

*Office for Residential Life*

# Early Housing Move-in Guidelines & Fees for Individual Students

**Fall 2009**

**Please note:** This form is **ONLY** for use by individual students. If you are requesting to arrive early as part of a team, a club or organization, hall council, etc. you must contact your coach or advisor and be included as part of that group. If you are requesting to return early to help with Orientation you must contact the Orientation staff.

1. ***Application Processes.*** Requests for early student housing may be made by an individual student. He/she must submit the "*Request for Early Housing Move-In*" form detailing the necessity for early arrival. Forms are available on request from the Office of Residential Life or any Residential Life Area Office and must be returned to your Area Office.
2. ***Early Arrival Charges.*** The early arrival daily rental fee is \$50 for occupancy (including storage only) prior to the regularly scheduled move-in date.
3. ***Priority Approvals.*** Applications will be considered with priority given to requests as follows:
  - a. Students who the University deems necessary to perform specific, essential duties in administrative or academic departmental operations.
  - b. Students enrolled in formally organized University programs commencing prior to the general move-in date.
  - c. Students enrolled or employed in formal University activities/ programs which are not directly related to the academic year opening program, but which require participation in training programs or to perform specific duties prior to the regularly scheduled move-in date.
  - d. Students with non-Residential Life summer housing leases which expire on the last day of August if this is before University housing officially opens, leaving them without a suitable housing alternative until their scheduled move-in date. For leases expiring earlier, students generally must secure alternate housing elsewhere. **Requests must be accompanied by a photocopy of the lease agreement clearly demonstrating this situation.**
  - e. Lowest priority for early move-in will be given to applications based on individual convenience due to the opening schedule. (We are unable to operate as a hotel and the complexity of preparation for opening and presenting critical programming at that time precludes our offering significant amount of such housing).

No early arrival students qualifying under conditions outlined in **section 3a and b** above will be allowed prior to August 23, 2008. No early arrival students qualifying under conditions outlined in **section 3c, d and e** above will be allowed prior to August 26, 2009.

4. **Room Availability.** Early arrival students **are not assured** they will be able to move into their assigned room. All they will be promised is a space somewhere in housing. Summer and conference housing, cleaning, repairs, and other early arrival programs may preclude particular spaces being available. **Sponsored students should be made aware of this prior to departmental submission of a request.**
5. **Activity Restrictions.** The residence halls are open on a very restricted basis during this period. Students should be aware that restrictions do apply during this period (examples: no social or overnight guest visits, no group social activities, building security must be observed, service desks are not open, etc.). Violations of campus policies and abuse of the early arrival privilege will be pursued through the student judicial system.
6. **Charges for No Show Early Arrival Students.** Because of the work necessary to prepare for early arrivals, unless the appropriate Area Office is notified no later than 24 hours in advance, billing will begin the date of approved move-in whether the resident arrives or not.
7. **Improper Check-in Charges.** While reasonable accommodations may be possible, Area Offices are not obligated to honor after hours check-in requests. Students checking-in during times other than the posted check-in hours will be assessed the standard \$50 improper check-in charge, *in addition to the \$50 daily early arrival charge*, unless special arrangements have been agreed upon in advance by the appropriate Area Office.
8. **Temporary Room Cleaning Charges.** Rooms used for temporary housing must be left in a clean condition. Temporary occupants will be charged for any non-routine cleaning.
9. **Application Review and Deadlines.** Applications for sponsored *groups* will be reviewed by the central Residential Life Office. *Individual* requests will be reviewed by the appropriate Area Office.

Send your Early Move-in Forms to Residential Life (020 Gates) or to your Area Office:

<b>Quad Residence Halls &amp; Houses</b>	<b>Susan B. Anthony Halls</b>
100 Gilbert Hall	104 Morgan (SBA Halls)
University of Rochester	University of Rochester
Rochester, New York 14627	Rochester, New York 14627
585-275-5685 585-756-5102 (fax)	585-275-8764 585-756-5188 (fax)
<b>Towers/Riverview</b>	<b>Hill Court/Southside</b>
110 Anderson Tower	112 Gale House
University of Rochester	University of Rochester
585-276-4682 585-276-2621 (fax)	585-273-5853 585-756-5149 (fax)

*Office of Residential Life*  
**Individual Student Request for Early Housing Move-in  
 Fall 2009**

**Request by Student:**

Name \_\_\_\_\_ Campus Phone \_\_\_\_\_  
 Summer Address \_\_\_\_\_ Class Year \_\_\_\_\_  
 Summer Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Written Submission:** In the space below and on the reverse side if necessary, please describe reasons for early move-in and give exact dates and times for official commitments during the requested period. Please explain why this necessitates early housing occupancy. Please review the attached "Guidelines" prior to drafting your statement.

Name	2009-2010 Housing assignment	Requesting to return on:

*Requester's Signature* \_\_\_\_\_ Date \_\_\_\_\_

**Please return this completed form to your Area Office.**

<p><b>Quad Residence Halls &amp; Houses</b>                  100 Gilbert Hall                  University of Rochester                  Rochester, New York 14627                  585-275-5685 585-756-5102 (fax)</p>	<p><b>Susan B. Anthony Halls</b>                  104 Morgan (SBA Halls)                  University of Rochester                  Rochester, New York 14627                  585-275-8764 585-756-5188 (fax)</p>
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