

# Northwestern

## RESIDENTIAL SERVICES

# ROOMMATE AGREEMENT FORM

Names: \_\_\_\_\_

Date completed: \_\_\_\_\_ Residential Building: \_\_\_\_\_ Room #: \_\_\_\_\_

**Instructions:** Use the questions on this page to guide your discussions on how you will live together. If you discuss situations not on this form, document them as well. Residential Services will not collect this form. It is your responsibility to keep it in a safe place so that you can refer to it throughout the year or provide a copy of it to your RA should you need roommate mediation assistance.

### STUDYING

a. Study days and times in our room are:

\_\_\_\_\_

b. During study times:

Phone use is	OK	Not OK
TV or media use is	OK with headset	Not OK

### SLEEP

a. Times for sleeping in our room:

\_\_\_\_\_

b. During sleep time:

Lights are	On	Off
Computer/TV/media	On	Off
Phone use is	OK	Not OK

### CLEANING

a. Cleaning includes:

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Dusting/sweeping      | <input type="checkbox"/> Laundry      |
| <input type="checkbox"/> Dishes                | <input type="checkbox"/> Making beds  |
| <input type="checkbox"/> Empty trash/recycling | <input type="checkbox"/> Other: _____ |

b. How frequently will we each clean our half of the room?

\_\_\_\_\_

c. Will we create a cleaning schedule? Yes No

d. We will clean our room before visitors come into the room?

Yes No Depends: \_\_\_\_\_

### HOSTING GUESTS

a. Guests may be in our room during:

Study times	Always	Sometimes	Never
Sleep times	Always	Sometimes	Never
Dress/bathing times	Always	Sometimes	Never
Other times guests are not allowed	_____		

### HOSTING OVERNIGHT GUESTS

a. Overnight guests may stay:

weekends only weekdays other \_\_\_\_\_

b. How much notice should we give each other when we would like to host guests overnight?

\_\_\_\_\_

### GUESTS

a. Guests may use roommate's:

Bed:	Always	Sometimes	Never
Desk:	Always	Sometimes	Never
Food:	Always	Sometimes	Never
Clothes:	Always	Sometimes	Never
Computer/game systems:	Always	Sometimes	Never
Other: _____	Always	Sometimes	Never

b. Guests are allowed in the room when host is not present: Always Sometimes Never

### USE OF ROOM

a. Will we switch beds/sides of the room half way through the year? Yes No We'll decide later

b. How will each of us get alone time in our room?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. It's OK for roommate to use :

Bed:	Always	Sometimes	Never
Desk:	Always	Sometimes	Never
Food:	Always	Sometimes	Never
Clothes:	Always	Sometimes	Never
Computer/game systems:	Always	Sometimes	Never
Other: _____	Always	Sometimes	Never

## COMMUNICATION

a. If a roommate or roommate's guest damages my belongings how will we resolve this?

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b. How will we leave messages for each other?

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c. How will we approach each other if we have a concern, including but not limited to violations of this agreement?

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d. If we want a guest to leave, how will we let each other know?

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e. Agreements that we reached, not covered in other sections of this document (e.g. personal hygiene habits).

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## SECURITY

a. When we are home, the door is locked: Yes (always!)

b. When we are not in the room we will:

Lock the door:	Yes	(always!)
Shut the windows:	Yes	No
Turn off the lights:	Yes	No
Close the blinds:	Yes	No

c. How will we avoid locking each other out of the room?

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## ALCOHOL (full policy at: [www.northwestern.edu/handbook/](http://www.northwestern.edu/handbook/))

Students are subject to Illinois law and University policy, which prohibit the possession and consumption of alcoholic beverages by any person under the age of 21 years. In addition, it is illegal to sell or provide alcoholic beverages to any person under the age of 21 years. Students living in undergraduate residence halls who are 21 years of age or older may consume alcohol in the privacy of their rooms so long as the only individuals under 21 are the students roommate(s), the event does not become public and the number of individuals present does not exceed double the occupancy of the sleeping quarters (e.g., four people in a double room). Students under the age of 21 may not consume, possess, or be in the presence of alcohol in undergraduate residence halls. Kegs and other large-storage devices, quantity-dispensing containers, and common sources of alcohol are prohibited from all student rooms and public areas in all undergraduate residence halls. No alcohol is permitted in any residence hall at any time during new student orientation (see the official University calendar for those dates).

a. How will we abide by the alcohol policy?

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### Residence Halls Policies & Procedures to roommates: (<http://bit.ly/NURS-policies>)

- Signs or posters in windows must have the approval of all roommates and are subject to the approval of the University.
- Unreasonable noise is never acceptable in any residential facility. All residents are expected to be courteous with regard to noise at all times and to respond appropriately to requests for quiet. In addition to courtesy hours, quiet hours are established and enforced according to the following procedures.
- If any resident unreasonably refuses to accept a roommate or hinders the University in the assignment of or occupancy by a roommate, the University may, at its discretion, require that resident to be responsible for the total rent for the room.
- Residents may be held responsible for actions or violations that take place in their rooms (whether or not they are present) and for actions or violations of their visitors and guests.
- In conjunction with the Failure to Comply policy in the Student Code of Conduct, all residents and their guests are expected to comply with all reasonable requests and instructions of all University officials and emergency personnel including, Residential Services staff, Resident Assistants, Graduate Housing Assistants, and Community Service Officers.
- This includes the expectation that residents and their guests comply with requests such as: responding, opening doors to residential rooms, suites, and public spaces, providing valid identification, and disposing of prohibited items when requested.
- Residents or guests may not occupy or sleep in common areas of the residence hall. No individual resident or guest may use the residence hall's washroom facilities designated for use by the opposite gender.
- A resident may have overnight guests, limited to one guest per resident at any one time with approval of all roommates/suitemates. Overnight guest privileges are limited to a maximum of three consecutive nights and a total of seven nights per resident per quarter. A guest is defined as any person who does not have a contract to live in a given space.
- A resident may host non-overnight guests at any time with approval of all roommates/suitemates. All guests who are not residents of the building must be escorted by a resident at all times and must be registered with the security monitor on duty.

Our signatures below indicate that we have discussed this agreement and agree to abide by our mutual decisions. We understand that we are responsible for:

- *the actions of our guests;*
- *maintaining a safe and clean living environment;*
- *treating each other and our belongings with respect;*
- *resolving conflicts in a mature and proactive manner;*
- *seeking help from the RA if we cannot resolve our concerns on our own;*
- *cooperating with our neighbors regarding community standards, noise, and upkeep of common areas.*

Roommate 1: \_\_\_\_\_

Roommate 2: \_\_\_\_\_

Roommate 3: \_\_\_\_\_