



**NORTHWEST**  
INDIAN COLLEGE  
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## Residence Life Center Guest Housing Agreement

Welcome to Northwest Indian College Residence Life Center! Please see the following Terms and Conditions to ensure your stay is safe and enjoyable.

### GUEST INFORMATION

**DATES OF STAY:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**PERMANENT ADDRESS:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

#### **TERMS AND CONDITIONS**

This agreement shall be read & considered in conjunction with the NWIC Residence Life Center Policies and Procedures, as they now exist or may be amended, and any conflicts between these documents shall be resolved in favor of the Policies and Procedures. The Residence Life Program guest agreement emphasizes each guest's individual responsibilities and behavior while staying at the Residence Life Center. This overnight stay is a privilege, and you will be expected to follow all of the same housing policies and procedures as the residents.

#### **CHECK-IN**

- Check-in dates and times are arranged during the free- camp housing meeting. Check in is limited to a maximum of three hours. It is very important that participants abide by these dates and times since the front desks have limited coverage. Staff may not be available outside of these hours to immediately check persons into their room period
- The main point of contact will provide a list of participant names upon checking into the residence hall period no one will be allowed to check in until this list is provided. This list is the official record of the group stay at northwest Indian college; It is used to tabulate Billings and a record of room key assignments.
- If there is a need for a change in times or problem, group or camp leadership should contact the residence life office or the main point of contact to see if other options might be available.

### **CHECK-OUT**

- Check out must take place before 12:00 PM on the scheduled departure date.
- Failure to check out on time may result in a \$10.00 late checkout fee per person.
- Guests may check-out by turning in room key card to designated check-out location.
- All personal belongings must be removed from the room.

### **LOST KEYS, DAMAGES, CLEAN-UP**

- If a guest leaves campus without turning in the room key card, the guest will be responsible for the replacement. The replacement fee for a lost key is \$150.00.
- The guest will be held responsible for any damages or alteration to the sleeping rooms or residence hall. Fees will be assessed for replacement and/or repair costs.
- A minimum of a \$50.00 custodial fee per sleeping room will be assessed for rooms left excessively dirty or with an excessive amount of trash.
- Any assessed damages will be the guest's financial responsibility.

### **ROOM SUPPLIES INFORMATION**

- ONLY toilet paper will be provided in the residence halls.
- Linens are not provided to guests, so please plan accordingly.

### **PET POLICY**

- No pets are allowed for any reason in any of the residence hall.
- There is a \$60 fine for any participant that brings a pet into any of the residence hall.
- ONLY service animals will be allowed in the residence hall.

### **PARKING**

- Limited Parking is available in the RLC Parking Lot. NWIC is not responsible for any damages to property or vehicles parked on campus.

### **EMERGENCIES**

- In the event of an emergency (Police, Fire and EMS), please call 911.
- NWIC Security is also available

### **GUEST BEHAVIOR**

- NWIC has a zero-tolerance policy for violence. Violent or disruptive actions such as fighting, intimidation, threats or harassment are not permitted in the RLC or its premise.
- Alcohol and illegal drugs are strictly prohibited within the NWIC RLC, and its premise.
- Harassment of any kind will not be tolerated. Sexual Misconduct of any kind will not be tolerated.
- Quiet hours are designed so that all residents can study and sleep without excessive disturbance. Guests must be respectful of the noise levels especially during the following hours:

Sunday -Thursday: 10pm-8am

Friday -Saturday: 12am-8am

- Guests who conduct themselves in a disorderly or disturbing manner will be asked to leave the facility. RLC staff are not responsible for providing transportation to guests that are asked to leave the RLC.

## ACKNOWLEDGEMENT

### INITIAL EACH ACKNOWLEDGEMENT

	The guest agrees to read and abide by all terms set forth in this agreement as well as all Northwest Indian College policies and the policies set forth in the NWIC RLC Policies and Procedures Handbook. Any guest found in violation will lose their overnight privilege and/or future privileges
	Guests who conduct themselves in a disorderly or disturbing manner will be asked to leave the facility. RLC staff are not responsible for providing transportation to guests that are asked to leave the RLC.
	NWIC has a zero tolerance policy for violence. Violent or disruptive actions such as fighting, intimidation, threats or harassment are not permitted in the RLC or its premise.
	Alcohol and illegal drugs are strictly prohibited within the NWIC RLC, and its premise.
	Harassment of any kind will not be tolerated. Sexual Misconduct of any kind will not be tolerated.
	Damage to the Residence Life Center will not be tolerated. Damages caused by your actions may incur a fee. Any guest found deliberately damaging the RLC may lose their overnight privilege and/or future privileges.
	Quiet hours are designed so that all residents can study and sleep without excessive disturbance. Guests must be respectful of the noise levels especially during the following hours:

By signing below the Resident agrees to all the terms and conditions of this guest agreement.

\_\_\_\_\_  
**GUEST SIGNATURE**

\_\_\_\_\_  
**DATE**