



## UPDIKE CONFERENCE HOUSING – SUMMER 2012

A block of rooms at the Suffolk University residence halls have been reserved between the dates of Friday, June 8, 2012 and Sunday, June 17, 2012. Suffolk University offers single, and double accommodations. Each room includes linens, local telephone service and complimentary continental breakfast. The residence hall features 24-hour security, air conditioning, twin size beds, and semi-private bathrooms. Suffolk University is conveniently located in the heart of Downtown Boston. Please contact the Office of Residence Life & Housing for any early arrival/late departure requests (outside the dates indicated on this form). Receipt confirmations of reservation will be sent within 7 days of receipt of this form. Credit cards may be billed at a later time. Please fill out on reservation form per room requested.

### PERSONAL INFORMATION

Last Name	First	M.I.
<b>Primary E-mail Address (PRINT)</b>		
Home Address		Box or Apt #
City	State	ZIP
Primary Phone Number	Male <input type="checkbox"/> Female <input type="checkbox"/>	

### GRADUATING STUDENT

Name	Relationship
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### HOUSING

Arrival Date	Arrival Time (Check-in begins at 3:00 PM)
Departure Date	Departure Time (Check-out ends at 11:00 AM)
Do you have any allergies and/or medical conditions or are you taking any medications of which we should be aware when making room assignments? If yes, please explain.	

### PAYMENT

FULL payment is due in advance and must be returned with this form. Acceptable methods of payment include check (payable to Suffolk University), money order, American Express, Discover, MasterCard and Visa.

Single Room	Number of Nights	(x 1 person) Price per night – \$76.00	Sub Total \$
Double Room (per person)	Number of Nights	(x 2 people) Price per night/person – \$57.00	Sub Total \$
Quad Room (per person)	Number of Nights	(x 3/4 people) Price per night/person - \$45.00	Sub Total \$
Guest Name (s)			

<input type="checkbox"/> Check #	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa	Grand Total
Credit Card Number				Expiration Date	

My signing below, indicates that all individuals names on the reservation form have read and agreed to the attached Suffolk University Individual License Agreement (keep for your records). Please only return the reservation form.  
Rooms will be assigned on a first come, first served basis. Contact the Office of Residence Life & Housing at 617.305.2500 or [jcheney@suffolk.edu](mailto:jcheney@suffolk.edu) if you have any questions regarding accommodations. Cancellations will receive a full refund if cancelled (in writing to [jcheney@suffolk.edu](mailto:jcheney@suffolk.edu)) 48 hours prior to check-in. **Refunds will not be provided for cancellations or changes to the reservation occurring within 48 hours of the guest's scheduled arrival date. Refunds will not be provided once the guest(s) check-in, regardless of circumstance or change in itinerary.** The complimentary breakfast may be served in a different residence hall location (10 minute walk).

Signature	Date
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### Please Return this form with Full payment to:

Residence Life & Housing Attention: Updike Conference 8 Ashburton Place Boston, MA 02108	<a href="mailto:jcheney@suffolk.edu">jcheney@suffolk.edu</a> Phone: 617.305.2500 Fax: 617.305.2504 <a href="http://www.suffolk.edu/sumconf">www.suffolk.edu/sumconf</a>
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# **SUFFOLK UNIVERSITY**

## ***License Agreement – Terms and Conditions of Housing***

By this Agreement, Suffolk University ("University"), through its Residence Life & Housing Office, ("Residence Life & Housing") and **each of the individual(s) identified on the reservation form** ("Individual Guest" or "Guest") agree to the following with respect to housing at the University (the "facilities"):

### **1.00 Nature of Agreement**

The Individual Guest understands that this agreement ("Agreement") is intended to govern housing at University residence areas during the reservation period. The Individual Guest also understands that, under Massachusetts law, the legal relationship created by this Agreement is a license and not a tenancy, and the Individual Guest does not intend to create a tenancy. The Individual Guest is entering into a cooperative living arrangement wherein the Individual Guest has the right and responsibility to respect fellow guests. The Individual Guest agrees to observe all the rules and regulations contained in the Guide to Conference Services, a copy of which is located in each guest room and which is also located on the web at [www.suffolk.edu/sumconf](http://www.suffolk.edu/sumconf).

This Agreement allows the Individual Guest(s) to use the space assigned. Only Individual Guests may use the University's facilities, including the common areas, including hallways, lounges and cafés, and must do so in accordance with University rules and regulations governing such areas.

Any violation of this Agreement and/or the University's rules or regulations may result in immediate suspension or expulsion from the University's property.

### **2.00 General Provisions**

The University reserves the right at any time to: (a) designate any or all housing for expanded occupancy up to four persons per room; (b) change any room assignment or rate; (c) enter rooms (i) for routine maintenance, inspections, repairs, or housekeeping duties; (ii) if there are reasonable grounds to believe that any substance, material or item is being kept or used in any manner prohibited by law or by the rules, policies or procedures of the University; (iii) to investigate suspected policy violations; (iv) for health or safety reasons; or (v) for any other reason deemed necessary by the University; and (e) terminate the Agreement for violation of any term or condition or for other reasons deemed necessary by the University.

Failure of either party to insist upon strict performance of any of the terms or conditions herein shall not be deemed a waiver of any rights or remedies of either party, and shall not be deemed a waiver of any subsequent breach or default in any of the terms or conditions herein.

The University does not discriminate in any of its programs, procedures, or practices against any persons on the basis of age, citizenship, color, handicap, national origin, race, religion, sex, sexual orientation, gender expression, gender identity or status as a disabled veteran or veteran of the Vietnam era.

### **3.00 Eligibility**

In order to utilize the University's residences, Individual Guests must be using the University's facilities solely in connection with a program operated and administered by the University.

Individual Guests may not permit any other person to use the assigned room in place of the Individual Guest. Individual Guests are also prohibited from changing their room assignment without prior approval of the Residence Life & Housing and are prohibited from subletting the premises or any part thereof.

### **4.00 Room Assignments**

The University will try to accommodate all requests for roommate(s), building choice and room change, but there are no guarantees. The University may change any room assignment and/or roommate(s) assignment from time to time in the interest of health, safety or quality of life issues, for purposes of consolidation or to accommodate a guest with a disability.

### **5.00 Financial Obligation**

The deposit and payments are refundable only if the University is unable to grant occupancy. Individual Guests are responsible for the total costs at or before the time of check-in, and the University reserves the right to remove a Guest if s/he does not meet the payment deadlines.

Refunds will not be provided for cancellations or changes to the reservation occurring within 48 hours of the Guest's scheduled arrival date. Refunds also will not be provided after check-in, regardless of circumstance or change in itinerary. If a Guest leaves before the end of the reservation period, or is suspended or expelled from housing for any reason, no refund will be issued.

### **6.00 Length of Agreement**

The term of this Agreement shall begin and end on the dates stated in the Reservation Form.

### **7.00 Check In**

Individual Guests must abide by the appointed schedule for arrival. Guests who are seeking to arrive earlier than the requested date and who do not provide at least one (1) week advance notice, will be assessed a \$50.00 charge in addition to the associated daily room charges. Guests arriving after the reservation date must inform Residence Life & Housing no later than the reservation date to keep their room assignment. If the University reserved a room for a Guest(s), but the Guest(s) does not occupy the room(s), the Guest is still responsible for all fees associated with the room.

## **8.00 Check Out**

Individual Guests must leave their rooms in good order by the checkout date stated in the Reservation Form. If a Guest fails to vacate upon the end of the reservation for any reason, the University may exercise any or all of the following options: (a) charge the Guest for additional nights; (b) remove the Guest's possessions from the premises; (c) change the door locks and charge the Guest the associated fees; and (d) bill the Guest for all damages suffered by the University, including payment of attorneys' fees and expenses.

The Individual Guest is responsible for removing all possessions from the facilities at the end of stay. Any items left behind after the space has been vacated or after the check-out date will be considered to be abandoned by the Individual Guest and the University will discard them and may charge the Guest any fees associated with the removal of the items.

## **09.00 Damages**

Individual Guest shall not make any alterations to University facilities without the University's express prior written consent. Alterations include, but are not limited to, movement of furniture, removal of furniture, altering or replacing door locks, making electrical or structural alterations, using nails, screws or any material or items that deface any surface and painting any surface. The University shall charge the Client for any damage or unauthorized alteration equal to the cost of restoring the area to its original condition, plus a service fee. If the University cannot determine who is responsible for property damage, the charges will be apportioned among all individuals using the space.

## **10.00 Keys and Access Cards**

Keys and access cards are the property of the University. It is against Suffolk University policy to have duplicate keys made. The University will assess a charge for each lost key (\$150), each access card (\$25) and for each replaced lock core. Lost keys/access cards must be reported promptly to the Residence Life & Housing Office to arrange replacement. Return all keys/access cards at the scheduled checkout time and place to avoid being billed for the costs of replacing the lock core and key. If an Individual Guest does not return all necessary keys at the scheduled checkout time and location, the keys will be considered lost and the Guest will be billed for the keys.

## **11.00 Loss/ Damage**

The Individual Guest understands that Suffolk University will not be liable for loss or damage to property that is brought into any University facility whether by way of fire, accident, Act of God, loss or interruption of heat, electricity or air conditioning, burglary, theft, vandalism, or for any other reason. The University recommends that Individual Guests maintain personal property insurance to protect against personal loss or damages.

Individual Guest further agrees to conduct his/her activities in the Universities' facilities in a careful and safe manner. Individual Guest further agrees to assume all risk of damage to and loss or theft of Guest and or Guest's property while at the University, damage to the facilities, and injury or death to Guest related to Guest's use or occupancy of the facilities in, upon or about the facilities from any cause, and Guest waives all claims against University.

## **12.00 Prohibited Possessions**

Possession of any of the following items is prohibited in University residence hall rooms, suites and apartments: pets, air conditioners, certain refrigerators, cooking appliances (except in apartments), ceiling fans, space heaters, firearms (including B.B. guns), bows and arrows, ammunition, firecrackers or similar explosives, open flames (including candles), paint ball guns, cinder blocks for propping beds, Touchier lamps, bed lofts, extension cords (multiple-outlet connections are permissible only with a built in circuit breaker and U.L. approved), and any other item which the University determines to be dangerous or illegal.

## **13.00 Alcohol, Drugs and Smoking**

All University housing is drug, alcohol and smoke free, regardless of an Individual Guest's age. Alcohol may not be consumed in any part of the residence halls, including but not limited to, rooms, individual apartments, common areas, cafeterias, hallways and entrance areas. Public intoxication is also strictly prohibited, regardless of an Individual Guest's age.

Individual Guests found in possession of drugs, drug paraphernalia or alcohol will be immediately removed from housing with no refund given.

## **14.00 Behavior**

The Individual Guest shall adhere to all rules and policies of the University, as well as all local, state and federal laws, regulations or ordinances and Individual Guests may face immediate removal from University facilities, without refund, for any violation or for any behavior deemed unsafe or unacceptable to the University.

The Guest will be solely responsible for any costs incurred from the removal or relocation. The Associate Director of Residence Life, or his designee, in his sole discretion, has final authority regarding the sanction to be issued to any individual who engages in inappropriate behavior.

Individual Guests are not permitted to have visitors in the University's facilities.

## **15.00 Termination and Cancellation**

The University shall have the right to terminate this Agreement, in whole or in part, for any reason upon thirty (30) days written notice to the Individual Guest.

**16.00 Force Majeure**

University will not incur any liability to Individual Guest if its performance of any obligation under this Agreement is prevented or delayed by causes beyond its control and without the fault or negligence of the University. Causes beyond a party's control may include, but are not limited to, acts of God or war, changes in controlling law, regulations or orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, epidemics and quarantines.

The undersigned have caused this Agreement to be duly executed as of the dates shown below.

\_\_\_\_\_  
INDIVIDUAL GUEST NAME PRINT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
INDIVIDUAL GUEST SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Joshua T. Cheney  
Associate Director of Residence Life & Housing

\_\_\_\_\_  
DATE