**2013 SUMMER RESIDENCE: 30 DAY STAYS (OR LONGER)**

**About You**

First Name Click here to enter text. Last Name Click here to enter text.

Address Click here to enter text. City Click here to enter text.

Province Click here to enter text. Postal Code Click here to enter text.

Email Click here to enter text. Country Click here to enter text.

Phone (xxx) xxx-xxxx: Click here to enter text. Student # Click here to enter text.

Do you require a wheelchair accessible room(s)? [ ]  Yes [ ]  No

Are your currently living in Carleton’s Residence? [ ]  Yes [ ]  No

If so, please provide building and room number: Click here to enter text.

**Your Reservation**

Arrival date (not before May 1, 2013 unless currently living in CU residence): Click here to enter a date.

Departure date (not after August 23, 2013 unless you have confirmed fall 2013residence): Click here to enter a date.

**Rates**: Note that the prices below are PER DAY and include both bed and meal plan option (not compulsory in Leeds building\*\*) PER DAY. HST (13% tax) will be added on to the prices below ONLY with the meal plan option.

For example: Should you choose a single room with 14 meals per week you cost for 1 month (30 days) would be: 30 x $51.76 = $1552.28 + 13% tax. A single room with no meals the price is 30 x $31.00 = $930.00. (No Tax)

**Please indicate your choice on the chart below (room type and meal plan):**

|  |
| --- |
| **Summer residence Rates: again:** the prices below are PER DAY and include both bed and meal plan option PER DAY. HST (13% tax) will be added on to the prices below. (Double rooms will be assigned NOT in Leeds building) |
| Meal Plan | No meal plan | Breakfast | 10 meals/week | 14 meals/week | 21 meals/week |
| Single room | [ ]  $31.00\*\* | [ ]  $39.20 | [ ]  $47.84 | [ ]  $51.76 | [ ]  $60.78 |
| Double room | Not available | [ ]  $34.77 | [ ]  $43.41 | [ ]  $47.33 | [ ]  $56.35 |

**$300 deposit:**

A valid credit card is required to immediately process the required $300 deposit. This $300 is deducted from your total summer residence costs but is NON refundable should you cancel your summer residence.

Card number Click here to enter text. Expiry date Click here to enter text.

(Visa, MC, AMEX

Name on card Click here to enter text. Security code on card: Click here to enter text.

By submitting this form you agree to the terms and conditions attached. **SIGNATURE:** Click here to enter text.

**Terms and Conditions**

1. Unless the applicant is presently living in residence at Carleton University, the earliest date of occupancy is May 1, 2013. The last night of occupancy is Thursday, August 22, 2013. Your move must be completed no later than 12:00 Noon on Friday, Aug. 23, 2013.
2. Applicants currently living in Carleton University's academic residence who opt to NOT move out Sunday, April 28, 2013 (when all other students move out) will pay the daily summer residence fee ($31.00 per day) starting April 28th (with no meal plan) until May 6 (starting at the dinner meal) when the meal plan begins.(if you choose the meal plan option.)
3. Summer residents Must pay a minimum of 30 days on arrival and ensure that their fees are always paid IN ADVANCE on a Monthly basis. August payment in full is due no later than August 1, 2013.
4. The University does not carry insurance to protect possessions brought in to Residence by students and does not assume obligation or liability for lost, stolen or damaged items of personal property under any circumstances.  In addition, the University does not assume obligation or liability for the replacement of food that may be lost or spoiled as a result of the failure of refrigerators provided in Leeds, Prescott and Frontenac House.  It is the responsibility of the student (should you wish) to arrange insurance for personal possession.
5. The room/bed or suite offered and assigned is to be occupied by no one other than you, with the exception of any roommate the University may assign to that room. Overnight guests are NOT PERMITTED. You may be requested to move rooms if circumstances require this.
6. Room telephone rental, a High Speed Internet port and a meal plan are part of the Summer Residence Package (included in the prices above). There is NO reduction in price if you choose NOT to use any of these.
7. Room/building swipe cards are issued upon check in. $20.00 (no tax) PER card issued will be charged for lost or stolen card. Should you be assigned a bedroom that uses metal keys the replacement cost for each key will be $50.00 + tax.
8. Floor Security doors are locked 24 hours a day.  It is the resident’s responsibility to ensure that these devises are used as intended or their effectiveness, and hence the house/floor security, is compromised.  Persons found tampering or misusing floor locking devices may have their residence accommodation terminated.
9. The occupant will be held responsible for any shortage or damage to the room and furnishings. Rearranged furniture must be replaced to its original location before checking out.
10. A Complete Linen Package (sheets, blanket, bedspread, pillow, pillow case, towel and face cloth) will be provided at no cost (not in Leeds building) and MUST remain in the bedroom upon check out. The occupant is also responsible for cleaning his/her bedroom, shared bathroom and common suite area.
11. Cooking is ONLY permitted in the kitchenette areas of suites. Wherever the use of appliances for the preparation of food is permitted, the resident using the appliance bears responsibility for damage to or loss of University property that arises from careless or negligent use of the appliance.
12. Firearms, replica firearms or any item or material, which may be deemed harmful or potentially harmful to the wellbeing of residents or to the safekeeping of the buildings are prohibited.
13. All animals are prohibited (except Service Animals).
14. The University reserves the right to enter each Summer Resident’s room for the purposes of checking for pets (which are not permitted), maintenance work, fire alarms or inspection of cleanliness. In normal circumstances 24 hours notice is given (except in the case of emergencies, inspections for the presence of unauthorized animals and inspection for cleanliness.).
15. NO SMOKING is permitted anywhere in ANY building at Carleton University: this includes bedrooms in all Residences. In addition, smoking is not permitted within 10 meters of any campus building entrance/exit door, fresh air intake or building exhaust.  Candles or incense may not be burned in Residence.
16. Possession and use of controlled substance (e.g., illegal drugs), drug paraphernalia (e.g. bong) for the purpose of either personal use or sale to others is strictly prohibited.
17. Persons who have not yet reached their nineteenth birthday may not purchase, obtain, possess or consume alcohol.  Alcohol may be consumed if you have reached your 19th birthday in areas that are licensed for the sale or service of alcohol or a private residence. For the purpose of these terms, private residences include any Residence bedroom, suite, bathroom (excluding communal or visitor washrooms), or floor lounge.
18. Alcohol may not be consumed in such areas as the outdoors surrounding the Residences, corridors, stairwells, elevators, main floor lobbies and foyers.
19. Excessive noise levels (disturbances, shouting, music and TV) will NOT be tolerated. Carleton University Studetn Safety Patrollers (SSPs) and or Conference Services staff will make patrols and enforce quiet hours after: 11pm (Sunday to Thursday) and midnight (Friday and Saturday).
20. Residents are responsible for the actions, damages or loss caused by their guests.
21. Residents must produce a valid Carleton University student card and/or personal photo identification upon the request of the staff of the Department of Housing and Conference Services, and the Department of University Safety or Dining Services Managers.
22. Residents must abide by the directions of staff of the Department of Housing and Conference Services, the Department of University Safety and Dining Services Managers.
23. Fire Equipment (alarms, fire hoses, extinguishers, smoke detectors, heat detectors, sprinkler heads) is not to be tampered with.
24. Residents have a responsibility to respect the rights of others.  Actions that adversely affect or have the potential to adversely affect others in the community are prohibited.
25. The minimum length of stay in Summer Residence is 30 consecutive days and individuals will be required to pay for that minimum period even if they leave the residence before then.
26. A charge of $75.00 (minimum) will be added should you check out leaving your bedroom or bathroom or suite area in a state (garbage, vandalism, etc.) other than the clean condition it was when you moved in.

**FAILURE TO ABIDE BY THE ABOVE TERMS AND CONDITIONS, OR IMPROPER BEHAVIOUR AS DETERMINED BY THE DEPARTMENT OF HOUSING AND CONFERENCE SERVICES WILL RESULT IN IMMEDIATE TERMINATION OF OCCUPANCY WITHOUT NOTICE AND NO REFUND OF OUR MINIMUM 30 DAY CHARGE.**