



STUDENT HOUSING LEASE AGREEMENT

This is a lease agreement between the Collegium Sanctorum Angelorum Inc. dba The Collegium, hereafter “WE” or “US” or “OUR” and the resident, _____, hereafter “YOU” or “YOUR”, for YOUR stay at the dormitory located at 92 West Washington Street in Hagerstown, Maryland, hereafter, “DORM”.

To be eligible to reside at the DORM, YOU must be currently enrolled or YOUR last enrollment date must be within 30 days at The Collegium, hereafter “SCHOOL”. Authorized vacation period will be treated as if YOU are enrolled. The maximum lease period allowed is two semesters at a time.

This agreement begins on 26 August 2021 at **12:01AM EST** and ends on 18 May 2022 at **12:01PM EST**. YOU may extend YOUR stay only if a room is available. To extend YOUR stay, the rent is due at the time of booking. **The room is available on a first-come first-served basis.** WE do not reserve a room without receiving the required payments (for new residents: housing placement fee and security deposit, and for continuing residents: the rent for the additional lease period as well). The extended period must be continuous, which means the last day of your stay must be the start date of YOUR new lease; otherwise, another housing placement fee will apply. Additionally, the rent due for extended stay must be paid by the last day of your lease. Otherwise, the **Overstay Fee** will apply until the day you pay for renewal of YOUR lease.

Payment Method - Payments must be made through the SCHOOL. For new residents, applicable payments may be made to the SCHOOL acceptable by the SCHOOL. For continuing residents, all payments must be paid by cash or check (payable to The Collegium).

Rental Rate - The rental rate for the DORM rooms are as follows: Double (\$2,000 for the fall semester; \$2,400 for the spring semester). THESE COSTS ARE INCLUDED IN THE SINGLE CHARGE FOR TUITION/ROOM/BOARD. THEY ARE NOT ADDED TO THAT CHARGE. However, the rate for a single room would be \$2,000 for the fall semester; \$2,400 for the spring semester, in addition to the single charge for tuition/room/board.

Amenities - YOU can expect a room (a twin-size bed, a desk, and a closet/drawer), a shared kitchen with a refrigerator (utensils and cookware are not included), a shared/private bathroom (a shower stall, a toilet, and a sink), a living room, and a washer/dryer unit. Wireless internet access is available at an additional charge. For all other items, YOU provide YOUR own.

Bedding Set - Using a bed without a fitted sheet is NOT allowed for sanitary reasons. You should bring with you a mattress pad, set of sheets (fitted and unfitted), pillow, and pillow case.

Key - YOU will be given either cell phone access or, if you prefer, a key card for the main entrance to the DORM and a combination to YOUR room. If you use a key card to access the building, and you lose the card, the replacement fee is \$60.00. YOU must pay the fees directly to The Collegium within 24 hours. YOU are locked out, call the Dean of Men or Dean of Women.

Security Deposit – There is a security deposit of \$350.00 due at the time of booking. (This already invoiced to you.) The security deposit is fully refundable. However, WE will deduct from YOUR security deposit any damages and/or cleaning charges deemed necessary to restore the unit to its originally rented condition and other applicable charges as stated herein. For the security deposit, YOU must submit the required form available at the SCHOOL within 30 days after YOUR check-out. WE process the forms within 30 days of OUR receipt.



Check-in - For a proper orientation when checking into the DORM, please arrive at the DORM on August 26th at your assigned time.

Check-out - When checking out, contact the SCHOOL for the arrangement. Remove all of your belongings, return the keys, and check out by the lease expiration date before **12:01PM**.

Overstay Fee - If YOU overstay the lease, YOU will be charged \$50.00 per day. Failure to remove your belongings or return the keys in a timely manner will be also considered as overstaying for up to **3** days.

Cleaning Service Fee - There is a cleaning service fee of \$75.00 to restore the room and the bathroom YOU used, and YOUR share of cleaning the common areas to their original condition provided to YOU at the time of YOUR check-in. The fee will be waived if the room, bathroom, and other areas YOU used are in their original condition so that a cleaning service is not required.

Change of Room – YOU cannot change rooms without permission from the SCHOOL. For the permission, the lease period must be the same or longer. The same Check-out and Check-in policies, procedures, and applicable fees will apply.

Using a Shared Room - Clean YOUR room, closet, bathroom and desk if YOU are renting a shared room. WE will email YOU in advance about a student checking in to YOUR room. If a cleaning service is required due to YOUR neglect, YOU will be charged a Cleaning Service Fee of \$75.00 to clean YOUR mess. You will be notified of the charges by email. Be fair to YOUR new roommate.

Inviting Guests – Inviting guest is permitted only as stated under The Collegium *Policies* or The Collegium *Student Handbook*. Overnight guests are not permitted without the express permission of The Collegium Dean of Men or Dean of Women. Violation of the policy, especially allowing an overnight stay, will have a penalty charge up to \$50.00 per guest per night.

Common Area Maintenance - All dormitory residents are equally responsible for maintaining the common areas and facilities on the premises in good, clean condition. Clean the kitchen (including food items in the refrigerator) and other common areas applicable to YOU. WE will deduct from YOUR security deposit any necessary replacements, repairs or cleaning costs due to neglect, abuse, and misuse of the premises including furniture, fixtures and appliances. If you have a new resident checking in, you will be informed in advance. Make the effort to clean the common areas including the Kitchen. Do not leave any unwashed dishes or trash in the common areas. If a cleaning service is required due to your neglect, YOU and the other applicable residents will be charged \$75.00 per individual. Please be fair to your fellow residents.

Lease Assignment – YOU may not assign this Agreement to anybody under any circumstances.

Insurance – **The SCHOOL does not provide coverage for YOUR personal property.** WE urge you to get your own insurance for losses due to theft, fire, water damage, and the like. You intend to (**check one**):

- Not buy insurance to protect against such losses or
- Buy insurance from your own agent to cover such losses

If neither is checked, you acknowledge that you will not have insurance coverage.

Damages & Reimbursement – WE are not liable for loss, injury, or damage to any person or property unless the loss, injury or damage is caused by OUR intentional act or neglect. YOU shall repay to US any money spent by US due to YOUR intentional act or neglect. YOU are responsible for YOUR or YOUR family, friends, and others YOUR permit on the DORM premises.



Severability – Should any part of this Agreement be rendered or declared invalid, such provisions will not affect the validity or enforceability of the remaining provisions.

Rules and Regulations – The Collegium *Policies* and The Collegium *Student Handbook* must be observed at all times. There will be additional rules and regulations set by the SCHOOL as deemed necessary, for example, taking turns disposing of trash bags in the kitchen to the trash bins outside, taking turns vacuuming the common areas, not leaving YOUR laundry or personal items in the living room area, and more. Failure to follow the rules and regulations may lead to monetary penalties, and/or a possible eviction from the DORM without any refunds. The Rules and Regulations are subject to change with a 5-day notice at the sole discretion of US. Talk to the administration staff from the SCHOOL for more information.

Acknowledgement – By signing below, I acknowledge that this is a binding contract. I have read and understood the agreement, and I agree to all the terms and conditions stated herein and the Rules and Regulations provided to me which is subject to change.

_____	_____	_____
Name of Lessee (Student)	Signature of Lessee (Student)	Date
_____	_____	_____
Name of Administrator	Signature of Administrator	Date

Initials: _____