**University Housing and Residence Life Roommate Agreement**

Adams, Bell, Foundation, Napier, Sanford, Parkhurst, Wells

The following are suggested guidelines for reaching an agreement on how life will be in your room. Discuss your preferences and write up your agreement in the spaces provided below. There are some areas that will require you to consult with your suite-mates. General civility and respect is expected in all living environments. Agreements will be kept on file with your hall staff and can be referenced at any time. If you would like to make updates to your agreement you may fill out a new form or contact your Community Advisor for assistance.

**Room Information**

Hall: Choose an item. Room #: Click or tap here to enter text.

**Roommate Information** **Suitemate Information**

Roommate 1: Click or tap here to enter text. Suitemate 1: Click or tap here to enter text.

Roommate 2: Click or tap here to enter text. Suitemate 2: Click or tap here to enter text.

**Expectation Regarding Communication**

How will we communicate with each other?

In Person

Text

Other, specified below

Click or tap here to enter text.

How will we communicate with each other when there is an issue or concern in the room?

In Person

Text

Other, specified below

Click or tap here to enter text.

**Expectation Regarding Studying and Sleeping**

Determine what type of activities are acceptable when someone is trying to study or sleep in the room. Specific hours for types of activities may also be set. Agreements made must comply with hall quiet hours.

When someone is studying, what type of activity is allowed in the room (electronic devices, tv, stereo, use of headphones, etc.)?

Click or tap here to enter text.

When someone is sleeping, what type of activity is allowed in the room (electronic devices, tv, stereo, use of headphones, etc.)?

Click or tap here to enter text.

How will we communicate if someone is being too loud?

Click or tap here to enter text.

**Expectations Regarding Room Temperature**

What temperature will the room be kept? (suitemates need to be consulted on this matter)

Click or tap here to enter text.

If the thermostat is not in your room, what is the agreed upon method to change the thermostat? (suitemates need to be consulted on this matter)

Click or tap here to enter text.

**Expectations Regarding Cleaning**

Students are always expected to keep their living area in a clean and habitable state. The Center for Disease Control recommends regular cleaning to prevent the spread of COVID-19. Consider using the template below to create a cleaning schedule.

How often will we clean our respective sides of the room (each roommate will specify their frequency)?

Roommate 1 Frequency: Click or tap here to enter text.

Roommate 2 Frequency: Click or tap here to enter text.

How often will the trash be taken out (daily, twice a week, weekly, other) and who is responsible for taking out the trash?

Click or tap here to enter text.

How often will the bathroom (including toilet, shower, floors, mirrors and vanity) be cleaned (daily, twice a week, weekly, other) and who will be responsible for each task? (suitemates need to be consulted on this matter)

Cleaning Frequency: Click or tap here to enter text.

Roommate 1 Responsibilities: Click or tap here to enter text.

Roommate 2 Responsibilities: Click or tap here to enter text.

Suitemate 1 Responsibilities: Click or tap here to enter text.

Suitemate 2 Responsibilities: Click or tap here to enter text.

General cleaning supplies will be purchased:

Always individually

On a rotating basis

With the cost split each time

Other, specified below

Click or tap here to enter text.

Additional agreements about cleaning:

Click or tap here to enter text.

**COVID-19 Considerations**

The Center for Disease Control and the World Health Organization recommend regular hand washing, avoiding close contact with other people, wearing face coverings when it’s necessary to be around others, frequent cleaning and disinfecting of surfaces, and health monitoring.

Will we wear personal protective equipment (PPE) in the shared areas of the room?

Yes

No

Other, specified below

Click or tap here to enter text.

How will we communicate if one of us becomes symptomatic or has known exposure to someone who has tested positive for COVID-19?

Click or tap here to enter text.

**Expectations Regarding Guests/Visitors**

After move-in only assigned residents of each building will be allowed to enter. This means friends from other halls, off-campus guests and family will not be allowed entrance at any time. To maintain a safe living environment within your room/suite guests will not be allowed in your room at this time.

**Expectations Regarding Sharing**

Below you will have the opportunity to designate items you are okay sharing, items that need to be requested to use, and items that are off limits. Items may include but are not limited to: food, electronics, clothes, kitchen items, dishes, toiletries, common supplies, etc.)

I am ok sharing the following items without being asked:

Roommate 1: Click or tap here to enter text.

Roommate 2: Click or tap here to enter text.

Please ask before using the following items:

Roommate 1: Click or tap here to enter text.

Roommate 2: Click or tap here to enter text.

I am not ok sharing the following items:

Roommate 1: Click or tap here to enter text.

Roommate 2: Click or tap here to enter text.

What shared belongings do we have?

Click or tap here to enter text.

Agreement made with suitemates about sharing items.

Click or tap here to enter text.

How will we communicate if our sharing decisions have changed?

Click or tap here to enter text.

**Conflict Management Plan**

Even the best roommate disagree on certain issues, and you may not have been able to plan for such conflict. Don't wait until the problem grows out of proportion to discuss it. Work together to draft a plan.

If conflict arises in our room or suite, we agree to:

Click or tap here to enter text.

**Signatures**

We have discussed the listed topics and have come to an agreement which will be altered only if we choose to fill out and sign a new form. We understand the staff will keep a copy of this form and will refer to it if issues occur. By adding my name I agree to everything stated in this agreement.

I agree to the terms of this agreement.

Roommate 1: Click or tap here to enter text.

Roommate 2: Click or tap here to enter text.

Suitemate 1: Click or tap here to enter text.

Suitemate 2: Click or tap here to enter text.

**Once you have completed this agreement, save it as your Hall Name and Apartment Number and email it to** [**housing@gcsu.edu**](mailto:housing@gcsu.edu)**.**