

LICENSE AGREEMENT

(Please keep this page)

WELCOME....We are glad you've chosen GBC Housing as your new home!

We hope to help you make this an exciting and productive year. This application is your essential guide to residence hall life – what is allowed and what is not.

Important

- While every effort is made to keep this License Agreement current, please be aware that we reserve the right to change or update this Agreement; modify policies, or otherwise adjust content of this document as needed or required to fulfill the mission of the department.
- The Resident Suites and Dorm License Agreement is a legal and binding agreement between you and the Housing Department of Great Basin College. By submitting your signed agreement, you are making a commitment and agreeing to pay for services for a full 18 week semester, extended CTE semester, or the remainder of the semester if you enter into the agreement after the start of the semester.
- Carefully read the entire License Agreement in order to understand what you are agreeing to. Make sure you can commit to all the terms of the Agreement before submitting the form. This License Agreement cannot be transferred, assigned, or subject to another party, in whole or in part.
- Great Basin College Housing reserves the right to refuse any application for accommodations in campus housing by returning the processing fee.
- Since the deposit is a cleaning/damage reservation, charges cannot be made against the deposit during the license period. The deposit is also required to insure housing against loss through unpaid room charges, property loss, and excessive wear and tear. At the end of the license period, the deposit will be refunded; less outstanding housing or other account charges.
- Deposits could take up to 30 days to refund due to the GBC Facilities Department being given time to inspect the apartment/dorm upon leaving and determining any damages done to the complex and who is responsible for the reimbursement of said damages.
- Each student is required to sign a Room/Apt Condition Form acknowledging receipt of all property assigned to them when he/she moves into the room/apt. The student is financially responsible for the general condition of the room, apt, furnishings, and the equipment assigned to the room, including loss, damage, or special cleaning necessitated by improper care of rooms and equipment. Charges for loss of equipment, damages to, or defacement of, any area in common use may be assessed against residents responsible for that area. Students are responsible for maintaining the cleanliness of their rooms/apartments. Upon finding damages when moving into a room/apartment, residents are required to report them immediately to the Resident Advisor in charge.



HOUSING LICENSE AGREEMENT

Suites & Dorms

STUDENT PERSONAL DATA INFORMATION

Date Received		Student's "ID" Number	
Last Name	First Name	MI	
Street Address		P. O. Box address	
City	State	Zip	
Country	Student Cell Number	Home Number	
Birth date Month / Day / Year		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Degree you are seeking		E-mail Address	

HOUSING LICENSE AGREEMENT INFORMATION

NON REFUNDABLE
Eighteen Week or CTE Extended Stay Semester Agreement
Check Which Housing Accommodation Is Preferred

Residence Suites

- Regular Student
\$1,815.00 per semester
- CTE Student*
Extended Semester
\$2,117.50 per semester

- Weekly Occupancy
Summer (June & July Only)
\$100.84 per week
\$20/night – 1-7 nights
\$15/night – longer stays
Per day/per person
- Christmas Break - \$100.00

Griswold Hall Dorms

- Guaranteed Private Room
\$1,815.00 per semester
- Guaranteed Private Room
CTE Student
\$2,117.50 per semester
- Double Occupancy – if available
\$1,149.50 per semester
- Double Occupancy – if available
CTE Student
Extended Semester
\$1,391.50 per semester

SMOKING & ALCOHOL

- There is no smoking allowed any place inside the buildings of GBC.
- I try to put smokers with smokers and non with non.....please help me arrange that for you:

I am a smoker

I am not a smoker

EMERGENCY CONTACT INFORMATION

Last Name	First Name	MI
<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship		
<input type="text"/>		
Daytime Telephone	Evening Telephone	Are you allergic to any medications or foods?
<input type="text"/>	<input type="text"/>	<input type="text"/>

ROOMMATE REQUEST INFORMATION

If you are requesting a specific roommate, it must be a mutual request and the license agreements should be submitted at the same time. Roommate request are not guaranteed, but we will do our best to accommodate the request, as they are limited to availability.

Heavy demands for specific housing can sometimes make it impossible to satisfy all individual requests.

NAME OF REQUESTED ROOMMATE	TELEPHONE NUMBER
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Mail this completed form with your \$50.00 non-refundable processing fee plus your deposit:

Residence Suites \$50.00 (processing) + \$350.00 (deposit) = \$400.00

Griswold Hall Dorms \$50.00 (processing) + \$250.00 (deposit) = \$300.00

or email me the form: staciec@gwmail.gbcnv.edu

Checks should be made payable to "Board of Regents"

Mail your application and payment to:

GBC Controllers' Office

Attn: Housing

1500 College Parkway

Elko, NV 89801

Or **Fax** to: 775-753-2002

Or **email** to: staciec@gwmail.gbcnv.edu

Pay by credit card on the GBC website at: my.gbcnv.edu or

Deposit non-cash payments into the drop box in the back of Berg Hall or

Make a payment inside Berg Hall during operating hours at the Controllers office.

Students who pay in full before the start of the semester will receive a \$50.00 discount.

To get the discount you must bring the Housing Coordinator your receipt of proof of payment.

Students whose payments are late will be charged a \$25.00 late fee if they are five or more days late; if you are planning to make payments on your housing bill, please use the housing scheduled installment plan on page 4.

A cancellation charge of \$100.00 will be assessed after July 1st for Fall Semester.

A cancellation charge of \$100.00 will be assessed after December 1st for the Spring Semester



HOUSING LICENSE AGREEMENT POLICY

Please initial each policy. Then sign at the end of the Housing License Agreement.
Housing License Agreements without initials and signature will not be accepted.

~ Monies ~

1. _____ **Processing Fee:** The processing fee is non-refundable unless: the Housing Coordinator is unable to place the student in GBC student housing accommodations.
2. _____ **Deposit:** Student will receive a refund of the deposit after moving out if:
 - a. a) there are no fees due to any department of the college;
 - b. b) there is no damage to the property and it is clean upon inspection by GBC Facilities;
 - c. c) student has abided by the Housing License Agreement and GBC Policies - if not the deposit is forfeited.

Deposit refunds will be withheld and/or prorated to cover the costs of any damage, cleaning, or unpaid portion of the GBC housing accommodations.

3. _____ **Installment schedule:** for Fall and Spring.

Fall Semester:

August	15	25% of full fee
September	15	25% of full fee
October	15	25% of full fee
November	15	Remaining Balance

Spring Semester:

January	15	25% of full fee
February	15	25% of full fee
March	15	25% of full fee
April	15	Remaining Balance

The deferred payment plan is designed to make payment for Student Housing more convenient. They are not monthly payments and are not treated as such. GBC policy requires that each semester's all room/apt fees, along with other college fees will be deducted from financial aid or scholarships before any refund/overpayment is given.

4. _____ **Refund Policy:** There is no refund on this semester agreement. You are responsible for paying the entire amount.

~ Fines ~

1. _____ **Delinquent Payments:** A late fee of \$25.00 will be charged when an account becomes five days past due. Failure to pay the amount on or before the due date will result in action by the housing department but not limited to: eviction, academic holds, payment due in full, the assessment of a late fee, and the account may be turned over to a collection agency with the collection fees added to the unpaid balance.
2. _____ **Entry/Lock-Out:** The College reserves the right to enter student suite/dorm/room at any time without prior notification. Inspections will occur when necessary to protect and maintain the property of GBC and the condition/safety/cleanliness of the suite/dorm. More in-depth searches may happen with security present if GBC Housing suspects illegal paraphernalia or unauthorized items in the apt/dorm. Entry will/can be made at anytime to aide in the basic responsibility of GBC regarding discipline and maintenance of an educational atmosphere. If you lock yourself out of your apt/dorm, you are given ONE free key service. From that day after, there will be a \$10.00 charged added to your account for EACH lock-out.
3. _____ **Building Access:** A \$50 charge will be assessed for each lost or unreturned house key. A \$50 charge will be assessed for lost or unreturned mail box keys. Keys must be returned on the day of move-out to avoid charges. If you are locked out of your suite/dorm, you are required to show photo ID once staff has opened your suite/dorm for you. Student agrees not to change locks on any door or mailbox without first obtaining GBC's written permission that shall be placed in student's records as documentation. Duplication of GBC keys is prohibited. Repeated loss of key is considered breach of security and shall be reprimanded as security breach.
4. _____ **Alcohol/Controlled Substance Violation Response Policy:** Alcoholic beverages are not permitted in the suite/dorm or on the surrounding property. The Nevada Revised Statutes relative to drug offenses are very strict. Possession of the smallest measurable amount is considered to be a felony. This may include synthetic drugs commonly known as "cannabinoids" or Prescription drugs issued to another person. Any suspected use, possession, distribution, or manufacture of controlled substances or alcohol may result in a \$250 fine and/or immediate termination of the Housing License Agreement with all fees and deposits forfeited and housing probation as well as a college disciplinary sanction. Great Basin College maintains a NO TOLERANCE policy in regard to controlled substances and alcohol. Students are considered to be in possession of alcohol if they are in the same suite/dorm/room as the alcohol. Being under the influence on any Great Basin College housing premises violates the NSHE Code and makes one subject to disciplinary action.

5. _____ **Guests:** The number of guests in a suite/dorm at any particular time is limited to the activity and/or noise level, which does not constitute a disturbance. However, if the activity and/or number of guests in a particular suite/dorm result in complaints from other residents, the Resident Adviser will ask the guests to leave the property. The Housing Coordinator or the Resident Adviser must pre-approve overnight guests. Guests must adhere to all rules and regulations. Guests may receive disciplinary action from the College if they violate the Alcohol/Controlled Substance Policy while in the residence halls. Students in the suites are allowed 3 pre-approved guests per semester and must fill out a visitor pass prior to the guest arrival. All guests must park on the street and not in designated housing parking no matter what time of day or night. Guests are considered to be overnight guests if they are present before 8:00am or stay past 12:00 midnight. If this rule is broken at anytime and Housing staff discover someone is staying in the suite without permission from the RA or Housing Coordinator, you will be charged \$250 penalty fee each incident and put on housing probation. There are no overnight guests allowed in Griswold Hall Dorms and no dorm guests after midnight. Guest must be accompanied by the housing tenant at all times when on housing premises.
6. _____ **Littering Fee:** There will be a \$25 littering fee. Cigarette butts are considered litter.

~ Apartment Standards ~

1. _____ **Assignment and Subletting:** Student shall not assign this License Agreement, or sublet or grant any concession or license to use the demised premises or any part thereof. An assignment, subletting, concession or license without the prior written consent of GBC, or an assignment or subletting by operation of law, shall be void and shall, at GBC's opinion, terminate this License Agreement.
2. _____ **Eligibility Condition:** Effective January 2009 in compliance with NSHE Policy, GBC housing will require all housing residents to provide proof of compliance with those immunizations required for a Nevada Secondary School. **Meningitis vaccination is also required for housing.** Student residents must be registered at GBC for at least nine credits that are applicable toward a degree or showing progress toward a degree. Dropping below nine credits could lead to breach of the Housing License Agreement.
3. _____ **Housing Standards:** Students agree to conduct themselves in accordance with Code, and to abide by the published on-campus guidelines. Inappropriate use of computing or networking resources, as defined in the NSHE and Copyright Policy, may result in the loss of computing privileges. Using products and services to interfere with the use of the network by other customers or authorized users, or in violation of the law or in aid of any unlawful act is prohibited. Failure to comply constitutes a material breach of the Housing License Agreement. GBC reserves the right to amend or formulate rules and regulations at any time, and the resident agrees to comply with any amended or newly formulated rules and regulations. Please be advised that you are responsible for knowing and complying with the Student Conduct Policy in your college catalog.
4. _____ **Transfers/Consolidations:** The College reserves the right to transfer or consolidate a student to other than the originally assigned suite/dorm. For business purposes, as many empty rooms as possible will be filled with students who are in apartments alone.
5. _____ **Holdover by Student:** Should student remain in possession of the demised premise with the consent of GBC after the natural expiration of this license agreement, a continual month-to-month tenancy shall be created between GBC and student which shall be subject to all the terms and conditions hereof but shall be terminated on 30 days written notice served by either GBC or student on the other party.
6. _____ **Reassignment to Accommodate a Disability:** Students assigned to suites/dorms which have been designed to be accessible for students with disabilities may be required by GBC, at any time to move, to a different suite/dorm should there be a need to use the original assigned suite/dorm to accommodate another student's disability.
7. _____ **Moving:** Reassignment of rooms is allowed only upon approval from the Housing Coordinator and upon determination there is no other alternative. Students may be charged additional room fees should reassignment be necessary.
8. _____ **Insurance:** GBC's insurance does not cover student's possessions or student's negligence. Student should obtain a student's insurance policy to cover damage or loss of personal possessions, as well as losses resulting from student's negligence or negligence from student's guest.
9. _____ **Pet Policy:** No pets are allowed in the dorms/suites or surrounding premises. Not even fish.
10. _____ **Satellite Dishes:** Satellites or external hardware are not allowed to be installed on any of the GBC Residence Buildings. Violation of this rule may be considered breach of the Housing License Agreement. Cable is available at your own expense thru the local cable company. Cable in the apartments can only be put in the living room. No extra wires can be added to have cable in the bedrooms.
11. _____ **Open Flames:** Open flames, such as candles and incense, are not allowed in the suite/dorm at any time. Students may barbeque on a safe barbeque grill stationed 20 or more feet from any housing structure. All flames must be doused with water once you are done cooking. Lighter fluid and charcoal may not be stored in or around the residence halls.

12. **Remaining in Housing between Semesters:** Students may remain in the suites/dorms between the fall and spring semesters for an additional \$100.00 per student. Students may also arrange to stay in the suites/dorms during summer sessions at a weekly rate per student.

~ Tenant Responsibility ~

1. **Maintenance:** The resident shall properly use and operate all furniture, furnishings, and appliances, and electrical and plumbing fixtures, and keep them as clean and sanitary as their condition permits. Student shall use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities and appliances in the demised premises in a reasonable manner. The resident shall not use the parking lot for anything other than parking a motor vehicle which is in compliance and which is operated in compliance with all applicable Nevada Revised Statutes, including any licensing and registration requirements. Excluding ordinary wear and tear, the resident shall notify GBC and pay for all repairs and replacement caused by the resident or the resident's invitee's negligence or misuse. A checklist inspection will be performed at the time of occupancy to identify the condition of the suite/dorm. The same checklist inspection will occur when the suite/dorm is vacated and assessments will be made relative to any damage above and beyond normal wear and tear to the suite/dorm. If you do not follow the proper check out procedure, this could negatively affect any appeal concerning check out and/or damage charges. All maintenance problems should be reported to the RA or Housing Coordinator immediately for prompt repair. The resident's personal property is not insured by GBC. Student shall make no alterations to the building on the demised premises or construct any building or make other improvements on the demised premises.
2. **Use of Premises:** We provide furniture to stay in the apartment/dorm. We do not move beds out to put in personal beds. The demised premises shall be used and occupied by Student exclusively as student housing for GBC college and neither the demised premises nor any part thereof shall be used at any time during the term of this license agreement by student for carrying on any business, profession, or trade of any kind, or for any purpose other than as a private single family residence. Student shall comply with all the sanitary laws, ordinances, rules, and orders of appropriate governmental authorities affecting the cleanliness, occupancy, and preservation of the demised premises, and the sidewalks connected thereto, during the term of this license agreement. Student shall keep the demised premises as clean and safe as the conditions of the demised premises permits and shall dispose of all ashes, garbage, rubbish and other waste from the demised premises in a clean and safe manner. Student shall not deliberately or negligently render the demised premises uninhabitable or destroy, deface damage, impair, or remove any part of the demised premises or knowingly permit any person to do so. Student shall act, and shall require others on the demised premises with student's consent to act in a manner that shall not disturb student's neighbors' peaceful enjoyment.
3. **Withdrawal or dismissal from GBC:** Students suspended, expelled, or withdrawing from the college prior to the end of the term of the Housing License Agreement must contact the Housing Coordinator and Resident Adviser. Withdrawal or dismissal from GBC is considered a material breach of the Housing License Agreement requiring the student's immediate removal from GBC housing and payment of all existing and future obligations under the Housing License Agreement.
4. **Smoking:** Smoking is not allowed within any campus building including all apartments, residence suites, and dorms. All smoking must be done at least 50 feet away from all buildings. Not in the landings.
5. **Walls:** Posters, pictures, etc. may be hung on the walls with thumb tacks. Residents may ask permission to hang some items on the walls with small nails by contacting the Housing Coordinator or RA.
6. **Parking:** Any parking that may be provided is strictly self-park and is at owner's risk. GBC is not responsible for, nor does GBC assume any liability for damages caused by fire, theft, and casualty or any other cause whatsoever with respect to any car or its contents.
7. **Check In Procedures:**
 - (a) Incoming resident must call the Housing Coordinator to make an appointment for check in.
 - (b) The suite/dorm check list must be completed upon check in, along with any forms or updates in data.
 - (c) Keys must be signed for by none other than the intended resident.
8. **Check Out Procedures:**
 - (a) Outgoing resident must call the Housing Coordinator/RA to make an appointment for check out.
 - (b) Remove all personal belongings from the apartment/room.
 - (c) Thoroughly clean and vacuum the entire apartment/room.
 - (d) Return keys to RA at check out by none other than the outgoing resident.
 - (e) Fill out the Room/Apt Condition Form with RA.
 - (g) Provide a forwarding address for mail and contact reasons.
 - (h) All hardware in dorm/suites must be left in the original condition.

- (i) If you do not follow the proper check out procedure, this could negatively affect any appeal concerning check out and/or damage charges. Students who fail to comply with these procedures will be assessed an improper checkout charge in addition to other charges for which the student is responsible.
- (j) In those instances where items are left in the apt/dorm after the owner or resident has moved, the Housing Department will declare the items abandoned and dispose of them to charity. The resident will be charged for removal.

~ NSHE Code ~

1. **Firearms:** Firearms are not allowed on campus or in the suite/dorm at any time. As noted in the NSHE Code 6.2.2 (f) knowing possession on any premise of the System of any firearms, explosives, dangerous chemicals or other instruments of destruction or other dangerous weapons as defined by the laws of the State of Nevada, without the written authorization of the President of any System institution or the President's authorized agent, unless such possession reasonably relates to duly recognized System functions by appropriate members of the faculty, other employees, or students. Examples of those items that are prohibited listed under Prohibited Activity 6.2.2 (f) are listed below. This is not intended to be a complete or inclusive listing but solely a sample listing to assist a student in understanding the Code.

Firearms: This section includes any and all firearms of any caliber including air pistols and air rifles both CO2 and pump. It also includes black power pistols and rifles. Nevada Revised Statute 202.265 defines firearm on school property as "any device used to mark the clothing of a person with paint or any other substance; and any device from which a metallic projectile, including any ball bearing or pellet may be expelled by means of spring, gas, air, or other force.

Explosives: This section includes both commercially made explosives such as those made for the mining industry as well as any attempt to combine off the shelf ingredients to construct an explosive. This also includes any type of fireworks purchased or homemade "small" items such as bottle rockets.

Dangerous Chemicals: Because all of our buildings are multiple residence establishments they are in a different fire department class than a single family home. Because of that many over-the-counter chemicals are in the class of dangerous and are not permitted without the express permission of the Housing Coordinator for a specific use. Items in this category include storage of propane bottles or white gas (Coleman fuel). Storage or use of denatured alcohol, acetone, ether, or excessive amounts of items used for cleaning such as bleach or ammonia or any chemical known to be flammable is not permitted.

***Students enrolled in art courses may have need of some flammable items such as acetone for their coursework. A quart size container with the factory labels clearly visible of these products is permitted for coursework.*

Other Dangerous Weapons: This includes items such as hunting bows and arrows, swords, daggers, throwing stars, machetes and knives. Students are permitted to have certain types of knives such as normal kitchen knives (i.e., chef's knife, fillet knife, bread knife, paring knife or steak knives). Students are also permitted to have one or two pocket knives (i.e., folding knife that clips to pocket approximately 3-4" long or a Swiss army type knife). Students should not have large fixed blade Bowie type hunting knives, skinning knives, survival type knives, large (over 5") serrated blade knives or switch blades.
2. **Termination by GBC Housing:** In any of the following instances GBC may declare a material breach of the Housing License Agreement and elect to terminate the Housing License Agreement and remove the student from GBC housing when:
 - (a) Failure of the student to make any payment required under the Housing License Agreement when due;
 - (b) the student causes material, substantial, or continuing breach of the Housing License Agreement;
 - (c) the student violates the Campus Housing Rules or Policies;
 - (d) the student recklessly endangers human life, assaults, harasses, annoys, or disturbs the peace;
 - (e) the student and/or guest intentionally damages, defaces, or destroys the property of or threatens physical harm against other students or Resident Adviser.
 - (f) As noted in the NSHE Code 6.2.2 (e) willful damage, destruction, defacement, theft, or misappropriation of equipment or property belonging to, in the possession of, or on premises occupied by Great Basin College.
 - (g) As noted in the NSHE Code 6.2.2 (l) disorderly, lewd or indecent conduct occurring on Great Basin College premises or at a College sponsored function on or off such premises.
 - (h) the student suffers, permits, or maintains any nuisance or health or safety hazard in the space provided by GBC Housing;
 - (i) the student uses the premises for unlawful purpose or contrary to policy.
 - (j) The Housing Coordinator determines that the student requires medical assistance or supervision that cannot be adequately supplied while the student lives in student housing.

If the College seeks termination, the student will have the obligation for all past and future amounts owed under the Housing License Agreement.

According to the Housing Agreement, the appeal process can be initiated under certain exceptions.

If you would like to request an appeal, please call the office of the Vice President of Student Services at 753-2184 and schedule an appointment within 48 hours receipt of a violation letter or learning of an adverse decision.

SIGNATURE

When you sign this form you are agreeing to the Terms and Conditions of the Housing License Agreement, to pay all room fees when due, to abide by: all rules and regulations, policies as outlined in the GBC Housing License Agreement Policy. Student residents must be registered at GBC for at least nine credits that are applicable toward a degree or showing progress toward a degree. This Housing License Agreement terminates at the end of each year. Moving or checking out of the suite/dorm does not constitute release from the Housing License Agreement.

Student Tenant: _____ **Date:** _____

Guarantor/Relationship: _____ **Date:** _____

Housing Coordinator: _____ **Date:** _____

Students under 18 years of age must also have a parent or guardian signature.