Suitemate Agreement Form

Names: ___________________________ Date completed: __________

Date received by RA: ________ Residential Building: ______________ Room #s: __________

Instructions: Use the questions on this page to guide your discussions on how you will live together. If you discuss situations not on this form, document them as well. Once you have completed the form, give it to your RA for safe keeping. Should you need to refer to this agreement in the future, your RA will provide you with it.

Studying

a. Study days and times in our suite are:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

b. During study times:
   Phone use is   OK  Not OK
   TV or media use is  OK with headset Not OK

Cleaning

a. Cleaning includes:
   q Dusting/sweeping
   q Dishes
   q Empty trash/recycling
   q Other: _______________

b. Will we create a cleaning schedule? Yes  No

c. We will clean our room before guests come into the room?
   Yes  No  Depends: __________

It’s OK for suitemate to use:

   Bathroom Toiletries: Always  Sometimes  Never
   Desk: Always  Sometimes  Never
   Food: Always  Sometimes  Never
   Computer: Always  Sometimes  Never
   Gaming Equipment: Always  Sometimes  Never
   Other: ____________ Always  Sometimes  Never
   Other: ____________ Always  Sometimes  Never
   Other: ____________ Always  Sometimes  Never

Guests

a. Guests may use suitemate's:
   Furniture: Always  Sometimes  Never
   Food: Always  Sometimes  Never
   Computer/game systems: Always  Sometimes  Never
   Other: ____________ Always  Sometimes  Never

b. Guests are allowed in the room when host is not present:
   Always  Sometimes  Never

Storage

a. What possessions may be stored in the suite lounge or closet?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

b. What should be stored in the trunk room or resident rooms?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Security

a. When we are home, the suite door is locked: Yes (always!)

b. When we are not in the room we will:
   Lock the door: Yes (always!)
   Shut the windows: Yes  No
   Turn off the lights: Yes  No
   Close the blinds: Yes  No

Alcohol

(Alcohol is not permitted in common area regardless of age) If a guest brings alcohol in our suite what will we do?
________________________________________________________________________
________________________________________________________________________
COMMUNICATION

a. If a suitemate or suitemate’s guest damages my belongings how will we resolve this?
________________________________________________________________________
________________________________________________________________________

b. How will we leave messages for each other?
________________________________________________________________________
________________________________________________________________________

c. How will we approach each other if we have a concern, including but not limited to violations of this agreement?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

d. If we want a guest to leave, how will we let each other know?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

 e. Agreements that we reached, not covered in other sections of this document (e.g. personal hygiene habits).
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Our signatures below indicate that we have discussed this agreement and agree to abide by our mutual decisions. We understand that we are responsible for:

- the actions of our guests;
- maintaining a safe and clean living environment;
- treating each other and our belongings with respect;
- resolving conflicts in a mature and proactive manner;
- seeking help from the RA if we cannot resolve our concerns on our own;
- cooperating with our neighbors regarding community standards, noise, and upkeep of common areas.

Suitemate 1: ____________________________________________
Suitemate 2: ____________________________________________
Suitemate 3: ____________________________________________
Suitemate 4: ____________________________________________
Suitemate 5: ____________________________________________
Suitemate 6: ____________________________________________
Suitemate 7: ____________________________________________
Suitemate 8: ____________________________________________
Suitemate 9: ____________________________________________
Suitemate 10: ____________________________________________


- Signs or posters in windows must have the approval of all roommates and are subject to the approval of the University.
- Unreasonable noise is never acceptable in any residential facility. All residents are expected to be courteous with regard to noise at all times and to respond appropriately for requests for quiet. In addition to courtesy hours, quiet hours are established and enforced according to the following procedures.
- If any resident unreasonably refuses to accept a roommate or hinders the University in the assignment of or occupancy by a roommate, the University may, at its discretion, require that resident to be responsible for the total rent for the room.
- Residents may be held responsible for actions or violations that take place in their rooms (whether or not they are present) and for actions or violations of their visitors and guests.
- In conjunction with the Failure to Comply policy in the Student Code of Conduct, all residents and their guests are expected to comply with all reasonable requests and instructions of all University officials and emergency personnel including, Residential Services staff, Resident Assistants, Graduate Housing Assistants, and Community Service Officers.
- This includes the expectation that residents and their guests comply with requests such as: responding, opening doors to residential rooms, suites, and public spaces, providing valid identification, and disposing of prohibited items when requested.
- Residents or guests may not occupy or sleep in common areas of the residence hall. No individual resident or guest may use the residence hall’s washroom facilities designated for use by the opposite gender.
- A resident may have overnight guests, limited to one guest per resident at any one time with approval of all roommates/suitemates. Overnight guest privileges are limited to a maximum of three consecutive nights and a total of seven nights per resident per quarter. A guest is defined as any person who does not have a contract to live in a given space.
- A resident may host non-overnight guests at any time with approval of all roommates/suitemates. All guests who are not residents of the building must be escorted by a resident at all times and must be registered with the security monitor on duty.