

AQUINAS COLLEGE

OVERNIGHT GUEST GUIDELINES AND CONSENT

GENERAL INFO

The College may exercise the following rights:

1. To enter any room for the purpose of inspection, repair, or emergency.
2. To revoke the leasing individual, group or organization participants privileges, including residency in or utilization of any of its buildings or grounds, for violating any term or provision of this contract.
3. The College also reserves the right to demand the removal of individuals who do not adhere to the expectations, regulations, and policies listed in this contract.

FACILITIES AND EQUIPMENT

Room assignments will be made by Aquinas College, unless otherwise indicated. Roommate preferences must be made during the registration period, and cannot be guaranteed upon arrival.

Overnight guest agrees that it will not use Aquinas Colleges' equipment, tools, furnishings, or space located in or about the described facility(s), without first seeking and receiving the approval of Aquinas College.

Lobby Use: If you rearrange lobby furniture while you use it, please put it back in its original set-up when you are done.

Trash: As part of the zero waste initiative, the College provides centrally located receptacles for waste disposal, recycling, and composting in each building on campus. Guests of Aquinas College are responsible for taking all trash to the appropriate bins including compost and recycling. A cleaning fee is assessed if there is an excess of waste left in rooms, or if waste disposal areas are found to be improperly utilized or mistreated.

Cleaning: The College will not be responsible for cleaning individual rooms during the contracted stay. If excessive cleaning is required in the restrooms, lounges, individual rooms, or other meeting rooms and outside areas due to the leasing individual, group or organization use, the leasing individual, group or organization will be charged according.

RULES AND REGULATIONS

Removing or adding furniture, tampering with electrical, mechanical, telephone fixtures, or windows/screens is prohibited.

Noise: The leasing individual, group or organization and its participants must be considerate of both Aquinas and the surrounding community.

After 9:00 pm, the following noise restrictions shall be observed.

- Organized group activities will not be allowed outside which use synchronized verbal commands or responses (spontaneous cheering is allowed);
- No amplified sound systems will be operated outside buildings or enclosed areas, including megaphones, air horns, and bullhorns.
- Overnight guests should return to rented facilities by 11:00 PM
- Quiet hours are from 11:00PM to 6:00AM. After 10:00PM, all windows and doors shall be closed in buildings when music is being amplified for organized group events.

Alcohol: Use or possession of alcohol by minors, and by adults charged with active supervision of minors, is prohibited. The legal drinking age in Michigan is 21; Aquinas College's policy regarding alcohol is based on the Michigan Law. No person under 21 years of age shall possess, consume, or transmit alcoholic beverages anywhere on Aquinas College property or at any Aquinas function. Anyone found breaking this regulation will be subject to the laws of the State of Michigan and the guidelines of Aquinas College.

Drugs/Controlled Substances: The State of Michigan and/or Federal laws prohibit the possession, use, sale, or distribution of any federally controlled drug, narcotic, barbiturate, hallucinogen, or amphetamine. College policy regarding drugs and controlled substances is based on Michigan and/or Federal law.

Tobacco: Tobacco is not allowed on any part of campus. This includes e-cigarettes and chewing tobacco. Any possession or use of illegal drugs, or other misuse of any substances is prohibited and will result in immediate removal from campus grounds, with no refund for stay.

Windows: Safety screens are not to be opened unless during an emergency or with the approval of the College. This includes the use of air conditioners, which must be approved by the College for use.

Security: Always lock your door - Even when sleeping. It is important to protect your belongings. The College is not responsible for items that are lost or stolen. Entrance doors are always locked - Please remember to take your key with you whenever you leave your room or the building.

Prohibited Items: Candles, oil lamps, or open flames of any sort may not be used on campus. Hot plates, toaster ovens, or similar appliances are prohibited in College buildings. No cooking is allowed except in kitchen areas. Building entrances, hallways, and access ways may not be blocked at any time.

EMERGENCY PROCEDURES

At times, medical emergencies may arise. Please make sure your group has an action plan for such events and has collected medical release and permission to treat forms. We ask that you be available and assist in making the decision on how to handle a medical situation.

In case of a fire alarm, we ask that you assist the conference staff by having your group evacuate the building as quickly as possible. Evacuation plans can be found on the back of or near each room door. The conference staff will announce when it is safe to re-enter the building. If you call emergency personnel for any reason, please inform the conference staff regarding the situation immediately.

FEES FOR LOST OR DAMAGED ITEMS

Charges for any damages assessed by the College will be determined by repair or replacement costs.

Keys:

All keys are considered lost if not returned during your check-out time.

Lost items cannot be returned after check-out. The College is not responsible for lost items.

Charges for lost/non-returned keys are as follows:

Individual Room Keys = \$20.00

Electronic Access Cards = \$15.00

Box Key = \$50.00

Linens:

Linens should be piled in the center of the room upon departure. Linens will be collected immediately following the stay. Any linen lost or damaged will be recorded with a room number and location.

Charges are as follows:

Bed Sheet or Blanket - \$8.00

Towel - \$5.00

Pillowcase - \$3.00

Additional Fees:

Rooms should be returned to their original condition upon departure.

Excessive housekeeping or damages to furniture or Aquinas College property will be subject to fees associated with labor fees and/or replacement cost to correct the damage.

DAMAGE/LIABILITY OF PERSONAL OR COLLEGE PROPERTY

The individual, group or organization agrees to take the utmost care not to damage any of the facilities. The individual, group or organization will be responsible for all damages to buildings, equipment, fixtures, and furniture arising out of the use of their rental space at Aquinas College. In addition, Aquinas College will not be liable to the overnight guest, his/her guests, agents, performers, or employees for any loss or damage to personal property. Aquinas College will not assume responsibility for the damage or loss of any merchandise or articles left in the facility or area on campus. Attaching any object to the College premises by nail, screw, "double stick" foam tape, or any adhesive which permanently stains, alters, or damages the premises is prohibited.

PARKING ACCOMODATIONS

Special parking arrangements need to be made through Aquinas College to park vehicles at service drives or building entrances to load/unload conference equipment and materials. Vehicles parked in unauthorized lots are subject to parking violations at the owner's expense.

- Vehicles must be parked in marked spaces only.
- Vehicles are not to be driven on pathways or walkways.
- The posted maximum speed limit on campus is 15mph.
- Pedestrians have the right of way at all times.
- Parking in service or fire lanes is expressly prohibited.
- Visitors should not park in reserved spaces (faculty, resident directors, etc.)

AGREEMENT & CONSENT

As an overnight guest to Aquinas College, I agree to abide by the guidelines listed in this document. I also agree to compensate Aquinas College for Facilities and Services in accordance with the terms and conditions of this consent. I understand that if I violate any condition of this, or others listed with the lessee on the Rental Contract, I may forfeit my stay, as well as all registration or fees associated with my participation. I understand that no refunds will be given, and I may be required to leave campus at any time.

Overnight Guest (first & last name)

Signature

Date

Parent or Guardian (first and last name)

Signature

Date