maintain the structural and visual integrity of housing facilities and to offer students a pleasant community environment, repair and/or construction projects may be pursued during the term of this agreement. Reasonable effort is made to minimize a negative impact on residents. Projects requiring entry into the Licensee's room will result in the University notifying affected Licensees when time permits. The Licensee will be responsible for safeguarding their belongings. Removal of personal belongings may be necessary. The Licensee may be required to change spaces due to construction dislocation.
- m. Licensees agree to pay for any damages to University property willfully or negligently caused by the Licensee. Licensees are collectively responsible for paying for damages to the building and for damaged or missing furniture or equipment that occur within common areas, including the residential dining facilities, study rooms, and laundry rooms. If damage in common areas cannot be traced to a specific individual or group but was in substantial part caused by individuals or groups acting from within the residential community, the Licensees of the hall or community will be charged collectively. Licensees are financially responsible for any damage to their room and furnishings other than normal wear and tear. The University is responsible for making all repairs; Licensees are not permitted to make or contract for repairs.
- n. **Furniture:**
 - The University does not guarantee the provision of any specific furniture in the unit and reserves the right to change out university-provided furniture at its discretion.



- University room furniture cannot be stored to accommodate the Licensee's own furniture.
 - Waterbeds of any type and lofted beds not installed by the University are not allowed.
 - The Licensee may submit a service request to have their bed bunked or lofted or un-bunked or un-lofted. Changing the bed setup will be at the University's discretion and may require a fee.
 - A bed rail and ladder are provided for each bunked or lofted bed and must be used and remain in place to ensure proper use of bed.
 - Bunk and loft beds may not be moved in front of a window that can open more than six inches.
 - The Licensee will return all room furniture to the original positions before moving out. Failure of Licensee to return furniture to the original positions in the room or movement of common area furniture by Licensee will result in additional charges and billed to the Licensee's account.
 - Removal of furniture from Licensee's room and public areas is considered theft.
- o. **Laundry Facilities:** SF State University assumes no responsibility in the use of third-party laundry equipment or for lost or damaged items. Personal property insurance is recommended.
- p. **Internet Services:** Each unit is equipped with an internet connection. Internet speeds are subject to change and not guaranteed. In furnished units, Licensees are prohibited from adding another internet provider or installing personal internet equipment.
- q. **Packages:** The Licensee has 30 days upon delivery to pick up packages. Failure to pick up packages within the timeframe will result in the packages being discarded. The University is not responsible for lost or stolen packages or for the delivery of perishable packages. Further information about packages can be found in the Community Living Standards Guide or on the [Residential Life website](#).

9. CANCELLATION OF LICENSE

a. Cancellation Prior to Cancellation Deadline:

- Licensee may cancel a reservation for a space in the facility by submitting a request through the Student Housing Portal on or before the cancellation deadline listed below:
Academic year or 11.5 Month License Agreement: Thursday, June 12, 2025
Spring License Agreement: Wednesday, December 17, 2025
- Cancellation will result in the forfeiture of the nonrefundable activity fee. If the reservation is received after the above deadlines, the licensee has 30 days to cancel.
- If the request to cancel is within the required 30-day timeframe, the initial payment will be refunded less the nonrefundable \$30 application fee. Upon receipt of the cancellation request, the University will return the funds in the form of a check made out to the applicant in approximately 3-4 weeks. If the student owes any fees to the University, the Bursar will deduct those fees prior to sending any remaining refund.
- Failure to cancel within these set timeframes will result in the assessment of a \$70 Notice Charge. No refund will be issued.



b. Cancellation After Cancellation Deadline:

- As a resident at San Francisco State University you have signed the License Agreement for the academic year (or spring only). The License Agreement is a contract, and in order to cancel it, the CSU Chancellor's Office requires verification that there was a significant change in circumstances after signing the License Agreement. Very few residents who petition to cancel are released from their License Agreement, and substantial documentation is needed before a petition will be considered.
- Your License Agreement remains intact while your petition is being reviewed and are therefore obligated to make all payments when due.
- Unless cancellation is officially approved and appropriate check-out procedures followed, the Licensee is required to pay for the entire license period.
- A Licensee whose petition to cancel is granted, shall owe a thirty (30) day cancellation fee, any charges for damages and cleaning, and all nonrefundable fees as described in the fee payment information section.
- University Housing may exercise its discretion to grant or deny the request. If the University denies the request for cancellation and the Licensee chooses to move out, the Licensee shall owe the full fee period of the license, any charges for damages and cleaning, and all nonrefundable fees.
- Licensees who petition to cancel and forge or knowingly provide false information and/or supporting documentation will be referred to the Office of the Vice President for Student Affairs for disciplinary action according to section 41301 of Title V of the California Administrative Code. In addition, the request for cancellation will be denied or reversed and disciplinary sanctions may be imposed.
- **REASONS FOR CANCELLATION AND REQUIRED DOCUMENTATION**

Students with an academic year (10-month) or Spring only (5-month) License Agreement:

AUTOMATIC APPROVAL

- **Change of Student Status** | If one of the below conditions apply, your Petition to Cancel will be automatically approved upon verification or receipt of the required documentation:
 - **Denied Admission/Academically Disqualified:** Proof of denial/disqualification. Including, but not limited to, a letter of denied admissions or disqualification from SF State.
 - **Graduation:** Proof from the SF State Gateway of your graduation application for the current year.
 - **International Exchange Program:** Photo of student Visa (for fall international students only).
 - **Study Aboard:** A letter from the Office of International Program (OIP) certifying the dates of the program.
 - **Withdrawal or transferring:** Proof from the SF State Gateway showing that you are not



currently enrolled in classes or proof of acceptance to the new college or university. Withdrawal between semesters will be verified with campus records after the start of the new semester. If you are found to be in attendance at SF State, your cancellation will be reversed, and your account charged accordingly. Housing adjustments and/or refunds will be processed once classes show "withdrawn".

NON-AUTOMATIC APPROVAL

A Petition to Cancel for reasons listed below requires that you provide a detailed explanation and considerable documentation. Approval is not guaranteed, and insufficient information will result in a denied petition.

○ Financial Hardship

Licensee is required to provide verification that a loss of income that has occurred since the deadline to cancel has passed. The Student Housing Office does not cancel a license agreement based on a student's realization that they are having difficulty meeting the financial demands of living independently and paying for college or because a parent decided to discontinue the support of the student's expenses. Before submitting a Petition to Cancel, students will need to exhaust all possible means of financial support including:

- Accepting all loans offered
- Obtaining employment
- Increasing work hours
- Applying for financial aid/loans
- Asking for additional family assistance
- Transferring from a more affordable community if space is available

Required Documentation:

At least one of the following types of documentation should be submitted with a letter describing the hardship and a copy of your current academic year financial aid award summary:

- Bankruptcy documents
- Parent's unemployment records; set of parent's tax returns showing significant drop of income
- Documentation regarding all sources of income and living expenses
- Evidence of having applied for financial aid
- Evidence of employment from pay stub or verification on employer's letterhead (hours, income).
- Recent unpaid expenses not anticipated

○ Medical/Psychological Hardship

Required Documentation:



- Medical documentation provided by a licensed physician. The letter must be on a physician's letterhead and must include a statement of how living in on-campus is related to the medical condition and the Licensee's treatment.
 - Pregnancy confirmation/due date
 - Evidence of seeing a counselor/psychologist/psychiatrist/ and how it necessitates a license cancellation
 - Other supportive information at your discretion
- **Marriage**

If you married since the deadline to cancel the License Agreement or have a marriage pending within 30 days of the expected cancellation date, you will need to submit all required documentation.

Required Documentation:

- Personal Statement
- Copy of Marriage License

Students with a (11.5-Month) Addendum for Manzanita Square:

AUTOMATIC APPROVAL

- **Change of Student Status** | If one of the below conditions apply, your Petition to Cancel will be automatically approved upon verification or receipt of the required documentation:
- **Withdrawal:** Proof from the SF State Gateway, showing that you are not currently enrolled in classes. Withdrawal between semesters will be verified with campus records after the start of the new semester. If you are found to be in attendance at SF State, your cancellation will be reversed, and your account charged accordingly. Housing adjustments and/or refunds will be processed once classes show "withdrawn".
 - **Denied Admissions:** Proof of denial. Including, but not limited to, a letter of denied admissions from SF State.
- c. Failure to receive an assignment electronically or by mail is not a justifiable cause to cancel the License Agreement.
- d. Following all appropriate cancellation procedures is the responsibility of the Licensee.
- e. Roommate/community-related issues are not considered grounds for cancellation and will be referred to Residential Life staff.
- f. Any Licensee who fails to occupy assigned space one week after the contract start date shall be considered a no-show cancellation. Licensees considered no-show cancellations shall owe the full fee period of the license and all nonrefundable fees.
- g. If the Licensee is evicted from University Housing, voluntarily leaves, or is suspended from the



University, the Licensee shall owe the full fee period of the license, any charges for damages and cleaning, and all nonrefundable fees.

10. REVOCATION OF LICENSE AGREEMENT

- a. The University may revoke this License Agreement for any of the following reasons:
 1. In the event of misconduct as listed in 41301, Title V, California Code of Regulations.
 2. The Licensee is convicted of any misdemeanor or felony committed on university property or involving any member of the campus community (e.g., students, staff, faculty) whether on or off campus property, or that is otherwise university related.
 3. Nonpayment of License fees.
 4. Administrative necessity of the University. Administrative necessity exists when any condition, not reasonably foreseen at the time of signing by the University, occurs that prevents the University from making an assigned space available to Licensee. Such conditions include but are not limited to: Unfinished construction of new facilities, damage caused by natural disasters, pandemics, and vandalism.
 5. Failure of the Licensee to maintain status as a student at the University regarding academic enrollment and student conduct.
 6. If the continued presence of the Licensee poses a danger to other residents, staff, faculty, or other members of the campus community. For residents who pose a danger to themselves, the University reserves the right to address the behavior to mitigate disruptions to other residents, staff, faculty or other members of the campus community.
 7. Licensee's breach of any term or condition of this License Agreement or Addendum, including failure to pay required fees.
 8. Licensee's abandonment of the premises or failure to check-in within one week after the contract start date.
- b. The University shall provide the Licensee with no less than three (3) days' written notice in the event of an occurrence as described in Subsection 10, part a, subparts 1-8, except in cases of emergency.
- c. In the event of occurrence as described in Subsection 10, part a, subparts 1 or 3 above, except as noted in 42019, Title V, California Code of Regulations, the Licensee may be determined to owe the amount due under the full License term plus any damages to the property as described in 42021, Title V, California Code of Regulations.

11. ABANDONMENT OR TERMINATION BY LICENSE

Except as permitted in Subsection 10 above, termination of this License Agreement or abandonment of the premises by Licensee may not release Licensee from paying any obligation due the University for so long as the University does not terminate Licensee's right to an assigned bedspace.

12. DISPOSITION OF PROPERTY

Any property of the Licensee remaining in the housing facility after abandonment, termination, eviction or revocation of this license may be removed and stored by the University at the expense and risk of the Licensee and



will be disposed of pursuant to the laws of the State of California as outlined in Title 5, Section 42375, entitled Care, Restitution, Sale or Destruction of Lost Property, and Section 42376, entitled Proceeds of Sale. Property may be claimed by the Licensee or authorized agent upon payment of storage charge in full, pursuant to the laws of the State of California as outlined in Title 5, Section 42375.

13. DESTRUCTION OR UNAVAILABILITY

In the event the bedspace is destroyed or becomes unavailable as the result of conditions not reasonably foreseen at the time this License Agreement is made, Licensee shall be entitled to a prorated refund of any fees applicable to periods after Licensee was required to vacate. Such conditions include but are not limited to damage caused by floods, slides, fire, earthquake, other natural disasters, pandemics, vandalism, civil disorder, compliance with state or federal law, unanticipated interruption of basic services, or a drop in the rate of space cancellations not reasonably foreseen by the University, if such drop results in an overbooking of available housing facilities.

14. INTERRUPTIONS OF SERVICE AND CONSTRUCTION

- a. The University is not responsible for the continuation of mail, heating, maintenance, or security services at normal levels in the event of a natural disaster, strike, or lockout of public employees or suppliers' employees, internet, power, water, or sewer interruptions from on- or off-campus sources, or in the event of other causal events beyond the University's control or reasonable anticipation.
- b. The University is not responsible for construction noise or disruptions associated with nearby construction sites or activity. The University shall not be liable to Licensee(s) or to any other person in damages or otherwise, nor shall the University be in default under this Agreement for any interruption or reduction of utilities or services caused by someone other than the University, or by the University due to circumstances beyond the University's reasonable control.

15. REFUNDS

- a. The University shall authorize refunds only as provided for in Title V (and the Housing Facility Rules & Regulations). Any payment credit related to housing will apply to open and outstanding campus obligations before the credit is refunded to the student.
- b. Refunds owed by the University may take up to three weeks from the cancellation date. Payments made in the form of check, cash, credit card or eCheck will be processed by Housing Financial Services. Payments made by Financial Aid will be refunded by the Bursars' Office within 21 business days of the payment becoming an unapplied credit as a result of an adjustment or approved proration or room and/or board charges.

16. TREATMENT OF INDEBTEDNESS

Failure of Licensee to satisfy the financial obligations of this License Agreement may result in one or more of the following:

- Imposition of a late fee
- Revocation of the License Agreement
- Eviction



- Withholding of University services pursuant to 42380, et seq, Title V, California Code of Regulations. This would include:
 - Withholding official diploma
 - Denial of registration
 - Holds being placed on grades, registration, financial aid, and transcripts. Hold releases will not be issued unless proof of incoming payment is provided such as:
 - Official Financial Aid documenting of incoming funds
 - Official bank receipt showing a purchase of a cashier's check or money order in the full amount past due
- Offset of paychecks, loans, grants, or scholarship payable through the University, and/or state income tax refunds or rebates.
- Legal action to collect unpaid obligations
- Submission of the debt to a collection agency will result in negative credit information being reported to credit bureaus. If any of these collection steps are necessary, the debtor will be held liable for any attorney fees, court costs, and any other collection costs that may occur.

17. RIGHT OF ENTRY

- a. The University shall have the right to enter the premises occupied by Licensee for the purposes of emergency, health, safety, maintenance, management of applicable rules and regulations, inspection of an empty space or for any other lawful purpose. The University shall exercise these rights reasonably and with respect for Licensee's right to be free from unreasonable searches and intrusions into study or privacy.
- b. When possible, the University shall give Licensee(s) reasonable notice of its intention to enter the premises and shall enter only during normal business hours. Normal business hours shall be defined as 8 a.m. to 6 p.m. If, however, the University reasonably believes that an emergency or urgent situation exists (such as a fire, flood, reasonable belief of danger, or occupancy checks) which requires immediate entry, such entry may be made without prior notice to Licensee(s).
- c. Licensee(s) may not place any unreasonable restrictions upon such entry. If the Licensee denies entry to the unit and prevents required maintenance and/or cleaning to occur, a \$500 cleaning fee along with the entire semester installment fee for the vacant space will be immediately assessed to entire household. In addition, the entire household will no longer be eligible to apply for future housing options in the Student Housing Program.
- d. If the premises or the building in which the premises are located is required by any government agency, lender or insurer to undergo repairs or alterations Licensee(s) agrees to cooperate fully with the University so that all such repairs or alterations are made in as expeditious and efficient a manner as possible.
- e. Fire Hazard Inspection: The Fire Marshal or a representative may conduct inspections for fire hazards once a year and may return for spot inspections once a term, Licensee may be given at least



24-hour notice and must grant access for these inspections.

18. NON-WAIVER

The waiver of any breach of a term or condition of this License Agreement shall not constitute a waiver of any subsequent breach nor shall the acceptance of rent under this License Agreement by the University be deemed to be waiver of any preceding breach by Licensee of any term, covenant, or condition of this License Agreement.

19. HOLD HARMLESS

Licensee agrees to indemnify and hold the University harmless from any and all claims arising from the Licensee's use or occupancy that is improper, illegal or a violation of the License Agreement.

20. PRIVACY RIGHTS

In accordance with the Federal Family Education Rights and Privacy Act of 1974 (20 U.S.C. § 1232g), regulations adopted hereunder (34 C.F.R. 99) and California Education Code Section 67100 et seq., University policy allows the release of personally identifiable information to others (except to verify student status) only with the student's prior consent or in the case of an extreme emergency or where there is clear imminent danger to the student, to others, or to society (San Francisco State University Bulletin, 2025-2026).

21. USE OF PREMISES

Licensee agrees that the assigned space is licensed for residential use only. Licensee shall not use the space as a business address, nor shall the Licensee conduct any business activities on the premises. Conducting business activities includes, without limitation, using the address of the assigned living space as a mailing address for business related activities and functions, or hosting of websites. Licensee additionally agrees not to use the assigned living space for illegal purpose, nor to engage in illegal acts within the assigned living space or the grounds of the residential community.

22. UNIVERSITY LIABILITY

The University does not assume responsibility for the loss, damage, or destruction of any personal property kept in the licensed space or on housing property. Licensee releases and agrees to indemnify and hold harmless the University from and against any and all claims, demands and/or causes of action related to any accident, casualty or event that may occur on housing property involving Licensee and/or any guest or invitee of Licensee.

23. EPIDEMIC AND/OR PANDEMIC OCCUPANCY REQUIREMENTS

- a. Licensee agrees to comply with all directives, policies, and orders of SF State and the Board of Trustees of the California State University (collectively the University) related to an epidemic and/or pandemic, including, but not limited to, COVID-19, which may be amended from time to time during the term of this License, including, but not limited to, all requirements for vaccinations, protective masking, social distancing, guest policy, testing, isolation, and quarantine.
- b. Licensee agrees to comply with all applicable federal, state, and local public health laws, regulations, orders, and guidance related to an epidemic and/or pandemic, including, but not limited to, COVID-19, which may be amended from time to time during the term of this License.



- c. Licensee agrees to comply with any health testing protocols that the University may require and to reasonably cooperate with the University in discharging Licensee's obligations under this section.
- d. Licensee agrees to comply with any immunization or exemption policies as a condition of occupancy.

24. TAXABLE POSSESSORY INTEREST

It is the position of the University that this License Agreement does not create a taxable possessory interest in real property. However, pursuant to Revenue and Taxation Code Section 107.6, Licensee is hereby notified that a taxing authority may take a contrary view and may assess this License Agreement.

25. MEGAN'S LAW

Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an internet website maintained by the Department of Justice at: <https://www.meganslaw.ca.gov/>. Depending on an offender's criminal history, registered sex offender information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides. Questions in this regard must be directed to SF State Police Department.

26. INSURANCE

- a. During the period covered by this License Agreement, Licensee is required to carry sufficient health insurance and provide verification of coverage. Health insurance plans are not available for purchase through the University.
- b. SF State Housing, through GradGuard, provides \$100,000 in liability insurance coverage to all on-campus residents. It covers unintentional damage caused by on-campus residents to the housing property (or the personal property of other students), as long as the damage is unintentional and results from:

- Fire
- Explosions
- Smoke damage
- Discharge of sprinkler head

Theft, burglary, and vandalism are not covered perils under the liability-only policy SF State makes available to all on-campus residents. However, if the Licensee wants to purchase personal property coverage, they can do so via GradGuard or another insurance provider of their choosing.

- c. The University has no insurance to cover the personal or property damage of Licensee. Residents must carry sufficient personal insurance on their property and protect them from liability to avoid loss due to fire, flood, theft, personal injury or injury to others, or other casualty.
- d. The University will not be financially responsible for replacement of any items or for Residents' liability unless as direct and proximate result of the University's negligence.



27. CHECKING IN

When checking into the assigned space, the Licensee must complete a Room Condition form upon inspection of the room. This must be completed and submitted via the Student Housing Portal within 24 hours of occupancy. If the Room Condition form is not completed, University Housing will assume the condition of the space is in good standing.

28. CHECKING OUT

When checking out of the assigned space, the Licensee must return the room to the original configuration and condition; turn in all keys; and remove all personal property. It is the Licensee's responsibility to follow proper University Housing and Residential Life check-out procedures. Failure to do so may result in charges for improper check-out along with additional charges. For check-out procedure information, consult your community desk or the University Housing website. Licensee's meal plan will become invalid upon termination of License Agreement.

29. EMERGENCY PREPAREDNESS

All residents are advised to have an emergency plan. The University does not maintain supply kits and as such, each resident should maintain an emergency supply kit consisting of a first aid kit, a three-day supply of water, non-perishable food, battery-operated radio and flashlight, extra batteries, gloves, and medications.

30. ENERGY CONSERVATION

Licensee agrees not to waste utilities of the housing facility. In the event that there is a significant increase in utility charges to the University during the term of the License Agreement, the University reserves the right to impose a utility energy surcharge of no more than five (5) percent of the cost of Licensee's rent.

31. ENHANCEMENT OF EDUCATIONAL EXPERIENCE

- a. The University shall maintain a professional staff to work with Licensees to develop a community concept within the student housing facility to enhance Licensee's educational experience at the University. The University shall provide an opportunity for input by the Licensee into the development of the community. The student housing facility shall be operated to enhance the social, educational, and recreational opportunities available to Licensee. Students who are interested in Special Interest Housing might be required to live in an assigned community different from their identified preferences.
- b. Licensee agrees to recognize the importance of maintaining the student housing facility as an environment conducive for fellow Licensees to study, live, and sleep in the student housing facility. While in the student housing facility, Licensee agrees not to disturb this environment.
- c. Licensee agrees to utilize a campus-provided email address. Licensees are required to activate and maintain their campus email accounts. Official University business will utilize the Licensee's SF State email address and mailbox.

32. RESERVED PARKING SPACES

- a. University Housing provides reserved parking spaces to licensed residents in the Village, University Park North, and University Park South on a first-come, first-served basis. Residents of Manzanita Square can only park in the University Park South Community. Those living in West Grove Commons,



Towers at Centennial Square, and Towers Junior Suites are eligible for parking in Lot 20R, managed by the Department of Parking and Transportation. Licensees must agree to the Terms and Conditions of the addendum upon completion.

- b. The Student Bedspace Parking Addendum and Permit Rules and Regulations constitute the sole and entire agreement between the University and Licensee, respecting the use of the reserved covered parking facilities by Licensee at the University Park North and South and the Village at Centennial Square.
- c. Licensee shall indemnify, defend and hold the University free and harmless from any and all liability, claims, loss, damages, or express, including counsel fees and court costs, arising out of the damage to property or the death or injury of any person, including Licensee or any person who is associated with the Licensee.
- d. Licensees shall park in their assigned place only and shall not permit others to use parking facilities.
- e. Licensee is eligible to select their own parking space based on the Licensee's housing assignment at the time the parking permit is issued.
- f. It is the responsibility of the Licensee to notify the Student Housing Office if there will be a change to their vehicle due to the use of a temporary vehicle. There is a limit of two changes per year. These changes must be approved by the Student Housing Office as documentation will be required.
- g. The Parking Addendum is immediately terminable if the University determines that the Licensee has failed to comply with the terms and conditions contained herein or has ceased to be a resident in good standing. If the parking permit is terminated due to violations in the terms and conditions, the Licensee will not be issued a refund.
- h. Licensee shall only park clean, operable, passenger automobiles in a good state of repair. Licensee shall pay for all costs of cleaning and removal of leaking motor oil, transmission and brake fluids, antifreeze, auto lubricants and any other items which shall be required by SF State University to be removed from parking stall.
- i. The carport, when provided, shall be used only for the storage of the Licensee's automobile, but in no event shall it be used for performing maintenance on or repairs to an automobile, or for the storage of any property which is perishable, inflammable, subject to being infested by pests, or which is likely to cause damage or injury.
- j. Gas-filled engines such as motorcycles or other gasoline-powered vehicles may not be parked or stored in or near the buildings.
- k. Licensee acknowledges that no proration be granted for cancellation of parking permit after November for semester permit holders and after March academic year permit holders. Processing fees of the cancellation will be deducted from the proration and are subject to change.

33. ASBESTOS DISCLOSURE

- a. Prior to the 1980's, asbestos was a common component of materials used in the construction of hospitals, schools, offices, industrial construction and residential buildings. Under certain circumstances, the presence of asbestos in buildings may pose a health risk to the occupants.



- b. In order to ensure that the public is informed of these risks, the California legislature adopted Assembly Bill 3713, which requires, among other things, that the owner of a building constructed before 1979 inform tenants of the presence of Asbestos Containing Materials (ACM) in the building. The current definition in the statute is that ACM comprises construction materials containing “More than one-tenth of one percent asbestos by weight”. We believe that ACM may exist in the community. The mere presence of undisturbed and non-friable ACM in a building does not present a health hazard.
- c. Exposure to airborne asbestos fibers can cause asbestos-related diseases. Asbestos is listed under Proposition 65 as a chemical known to the State of California to cause cancer. To comply with Proposition 65, the University has posted notices in the building. There are uncertainties about the level of exposure, which can cause disease. If you wish to obtain further information regarding potential health risks or impacts of asbestos, please contact your local or state public health agencies.
- d. Asbestos can release fibers if disturbed. Certain general procedures and handling restrictions are necessary when dealing with ACM. It is important that the materials not be moved, drilled, bored, sanded, cored, broken or otherwise disturbed in order to prevent and minimize potential release of asbestos fibers. Such activities may present a health risk and should not be attempted by any person who is not trained in the handling and disposal of ACM.

34. MOISTURE, MICROBIAL GROWTH AND MILDEW

- a. Due to coastal and other conditions, Licensee hereby acknowledges that there is a likelihood of developing moisture, microbial growth or mildew at the premises. Licensee further acknowledges that his/her maintenance practices may create or increase the level of moisture, microbial growth and mildew at the premises.
- b. Licensee agrees to examine, clean and maintain the premises regularly in order to keep it free of any moisture, microbial growth or mildew. Licensee further agrees to immediately notify the University in writing in the event the Licensee notices the development of moisture, microbial growth and mildew at or about the premises.
- c. Furthermore, Licensee agrees to defend, hold harmless and indemnify the University from any claim, cause of action or complaint by a third party (i.e. a person who is not a party to this License Agreement) relating to any personal injury, property damage, or other damage alleged to have been caused, entirely or in part, by exposure to moisture, mold and/or mildew due to any negligent act or omission on the part of the Licensee.
- d. Licensee acknowledges that they are satisfied that the premises are safe and free from moisture, mold and/or mildew at the time Licensee takes occupancy in the bedspace. Licensee further agrees that it is the sole responsibility of the Licensee to take reasonable measures to ensure that the demised premises remains free of moisture, microbial growth and mildew at all times.
- e. Licensee acknowledges that it is necessary for the Licensee to provide appropriate climate control, keep the living space clean, and take other measures to retard and prevent microbial growth and mildew from accumulating in the living space.
- f. Licensee agrees to clean and dust the living space on a regular basis and to remove visible moisture



accumulation on windows, walls and other surfaces as soon as reasonably possible.

- g. Licensee agrees not to block or cover any of the heating and ventilation ducts in their unit.
- h. Licensee also agrees to immediately report to the University: (i) any evidence of a water leak or excessive moisture in the living space, as well as any storage room, garage or other common area; (ii) any evidence of mold, or mildew-like growth that cannot be removed by simply applying a common household cleaner and wiping the area, or that returns after cleaning the area; (iii) any failure or malfunction in the heating or ventilation system in the Unit; and (iv) any inoperable doors or windows.
- i. Licensee further agrees that the Licensee shall be responsible for damage to the Unit and the Licensee's property as well as personal injury to Licensee and occupants resulting from the Licensee's failure to comply with the terms herein.

35. SUSTAINABILITY

Residents are expected to contribute to a sustainable environment through education of waste practices and reduction of carbon footprint. Sustainability and recycling information can be found in the Community Living Standards Guide.

I certify that I have read and understand the information as it pertains to the **Terms and Conditions**.

Initials: MB



FEE PAYMENT INFORMATION & SCHEDULE

- a. **MAKING PAYMENTS:** Payments are to be submitted directly online or can be mailed to: SF State Housing Financial Services, 750 Font Boulevard, Suite 5000, San Francisco, California 94132. Checks, money orders, or cashier's check must be made payable to "SAN FRANCISCO STATE UNIVERSITY" or "SF STATE" and should contain the Licensee's name and SF State Student ID number. Payments can be made online through an eCheck with no service fee or a credit or debit card which includes an additional service fee of 2.65%. It is the responsibility of Licensee to ensure all payments are made according to the established due dates. During the contract period, any notices or information regarding the Licensee's account will be sent to the Licensee's on-campus address or to the Licensee's SF State email address.
- b. **INSTALLMENT PAYMENT PLAN:** Licensee shall be responsible for payment of fees for the entire License term. The initial fee of \$100 must be submitted at the time of application. This sum shall be applied and accounted for in accordance with the provisions of California Civil Code section 1950.5 and any other applicable statutes. This fee includes the \$30 nonrefundable application fee. The remaining \$70 will be applied to first installment.
- c. **INSTALLMENT DUE DATES:**
- WGC, TCS, TJS, VCS, UPN and UPS:** All subsequent installment payments are due by the 15th of each month starting August 15, 2025. Any payment received after the 20th of each month will be considered late and subject to a \$50 late fee. Payment amounts are indicated on the [fee sheet](#).
- MSQ:** All subsequent installment payments due by the 15th of each month starting August 15, 2025. The last payment due on July 15, 2026. Any payment received after the 20th of each month will be considered late and subject to a \$50 late fee. Payment amounts are indicated on the [fee sheet](#).
- d. **FINANCIAL AID PAYMENTS:** As per Title V of the California Code of Regulations, § 668.165, an institution may use Title IV, HEA program funds to credit a student's account at the institution to satisfy current charges for (i) board, if the student contracts with the institution for board; and (ii) room, if the student contracts with the institution for room. The initial fee is not covered by Licensee's financial aid award and must be submitted with this License Agreement. Installment payments are deducted from financial aid disbursement(s) and applied toward the housing balance. If student is receiving financial aid and has housing charges due for the semester, student cannot opt out of having housing charges deducted from financial aid disbursements.
- e. **ACCEPT ENOUGH FINANCIAL AID:** The Licensee must accept enough financial aid to cover all semester costs or be prepared to pay the difference not covered by financial aid according to the installment payment plan. If the Licensee declines any part of their financial aid award offer (e.g. the student or parent loan program), they will be responsible for paying the amount not covered by their disbursable financial aid award. If financial aid disbursement(s) are less than the total amount due for the year, financial aid status cannot be verified, or housing is unable to collect Licensee's financial aid award, the Licensee is responsible for the full amount of the License Agreement balance and must make payments according to the installment payment plan. In most cases, state and federal grants will not cover Licensee's total housing cost per semester in full. Licensees can check financial aid status on the SF State Gateway.
- f. **FINANCIAL AID ELIGIBILITY:** Some charges included in the housing costs are not financial aid eligible, meaning that at no time will financial aid funds cover these costs directly.



- g. LATE PAYMENTS:** Licensee(s) and the University agree that the University will sustain costs and damage as a result of any late payment but that it will be extremely difficult to determine with specificity the actual amount of that damage. Therefore, Licensee(s) agrees to pay, as additional rent, a late charge equal to \$50 for any payment not made by outlined due date. The parties agree that this late charge represents a fair and reasonable estimate of the costs and damages that the University will incur due to late payment by Licensee(s). The provision for payment of a late charge does not constitute a grace period and the University may serve a Notice to Pay Rent or Quit on the day after the due date. The University and Licensee(s) agree that Licensee(s) paying rent three (3) days after the due date on three separate occasions within any twelve (12) month period shall constitute habitual late payment of rent and may be considered a just cause for eviction.
- h. RETURNED CHECKS:** In the event that Licensee(s) makes any payment required hereunder with a check which is not honored by the bank on which it is drawn for any reason, Licensee(s) agrees to pay an additional sum as defined by the University as a reimbursement of the expenses incurred by the University. A dishonored check shall constitute late payment of rent and shall be subject to late charges as outlined above. Such charges shall be immediately due and payable upon notice to Licensee(s). A returned cash equivalent or check must be redeemed by guaranteed funds. Failure to pay the charges immediately shall constitute a default under the terms of this Agreement. The University reserves the right to demand payment of rent by certified funds, cashier's check or money order for all future payments in the event of any such returned check or any other monetary default by Licensee(s) and rent tendered in any other form may be refused by the University. Nothing in this paragraph shall limit other remedies available to the University as a payee of a dishonored check. The University and Licensee(s) agree that three (3) returned checks in any nine (9) month period shall constitute frequent return of checks due to insufficient funds and may be considered a just cause for eviction.
- i. FAILURE TO PAY:** Pursuant to Civil Code Section 1785.26, you are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations, such as your financial obligations under the terms of this Agreement. In addition, Licensee may be subject to legal proceedings leading up to eviction for failure to pay.
- j. UNIVERSITY FEE PAYMENT DEADLINE:** The San Francisco State University Bursar's Office will post fee payment deadline dates on fee schedule for the contract period. Housing charges will be included during fee payment deadlines, requiring that all past due charges must be paid in full. Only past due housing charges will be included during fee payment deadlines. Housing charges that are posted on the Licensee's student account with future due dates will not be included during fee payment deadlines. Failure to pay all past due housing charges on the scheduled fee payment deadline dates will result in the Licensee being dropped from all currently registered classes.
- k. RESIDENT ACTIVITY FEE:** A \$25 activity fee will be charged at the beginning of each semester, (Manzanita Square residents will be charged an additional \$20 for the summer semester.) This fee entitles Licensee access to educational and social programs sponsored by the residential community.

I certify that I have read and understand the information as it pertains to the **Fee Payment Information & Schedule.** Initials: MB



POLICIES AND REGULATIONS

- 1.1 Alcohol** The regulations governing alcohol in the residence community are in accordance with state and federal laws.
- **1.1a Alcohol Possession:** Possession of alcohol is not permitted in residential community buildings by residents under the age of twenty-one (21).
 - **1.1b Alcohol Hospitalization:** Residents requiring hospitalization related to alcohol use or consumption will be required to submit to a clinical assessment and review of support measures.
 - **1.1c Alcohol Consumption, Paraphernalia, and Other Use:** The use of alcoholic beverages must comply with California State Law and is limited to those persons 21 years of age or older. Alcoholic beverages may not be consumed in public areas (any area outside student rooms). Returning to the residence community under the influence of alcohol or in a manner that negatively affects the community is prohibited. Alcohol paraphernalia (empty bottles, cans, shot glasses, cocktail shakers, beer bongs, etc.) is not permitted. Drinking games (water pong, King's Cup, etc.) are considered alcohol paraphernalia and promote irresponsible drinking behavior and therefore are not permitted in the residential community unless it is a recognized educational program sponsored by the University or its affiliates. Residents under the age of 21 are not permitted to host guests of any age who are in possession of alcohol. Residents over the age of 21 are not allowed to have alcohol in the presence of anyone under the age of 21.
 - **1.1d Alcohol Common Sources, Sale, Distribution, and Manufacturing:** Sale or distribution of alcoholic beverages to any person under the legal drinking age may lead to License Agreement revocation. Kegs and other similar oversized "common source" containers are expressly prohibited in or around the residential community. Possession of a keg or accumulation of alcohol deemed as "common source", purchasing alcohol for minors, or providing alcohol to others may result in termination of the License Agreement.
- 1.2 Bicycles, Hover boards, Scooters, Skates, Skateboards, Unicycles and Motorized mobility devices:** Bicycles, scooters, skates, skateboards, unicycles, and all other motorized mobility devices must be kept in designated areas and may be confiscated if left or ridden in unauthorized areas. Hoverboards are not allowed to be stored inside the residential community. If batteries are removable, the Licensee is required to unplug their batteries and take them to a nearby charging station away from their community. For more information regarding lithium-ion battery safety, please visit the [Cal Fire-Office of State Fire Marshal website](#).
- 1.3 Building Exterior:** Posting of unapproved signs or erecting of antennas or any other object on the exterior of buildings is prohibited and may violate the University's Time, Place, and Manner Policy. No alteration that affects the building's appearance shall be permitted without prior written approval.
- 1.4 Candles, Flammable Materials, Incense and Open Flames:** In accordance with California State Fire Codes, open flames are prohibited. Possession or burning of flammable materials is prohibited inside the residential community. No fuel powered motor vehicles or associated parts are permitted within residential community for use, maintenance, repair, or storage. Arrangements may be made for special purposes that require use of an open flame through the Director of Residential Life or designee.



- 1.5 Cannabis and Other Drugs:** The regulations governing drugs in the residence community are in accordance with state and federal laws.
- **1.5a: Cannabis and Other Drug Possession:** Possession of any illegal, and/or controlled substance, and/or prescription drug other than the person prescribed is prohibited in the residential community.
 - **1.5b: Cannabis and Other Drug Hospitalization:** Residents requiring hospitalization related to drug use or consumption will be required to submit to a clinical assessment and review of support measures.
 - **1.5c: Cannabis and Other Drug Consumption, Paraphernalia, and Other Use:** Use of any illegal or controlled substance or abuse of prescription drugs other than their intended purpose for the person to whom they are prescribed, is prohibited in the residential facility and on campus. Use of marijuana is not permitted on campus. Drug paraphernalia includes 'bongs', pipes, and/or other devices that may be used to facilitate the consumption or use of illegal drugs and is prohibited in the residential facility. Returning to the residence community under the influence of drugs is prohibited. Possession of medical marijuana cards are not recognized on campus and in the residential facilities.
 - **1.5d: Cannabis and Drug Sale, Distribution, or Manufacturing:** Sale or manufacturing of any illegal or controlled substance or of prescription drugs other than for the person to whom they are prescribed, is prohibited in the residential facilities and on campus and may lead to License Agreement revocation.
- 1.6 Circuit Breaker Panel:** In spaces containing a Circuit Breaker Panel, all items must be kept away from the wall (3 ft. minimum) and shall not block the breaker panel.
- 1.7 Commercial Solicitation, Advertising, Promotion and Transactions:** Commercial solicitation, advertising, publications, and commercial transactions are prohibited in all areas. Unapproved solicitation, filming, or publicity is prohibited in or around the residential community. This regulation extends to all forms of technology (e.g., video cameras, camera phones, etc.) used in filming or photography for commercial use or publication.
- 1.8 Community Living Standards:** Further policies and standards regarding on campus living are found in the Community Living Standards Guide. Licensee must abide by all policies and standards outlined in this document.
- 1.9 Conduct Expectations:** Licensees are responsible for knowing, understanding, and abiding by the rules and standards of the residence community. Established patterns of behavior that continue to affect the larger community may result in revocation of the License Agreement. Alleged violations of the License Agreement may also be subject to review from a criminal or student conduct code.
- 1.10 Cooking:** All assignments with kitchens must confine cooking to the apartment kitchen. In assignments with patios, cooking is permissible with a charcoal grill so long as the grill is 10 feet away from any structure and used coals are disposed of properly.
- 1.11 Damages or Misuse of Property:** It is a violation to damage, misuse, alter, or vandalize University property. University property includes all furnishings and structures in the residential living spaces and public areas. Violations include, but not limited to, damage to common spaces such as elevators, stairwells, or laundry rooms will result to damages being assessed and charges to the entire community



will apply. Removing public area furniture from the intended location, tampering with television, telephone, or computer connections, chalking or marking on sidewalks or buildings, unauthorized removal of items from bulletin boards, hanging items or coverings from exterior surfaces, flushing of non-flushable items such as Clorox wipes, cleaning wipes, and feminine products, and removal of window screens. Residents found responsible for violations may be assessed an administrative charge for replacement, repair, or removal of items or damage.

- 1.12 Dining Center:** Dishes or utensils that are not designated as to-go shall not be taken from the Dining Center. Meals may not be shared or transferred. Disorderly conduct is not permitted. Being found responsible for initiating or participating in a food fight is grounds for termination of License Agreement and/or restitution for loss and damages. Food fights are dangerous and expensive. Each resident who is in the dining center when a food fight occurs will be assessed charges for damage and loss. Criminal charges will be pursued as well as referrals to the campus student conduct officer and holds places on academic records for those who are found participating in a food fight.
- 1.13 Electrical Appliances:** All appliances or electrical devices should be compatible with 110 volts 60 cycle AC and be UL approved. Surge protectors are permitted and encouraged. Extension cords, power strips, and multi plug adapters are prohibited. Appliances with open heat sources and no thermostat control (i.e., toaster oven, portable heaters or heat plates, etc.) are prohibited. Halogen lamps are also prohibited.
- Permitted electrical appliances for MSQ, TCS, VCS, UPN and UPS:
- Electric Coffee Makers, Microwaves, Toasters, Instapots, Air Fryers, Crockpots
- Permitted electrical appliances for TJS and WGC:
- 1 Small Mini Fridge (low wattage) per room
- Electrical appliances not permitted for all communities:
- Household-sized refrigerators, washers or dryers
- 1.14 Eligibility:** Licensee must be enrolled at San Francisco State University and demonstrate academic progress. Enrollment recommendations are 15 or more units a semester for Undergraduate students and 9 or more units a semester for Graduate students. Unit load requirements are in place to help students matriculate through the University.
- 1.15 Gambling:** Gambling is prohibited in the residential communities unless it is a University sponsored event.
- 1.16 Guests and Visitors:** Residents may have up to 2 guest/visitors with the approval of their roommates. All guest/visitors must be accompanied by their resident host at all times. Overnight guests are permissible but cannot stay for a duration exceeding 72 hours (three days) within a two-week period. This policy may be subject to change. The University reserves the right to deny access to any visitor or guest.
- 1.17 Keys and Access:** Licensees must use their individually issued keys and/or access card or GatorPass or iButton to access secured residential areas and maintain possession of their keys at all times. All keys remain the property of the University and must be returned upon the Licensee's checkout. Licensees are not allowed to duplicate, loan, sell, or transfer any University issued key or access card or Gator Pass or iButton for the purpose of allowing any other person access to or use of facilities. Excessive lockouts and



misuse of keys may result in financial charges and loss of temporary key access. When walking past a community front desk, residents must present student identification.

- 1.18 Living with Others:** By living in our residential communities, our licensee agrees to live amongst and with fellow residents. Any Licensee who shows an inability to live in a group setting that supports academic and community success will be asked to commit to a community/roommate agreement (ALA) or be moved into another community. Failure to follow this agreement could result in further conduct sanctions, removal from the residence community, or termination of their housing contract.
- 1.19 Locks:** Licensee(s) shall NOT change any lock or place additional locking devices upon any door or window of the premises without the prior written consent of the University. Keys to the premises are the exclusive property of the University. Licensee(s) shall not consign keys to the premises to any other person without the University's written consent. In the event keys to the premises are lost, or locks are changed to secure the property, Licensee(s) shall be liable for the entire cost of all key and lock replacement. All keys must be returned to the University when Licensee(s) vacates.
- 1.20 Mail, Packages, and Deliveries:** Licensee(s) should not have items prohibited in the Terms & Conditions delivered to the residential community. This includes but is not limited to alcohol if the resident is under the age of twenty-one (21), weapons, smoking paraphernalia, or items related to commercial solicitation. Packages requiring age verification or items that bear labelling that suggests the contents are prohibited items may be denied delivery. The University is not responsible for ensuring the safety of perishable deliveries and will not permit delivery personnel entrance past the community desk. Regulations governing mail theft and tampering are in accordance with state and federal laws and reports will be directed to the University Police Department.
- 1.21 Network Policy:** Connections to the residential community wireless and ethernet network must abide by the University and Apogee's Acceptable Use Policy. Violations of the Acceptable Use Policy or Copyright Law may result in loss of network privileges.
- 1.22 Noise Policy and Quiet Hours:** A community member's right to a peaceful environment conducive to academic study supersedes a community member's right to make noise.
- **1.22a Community Quiet Hours:** From 10 p.m. to 8 a.m. daily, the level of noise should be low enough to be conducive to serious study and sleep. The use of amplified equipment in residential community buildings, with the exception of stereos, or any disruptive level of noise is prohibited at all times. Residents may be requested to diminish noise as a courtesy at any time.
 - **1.22b 24-Hour Quiet Hours:** During final exam and study periods, 24-Hour Quiet Hours will be enforced.
- 1.23 Pets:** Fish in an aquarium under ten (10) gallons are permitted. All other pets, and aquariums over 10 gallons, are prohibited.
- **1.23a:** Only Emotional Support Animals (ESA) approved by the Department of Disability Program and Resource Center (DPRC) are allowed on campus. For an emotional support animal to reside in the residential space, the animal MUST be approved by DPRC and an ESA addendum MUST be signed through the Student Housing Portal.
 - **1.23b: Violation of ESA Addendum:** Failure to abide by the terms and conditions outlined in the



Emotional Support Animal (ESA) Addendum,

1.24 Room-, Apartment-mate, and Community Expectations: In accordance with residential community policies, all Licensees are expected to consistently demonstrate the ability and willingness to maintain reasonable relationships with their roommates and neighbors. Licensees are expected to participate in conflict mediation and resolution as outlined in the Community Living Standards Guide.

- **1.24a Community Violations.** Licensees who anticipate or observe violations of residential community policies are expected to remove themselves from participation and are encouraged to report the violation to staff. Licensees and/or their guests who are present during any residential community policy violation are considered involved via condoning, supporting, and/or encouraging the policy violation, and will be held responsible for the violation.
- **1.24b Living Agreements.** Agreements must be in collaboration with all Licensees assigned to a common unit. Agreements by the household are to be upheld in managing a reasonable relationship with their room- and apartment-mates.
- **1.24c: Maintenance of Premises:** Licensees agree to give reasonable care to their room/apartment and ensure sanitary and safe conditions acceptable to the University. Licensees are responsible for the removal of their own trash and recycling to a centralized trash/recycling collection area in their community. Licensees are responsible for providing their own cleaning supplies to ensure the cleanliness of their unit.

1.25 Roof, Ledges, Windows: Licensees are not allowed on roofs, including carport roofs, or allowed to climb up the sides of buildings, or to be on the ledges of the buildings. Windows are not to be used as entrances or exits for people or other objects. Tampering with windows or screens and sitting on windowsills is prohibited. Nothing is to be placed, stored, or exhibited on the ledges of the buildings or carport roofs. Removal of window screens is prohibited. Nothing is to be thrown, dropped or spilled from roofs, ledges, or windows. Throwing objects from windows may result in termination of License Agreement. Windows in the residential community are visible to the greater campus community and may be considered signage subject to the University Time, Place, and Manner policy.

1.26 Room, Apartment, and Common Area Furnishings and Storage: All room/apartment and common area furnishings must remain in designated areas at all times and may not be placed in storage or in common or outdoor areas. Upon checkout, Licensee is expected to return residential community furniture to its original arrangement. In unfurnished bedspaces, Licensee is expected to remove all personal furniture upon checkout and return the unit empty of furnishings. Removal of University property from buildings is prohibited. Patios (where applicable) are not intended for storage. Any items deemed by the University to be a visual detraction from the property or pose a potential health and safety concern may be removed at resident's expense and/or properly disposed. Personal property may not inhibit pedestrian ingress/egress.

1.27 Safety: Licensees are expected to avoid endangering or causing to be endangered (directly or indirectly) the safety of any person or themselves.

- **1.27a Physical Violence:** Licensees are expected to maintain control of themselves when living in the residence community. Licensees who use physical force with the potential for causing death, disability, or injury may be subject to revocation of their License Agreement. Physical violence



includes, but is not limited to, scratching; pushing; shoving; throwing; grabbing; biting; choking; shaking; slapping; punching; burning; and use of restraints or one's body, size, or strength against another person.

- **1.27b Bullying, Harassment, and/or Retaliation:** Abusive behavior directed toward any member of the campus community deemed sufficiently severe, persistent, or pervasive is prohibited. Abusive behavior directed toward an individual and based on a protected status may be subject to CSU Executive Order 1096 and/or 1097 (see the Community Living Standards Guides).
- **1.27c Dangerous Devices/Weapons:** Possession, use or threatened use of firearms, ammunition, explosives, firecrackers, hunting knives, dangerous chemicals, or any other objects as weapons on University property except as expressly authorized by law or University regulations is prohibited. Misuse of personal defensive devices (e.g., mace, pepper spray, electroshock weapons, etc.) laser pointers and common everyday objects with the intent to harm may be considered dangerous devices (steak knives, lighters, etc.). Air weapons are considered "near lethal" and as such are not allowed on campus.
- **1.27d Hospitalization:** Residents requiring hospitalization due to safety concerns may be requested to submit to a clinical assessment and review of support measures.
- **1.27e Fire Alarm and Drills:** Fire drills will be held periodically to ensure Licensees are familiar with the alarm and the emergency building evacuation plan. All persons must leave the building whenever a fire alarm sounds.
- **1.27f Fire Safety Equipment:** Licensee acknowledges the Premises are equipped with operable smoke detectors. Tampering with fire equipment, activating false alarms, creating a fire hazard, or reckless burning, including the use of firecrackers may lead to revocation of the License Agreement.
- **1.27g Surveillance Equipment:** Surveillance equipment capturing interior or exterior of the residential community is strictly prohibited unless with written approval from Director of Residential Life or designee.

1.28 Smoking: San Francisco State University, including the residential community (rooms/apartments and common areas), is a smoke-free and vapor-free environment including electronic cigarettes and vape pens, which are not allowed to be stored or smoked in the residential community (see the Community Living Standards Guide).

1.29 Social Gatherings: Social gatherings that are deemed by the University to be unsafe, disruptive or in violation of University, Housing, or Residential Life policies are prohibited.

1.30 Sports Equipment Use: The use of sports equipment, such as balls, frisbees, skateboards, rollerblades, scooters, and roller skates are prohibited within the residential community buildings, parking garages and carports, as well as other locations with signage.

1.31 Staff/Team Member Requests: Residents are expected to comply with reasonable requests from any Residential Life team member and/or University staff. Uncooperative behavior e.g. providing false information, and/or failure to identify oneself to University officials or law enforcement officers acting in the performance of their duties is prohibited.



1.32 Theft: Theft of campus property, others' personal property, or possession of stolen property is prohibited. This includes borrowing other's property without specific prior approval.

1.33 Unauthorized Entry/Use: Unauthorized entry into, unauthorized use of, or misuse of campus property or property owned, rented, or leased by a member of the campus community is prohibited.

2.0 CONDUCT SYSTEM

2.01 Conduct Process: Residential Life conduct procedures are limited to administrative actions, and as such, do not automatically affect a Licensee's student status. If a Licensee's conduct warrants referral for more stringent University action, the Office of Student Conduct will formally advise the Licensee of that process as outlined in CSU Executive Order 1098. Housing sanctions may include formal warnings, reassignment of bedspace, probation, community service projects, and/or termination of the Student Housing License Agreement. To remain in good standing, Licensees are expected to participate and complete all conduct obligations.

2.02 Attendance at Appointments: Attendance at scheduled administrative appointments is mandatory. Licensees who fail to make or keep a required appointment risk the conduct process proceeding without the benefit of their direct input.

2.03 Conduct Administrative Fee: An administrative fee may be assessed per incident to residents found responsible for violations of their License Agreement.

2.04 Violation of Probation: Failure to abide by conditions of student housing probation.

I certify that I have read and understand the information as it pertains to the **Policies and Regulations**.


Initials: MB



EFFECT OF SIGNATURE:

By signing this License Agreement, you certify that you have read all the terms and conditions of the San Francisco State University 2025-2026 Student Housing License Agreement and agree to all of the terms, policies, and regulations stated herein.

Licensee Information and Signature

Last Name	First Name	Middle Name
Bodin	Mathis	Pierre
Licensee Signature	Date	
	04/23/2025	

Guarantor Information and Signature (Only for students under the age of 18)

Full Name (First, Last Name)	
Guarantor Signature (Only for students under the age of 18)	Date