



James Rumsey Technical Institute

Dormitory Guide/Application

3274 HEDGESVILLE ROAD
MARTINSBURG, WV 25403-0259

To Reserve a Room

A \$200.00 security deposit must be paid to James Rumsey Technical Institute.

Student Occupancy

Payment (semester or year) is due prior to student occupancy. Upon receipt of payment, the student may arrange an appointment to move into the dormitory up to 48 hours prior to the beginning of his/her technical program. A request for earlier access may be made to the administration.

Student Vacancy

When vacating the dorm room, it is expected to be in good repair and clean as outlined in the Dorm Application. The amount of refund received from the student's security deposit is dependent upon the condition of the room at the time of vacancy and the return of all keys.

FALL 20 _____	SPRING 20 _____	Initial beside the room size and rate FOR THE ENTIRE YEAR	
(PLEASE PRINT LEGIBLY)			
Name _____		Single Occupancy _____	\$3,000 /year
(Last)	(First)	Double Occupancy _____	\$2,200/year
(Middle)			
Address _____		Male _____	Female _____
(City)	(State)	(Zip)	Birthdate _____
		Room # _____	Roommate _____
Home Phone: () _____		E-mail Address: _____	
Cell Phone: () _____			

By signing below, I verify that I have provided emergency contact information and have read, understand, and agree to abide by the terms of this contract.

(Signature)

(Date)

Print Name _____

Emergency Contact Information

Name: _____ Relationship: _____

Address: _____

Home Phone: () _____ Work: () _____ Cell: () _____

Medical Information - CONFIDENTIAL

Physician's Name: _____ Phone #: _____

Allergies (include medicines): _____

Chronic/special medical conditions: _____

Medications taken on a regular basis: _____

Blood Type: _____

No Use of Alcohol or Tobacco Permitted on Campus on in Rooms!

James Rumsey Technical Institute Dormitory Contract

The terms of the agreement are stated as follows:

Agreement Period: This agreement obligates the student to live in the dormitory as a temporary residence for the entire length of the program at James Rumsey; to be vacated no later than 48 hours after one's last day each semester.

The opening and closing of the dormitories will follow the school's calendar. The school reserves the right to modify this schedule in accordance with officially announced changes in the school calendar. Unless students are notified otherwise, dormitories will be closed during Thanksgiving, Christmas, and Spring breaks. When the dormitories are closed for breaks, students will be required to vacate their rooms.

Housing during break periods may be made available if the school determines there is sufficient demand. In such instances, additional rent must be paid by each student desiring accommodations: the amount will be determined by the Coordinator of Student Services.

Eligibility: To be eligible for residency in on-campus housing, one must be enrolled in a Post Secondary technical or academic program.

Renewal Option: This agreement is strictly for the term(s) indicated. Any continuation in future housing agreements is dependent upon reapplication.

Acceptance of This Agreement: The signature of the student on this housing application binds the student to this agreement and signifies that the student has read this agreement and agrees to abide by all conditions, terms and policies as specified in this agreement. The housing application shall be retained in the James Rumsey Counselor's Office. A copy of the student's housing application can be obtained upon request from the Coordinator of Student Services.

In order for this application to be processed and a space reserved for the Fall/Spring Semester, a \$200 Security Deposit must be on file. Individuals who pay the \$200 security deposit for a semester but do not enroll for classes will forfeit a \$100 of the security deposit if cancellation is not made prior to ten (10) days before the beginning of the semester.

Room Assignment: Normal occupancy is one (1) or two (2) resident(s) per space. Because of the many changes in occupancy, the school can neither guarantee an assignment to a particular room nor continuation in any single room or contract period.

Room assignments are not transferable, and occupancy by a student or other person without authorization from the Coordinator of Student Services is not permitted. Changes of room assignments are permitted only upon written authorization by the Coordinator of Student Services. The initial room change period will begin approximately two (2) weeks after the beginning of each term. Rooms must be occupied by the person(s) properly assigned to them by the Coordinator of Student Services.

If scattered vacancies exist in the dormitory, residents without roommates may be required to move together (consolidate), be assigned a new roommate, or be given the opportunity to pay the single room rate and occupy the room singularly as deemed necessary by the Coordinator of Student Services. The Coordinator of Student Services has the right to assign, reassign, or adjust occupancy of rooms at any time.

In accordance with the basic policy of the school concerning civil rights, no discrimination in assignments is made on the basis of race, sexual preference, religion, age, veteran status, disability, national origin, or ancestry as specified by law.

Dormitory Facilities and Policies: The dormitories are considered private property reserved for the exclusive use of resident students, invited guests/visitors and authorized school personnel. Residents are responsible for upholding all school and dormitory policies as well as informing invited guests/visitors of said policies. Residents will be held responsible for the behavior of their guests/visitors and all activities originating from their assigned room. Violation of any of the requirements in this agreement or those outlined in the Student Handbook, as well as other documents which address particular operation of the school will be considered a substantial violation of this agreement. Such violations will be referred to the appropriate school personnel for disciplinary action or appropriate law enforcement authorities or both. The students shall also abide by local, state and federal laws and may face disciplinary action for failure to do so.

A. **Community Policies:** Respect for the learning process as well as for yourself, others and property is strongly emphasized. Students and staff are expected to model these values in order to be responsible members of the James Rumsey community. Because the dormitories comprise a unique community living opportunity, policies which recognize health, safety and security needs of all residents are a necessity. These policies foster a cooperative living environment and prohibit certain behaviors which adversely affect the dormitory community as a whole.

1. **Alcohol, Drugs, Smoking and Tobacco use:** Smoking and/or the use of tobacco products is strictly prohibited in the dorm rooms or on campus. Use of any alcoholic beverage is **NOT** permitted in student rooms or on campus. The school prohibits the use of drugs which are

illegal or the illegal use of legal drugs which may involve substantial psychological or physiological hazards or lead to interference with the rights and privileges of others. The student shall not manufacture, possess (except under lawful prescription), or sell drugs and controlled substances within the dormitories or on campus.

2. Property: Students are expected to exercise care and respect for school and personal belongings and property. Theft, vandalism and unauthorized entry into any restricted, locked, or closed dormitory space not assigned to that student are prohibited.
3. Quiet Hours Policy: The student shall observe and respect the rights of other students occupying school housing. This shall include avoiding excessive noise levels and observing established "Quiet Hours". "Quiet Hours" are to be observed from 8:00 p.m. to 8:00 a.m. Sunday through Thursday. The designated "Quiet Hours" for any weekend are from 11:00 p.m. - 12:00 p.m., with guests/visitors to be off campus by 12:00 a.m. midnight.
4. Rights of Others: In order to maintain the academic atmosphere of the dormitory, students are expected to conduct themselves in a considerate manner with regard to the rights, safety and needs of others. Accordingly, students are obligated to live in a cooperative manner with roommates and other residents. Students shall recognize and respect the authority of the school staff and comply with requests made in the performance of their duties.
5. Visitation: To recognize the safety, security and privacy needs of residents, a school visitation policy has been established. This policy addresses evening and overnight guest registration, building access and visitation hours. All residents are expected to abide by the policy as outlined in the Student Handbook.
6. Other: The living and study conditions at an educational institution are unique and must be adjusted from time to time for the mutual benefit of the school and all of its students. The Director/Principal may make changes in the official administrative policies as deemed necessary in the interest of health, safety, discipline, or educational purposes; the student shall abide by such changes in policies.

B. Damage Charges: Any unpaid damages or obligations after the student has left the school will be charged against the \$200 Security Deposit.

Students who have occupied an assigned space must follow the proper check-out procedures as outlined below:

- Student must notify Student Services Coordinator five (5) days prior to last day of occupancy.
- Upon vacating premises all keys are to be returned to Student Services Coordinator and updated mailing address provided.
- Upon "Final Room Inspection" by JRTI staff, a determination will be made regarding refund of \$200.00 security deposit.
- If a refund is warranted, it will be mailed within thirty days of vacating premises.

Failure to check out properly will result in a monetary charge for administrative costs resulting from improper checkout. Additional costs may be assessed for replacement of key(s). Occupancy is defined by issuance of a key to the student for a specified room and does not require actual physical presence by the student and their possessions.

In the event damages/obligations exceed the amount of the Security Deposit, the student will be given a bill and a date by which the bill must be paid. In the event any bill for dormitory damages/obligations is not paid by the date due, a late fee will be assessed and the student's records will be sealed until such time as the bill is paid. The school may exercise the option of turning the bill over to an outside agency for collection. If this is done, the student will be responsible for the cost of the damages/obligations plus any costs associated with the collection.

C. Keys: Keys are the property of the school and must be returned when the resident moves out of a space. Room, suite or building keys may not be duplicated or loaned to anyone else. Possession of another student's room/suite or building key is prohibited. Failure to return keys will result in charges to the resident to cover the replacement of keys and changing locks (room/suite). Residents may not install locking devices on room doors. Drive on paved areas only. When gates are locked, students are required to open **and** close the gates upon entering as well as exiting the campus. A gate key is provided for each dorm student. Residents are responsible for unlocking and re-locking the gates for their guests.

D. Maintenance and Housekeeping: Requests by students for repairs to dormitory furnishings and equipment must be made in writing. Repair requests will be forwarded to the Maintenance Department. The school's Maintenance Department has full responsibility for determining the completion dates and costs of the requested repairs. The student shall maintain assigned space in an orderly, safe and sanitary condition. Maintenance services will be reduced during the school holidays and prolonged vacations.

E. Pets: Pets are not permitted in the dormitories, except trained service dogs for persons with disabilities.

F. Right of Entry: The school reserves the right to enter student rooms during the term of this agreement for the following reasons: housekeeping, emergency, repair, maintenance, health/safety inspections, and to uphold school policies.

G. Safety Issues: The school reserves the right to impose reasonable requirements with respect to the use of appliances, equipment and safety in the dormitories. Some examples of items NOT permitted in the dormitories are listed below. However, this list is not necessarily all-inclusive:

1. All electrical appliances in operation may not exceed 20 amps of power at one time.
2. Air conditioners, ceiling fans, washing machines, freezers, or other high voltage equipment
3. Electrically amplified musical instruments, including microphones.
4. Firearms, BB/pellet guns, blank pistols, spear guns, archery equipment, cross bows, swords, knives in excess of four inches in length, or any other item that may constitute a weapon;
5. Fireworks, firecrackers or other explosive material;
6. Hotplates, deep fat fryers, toaster ovens, Coleman stoves; hamburger cookers, Sterno stoves, oven broilers, BBQ grills, hibachis and open coil appliances (metal asbestos pads must be used under all authorized cooking appliances);
7. Ignition, by flame, of anything, or any other open flame apparatus including kerosene lamps and heaters, combustibles, burning candles and incense;
8. Mopeds, motorbikes, motorcycles, waterbeds, power tools (i.e., drills, saws, sanders, etc.);
9. Refrigerators with internal dimensions larger than four cubic feet (each resident may have one refrigerator).

Other Safety Issues Are:

1. Firefighting, detection, and alarm equipment are provided for the protection of all residents and are not to be tampered with except in the case of a fire. Misuse of this equipment is a violation of school regulations and civil statutes;
2. Never touch or tamper with the ceilings in rooms;
3. No objects are to be thrown or dropped from roofs or windows;
4. Propping open exterior doors, or circumventing any other safety or security measures is prohibited;
5. Students are required by state law to evacuate the dorm when a fire alarm is activated or during any other emergency.

H. Student Rooms/Furnishings: The student is responsible for the condition of the room (other than fair wear and tear) and all furnishings assigned to that room, and shall reimburse the school for all damage to or loss of these accommodations and furnishings. Students are responsible for the daily cleanliness of their rooms and the area directly outside their rooms. Charges for damages will be assessed against the student or students by the school and must be paid promptly. Any property of the student remaining on the campus after checkout may, at the school's option, be treated as abandoned property and stored and held under limited access. All charges for removal, disposal, and storage will be assessed to the student.

Any room furnishing must be free standing and no part of one's personal furnishing may be attached, wedged, or secured in any manner to the ceiling, floor or walls of the room. No item may be located so as to obstruct direct access to the door or windows so that evacuation is hindered. No room furnishings may be removed from the room by the student or their guests(s).

Residents may not perform their own repairs on dormitory furnishings and equipment. For the purpose of safety and cleanliness, residents should never touch or tamper with ceilings in rooms.

I. Utilities: The housing costs charged under this agreement include all utilities, excluding telephone service. Residents shall use utilities in a conservative, economical and efficient manner. Failure of utility services will not render the school liable to residents or for damage to property, or abatement of housing fee owed, or relieve residents of obligations under this agreement. Utility services may be reduced or cut off during prolonged vacation periods in the interest of conservation or maintenance of safety.

J. Student Mail: Students who wish to receive mail will need to acquire a Post Office Box from the local Post Office. JRTI 's main office will not accept or forward mail to dorm students.

K. Liability: The school shall assume no responsibility, and the student or other party to this agreement shall indemnify and hold harmless James Rumsey Technical Institute and its agents and employees, for any and all claims (including attorney's fees) arising from personal injury or for the loss, damage, or theft of personal property (including cash and negotiable assets) belonging to, or in the custody of the student for any cause whatsoever, whether such losses occur in student rooms, public areas, or elsewhere in or around the dormitory. The student is encouraged to carry insurance protection against such losses.

L. Agreement Termination (Eviction) By the School: Upon reasonable notice and for good cause, the school reserves the right to terminate this agreement at any time. Examples of good cause include but are not limited to: 1) failure to make payment of required charges by announced deadlines; 2) a change in student status including academic and disciplinary suspension; 3) failure to comply with state or federal laws or dormitory policies and regulations adopted by James Rumsey Technical Institute. Should this agreement be terminated, the student will be required to vacate the dormitory within 48 hours unless special permission, in writing, has been obtained from the Coordinator of Student Services or a designate of that department. No refunds will accrue by virtue of such termination.

Failure to occupy the assigned space before the established deadlines of each semester ("No-Show") or abandonment of the space by the resident may result in the termination of this agreement by the school. "Reasonable Notice" of termination will be at least 24 hours. Students shall remain liable for all charges assessed during the term of this agreement, as well as the full housing fee for the original term of this agreement.

M. Cancellation of Housing Agreement: Reasons for cancellation of the Housing Agreement include but are not limited to: 1) students who have graduated; 2) students who have decided not to return to James Rumsey Technical Institute; 3) applicants who have decided not to attend James Rumsey Technical Institute. Cancellation of room reservation must be made via written notification at least ten (10) days prior to the beginning of the semester. Cancellations received after this deadline will result in forfeiture of the \$200 Security Deposit.

Individuals who pay the \$200 security deposit for a semester but do not enroll for classes will forfeit \$100 of the security deposit if cancellation is not made prior to ten (10) days before the beginning of the semester. They will be eligible for a refund of the remaining \$100 of the security deposit. Third-party cancellations processed through another school office are not valid. The Coordinator of Student Services Office must be contacted directly to cancel a Housing Agreement.

N. Exceptions to Any Provision of This Agreement: A student may request exception to any provision of this agreement and/or may appeal any fee charged to the Coordinator of Student Services. To request an exception, the student should submit a written petition explaining the nature of any reason(s) for the requests to the Coordinator of Student Services. Reasons for being released from the Housing Agreement include graduation, transfer, withdrawal, marriage, etc.

O. Miscellaneous Provisions: The school has the right to determine which provisions of this agreement are violated and to determine the appropriate course action. On-campus housing terms, conditions, and dormitory policies are set in writing in order to provide students with general guidelines and information and are not designed to be all-inclusive. If any section or subsection of this contract is ruled to be illegal or invalid, the validity or enforceability of the remaining provisions of this contract will not be affected.

P. School Visitation Policy: Residents are responsible for upholding all school and dormitory policies as well as informing invited guests/visitors of said policies. Residents will be held responsible for the behavior of their guests/visitors and all activities originating from their assigned room. Any person entering school grounds and dormitories during school hours (7:30 a.m. - 4:00 p.m.) must sign in at the main office. Any invited guests/visitors of resident students are not to be in the dorm rooms during instructional time of the school day. For security purposes and in the interest of other dorm residents, no invited guests/visitors are to reside overnight in a dormitory facility. The designated time for all guests/visitors to be off the campus is 12:00 a.m., including weekends. Residents are responsible for unlocking and locking of school gates for their guests' entrance and departure after school hours. Driving upon nonpaved areas is a violation of school policy. Violation of this policy will result in eviction from the dormitory facilities and forfeiture of all pre-paid rent and deposits. Upon "Notice of Eviction", the student must vacate the dormitory facility within 48 hours.

ADDENDUM
JAMES RUMSEY TECHNICAL INSTITUTE
DORM APPLICATION
Satellite Dish Services

THE TERMS OF THE AGREEMENT ARE STATED AS FOLLOWS:

In an effort to provide resident students of James Rumsey Technical Institute an opportunity to receive satellite dish service to their rooms the student leasee agrees to the following guidelines and provisions of this “Lease Addendum”. For the purposes of this addendum, James Rumsey Technical Institute is defined as the “**Leaser**” and the student resident is defined as the “**Leasee**”.

James Rumsey Technical Institute does not endorse or recommend any Satellite Dish provider. The selection of a Service provider is the decision of the leasee. It is important that the student leasee understand that they are entering into a contractual agreement with a Satellite Service Provider and that there is a financial commitment on their part that may affect future credit or loan ratings or reports. It is also strongly recommended that the student leasee have a clear understanding of all terms of the contractual agreement related to payment, rental, and maintenance responsibilities of this or any services associated with Satellite Dish.

The provision of Satellite Dish Service is not a service provided by James Rumsey Technical Institute and is not an expense inclusive in the rental of the dormitory unit.

Although, James Rumsey Technical Institute is the leaser of the properties, the institution nor any of its representatives will not be held liable for any outstanding billing, rental fees, or contractual penalties, or any other related costs toward installation, maintenance, replacement, or removal of such equipment. Neither James Rumsey Technical Institute nor any of its representatives will be held liable for any expenses related to the purchasing and/or leasing or subscription services of Satellite Dish equipment. ***Any contractual agreement is the full responsibility and financial obligation of the student leasee and does not in any way enter James Rumsey Technical Institute or its representatives into a contractual agreement with any Satellite Dish service provider.***

In order to be in compliance with the State policies governing educational institutions and the Student Code of Conduct of James Rumsey Technical Institute, the following guidelines and restrictions must be met:

- ✓ James Rumsey Technical Institute reserves the right to immediately discontinue Satellite Dish services to any leasee in which it has been determined there have been violations of School Law or Student Code of Conduct as a result of misuse of equipment or services. Such violations also include Federal regulations pertaining to copyright infringement and piracy of copyrighted material. All related fees or penalties for discontinuance of service will be the leasee’s responsibility and will be considered an “outstanding debt” until proof of payment is provided to James Rumsey Technical Institute.
- ✓ The leasee will not designate James Rumsey Technical Institute as the billing address or owner of such equipment.
- ✓ A copy of the lease agreement with the Service provider must be on file at the Main Office.
- ✓ The student leasee will be required to submit a copy of their 1st billing (and any additional billing requested) for verification of type of service received and billing address. James Rumsey Technical Institute reserves the right to restrict the level of service and program packages that may be acquired.

- ✓ Upon completion, withdrawal, or dismissal from a program at James Rumsey Technical Institute; the student leasee will submit a copy of the final bill with verification of payment and a copy of the “Discontinuance of Service” notice, before any deposits or refunds will be issued.
- ✓ The leasee takes full responsibility for contacting the Satellite Dish Service provider, making installation arrangements, and making required service payments
- ✓ Should the Satellite Dish Service provider discontinue service to the leasee during the school year for any reason, that leasee will not be eligible for reconnection or installation of new service from the former service provider or any new service provider.
- ✓ Contractual services which include or allow access to “Adult” or pornographic material is not allowed. This includes any “Pay Per View” purchases.
- ✓ James Rumsey Technical Institute must approve all installation of equipment, providing of service, discontinuance of service, and removal of equipment. A member of James Rumsey Technical Institute’s staff is required to be present during installation, placement and/or removal of exterior and interior equipment necessary for providing or discontinuing service. Equipment may only be mounted in the areas specified by a representative of James Rumsey Technical Institute.

By signing below, I am acknowledging that I have completely read and understand the above guidelines and restrictions required of James Rumsey Technical Institute, the Satellite Dish provider, and myself. I also acknowledge that I will utilize this service within the legal guidelines of all Federal, State and school policies and regulations.

Student Name: _____

Dorm Number: _____

Student Signature: _____

Date: _____

Area Satellite Network Providers

Direct TV 304.263.1004

cc:
 Student
 Student File
 Dormitory Administrator

DORM ROOM CONDITION DOCUMENTATION
Inspection Prior to Occupancy by Tenant

Room Number: _____

Date: _____ Student Name: _____

Walls: _____

Wardrobe/Mattress Cover _____

Floors: _____

Desk/File Cab. _____

Bathroom: _____

Dresser/Trash Can _____

Exterior/Interior Doors: _____

Lights/Lamps/Smoke Detector _____

Table/Chairs _____

Other Areas of Concern: _____

Student Signature _____ JRTI Supervisor Signature: _____

Inspection during Occupancy by Tenant

Inspection Date: _____, Remarks: _____

Student Signature _____ JRTI Supervisor Signature: _____

Inspection Date: _____, Remarks: _____

Student Signature _____ JRTI Supervisor Signature: _____

Inspection Upon Vacancy of Tenant

Date: _____ Student Name: _____

Walls: _____

Wardrobe/Mattress Cover _____

Floors: _____

Desk/File Cab. _____

Bathroom: _____

Dresser/Trash Can _____

Exterior/Interior Doors: _____

Lights/Lamps/Smoke Detector _____

Table/Chairs _____

Other Areas of Concern: _____

Student Signature _____ JRTI Supervisor Signature: _____