

## Campus Living and Community Development Office – DePauw University

### Roommate/Suitemate Agreement

Open communication is one of the most important tools to utilize while building and maintaining a successful relationship. Use the questions below as guidelines to create a living agreement for you and your roommate/suitemate/housemate. Please discuss the questions below and discuss this form with your First-Year Resident Assistant (FYRA) or Community Resource Assistant (CRA).

#### Safety and Security:

*We strongly encourage that doors should be locked when the room is unoccupied or when residents are sleeping.*

1. The doors will be locked:

- ☐ All the time
- ☐ When down the hall
- ☐ When leaving for class
- ☐ When sleeping
- ☐ When in the shower

2. If one of us is going to be gone for an extended period of time, we would:

- ☐ Want to know where the other is going.
- ☐ Want to know when the other will return.
- ☐ Prefer not to let the roommate know the other's whereabouts.

3. If the door was left unlocked and any of our possessions were taken, who would be responsible for replacing the property?

#### Studying

*The right to study supersedes the right to have guests.*

1. The atmosphere most conducive for my studying is:

Roommate Name	Complete Silence	With the Stereo	Alone	With Others	Outside of the Room

3. If you are studying with a group it is:

- ☐ Okay to be in the room
- ☐ Please go to a common area

4. We will set aside the following hours for quiet/study time in our room/suite:

Date	Time
Sundays	
Mondays	
Tuesdays	
Wednesdays	
Thursdays	
Fridays	
Saturdays	

#### Sleeping

*Minimally, quiet hours are Sunday through Thursday, 11 p.m. to 8 a.m.; Friday & Saturday from 1 a.m. to 10 a.m.*

1. Most nights I expect to go to bed by:

Roommate Name	Sundays	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays

2. Most mornings, I expect to get up by: \_\_\_\_\_

Roommate Name	Sundays	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays

3. I sleep best when:

Roommate Name	Silent	Some Noise	Cold	Warm	Darkness	Some light

4. If we are trying to sleep anytime of the day, the following activities are permitted:

- ☐ Talk on the phone
- ☐ Work on the computer
- ☐ Have guests in the room
- ☐ Watch TV
- ☐ Turn the lights on
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

#### Guests

*Guests whose length of stay has been deemed excessive or to be disrupting the rights of one's roommate(s), may be asked to vacate the living unit.*

1. We believe that guests, visitors, and significant others

- ☐ Should not be left alone in the room.
- ☐ Can be left in the room alone.
- ☐ No preference

2. When & what type of overnight guest would be allowed? \_\_\_\_\_

3. My roommate's guest(s) by use my:

	Always	Never	Ask First
Bed			
Computer			
Food			
TV			

4. We would prefer that visitors, guests, and significant others

- ☐ be welcome anytime.
- ☐ leave when we sleep.
- ☐ leave when we study.
- ☐ leave when we sleep/study, unless we give prior consent
- ☐ not be in the room when the other roommate is present.

5. If a roommate would like guests to leave, they will let the other roommate(s) know by: \_\_\_\_\_

6. If guests are allowed to stay over:

- Where will they sleep?
- How much notice is needed before a guest stays overnight?
- Are there different rules for significant others or visitors of the opposite gender?
- How do we feel about sexual behavior in our room when the other roommate is there or away?

### Cleaning

Residents agree to uphold reasonable care of their room, its furnishings, and to maintain sanitary and safe conditions acceptable to University Housing.

1. I agree to share the following responsibilities:

Roommate Name	Pick up after myself	Vacuuming	Empty trash	it doesn't matter

2. The room should be:

- ☐ Messy
- ☐ Cluttered but not messy
- ☐ Neat & Tidy
- ☐ Well organized & very clean
- ☐ It doesn't matter

### Personal Property

Personal property may be shared at the discretion of the owner.

1. We will share the following:

2. If a friend wants to borrow our personal property, we would prefer that the roommate:

- ☐ Lend it to the person.
- ☐ Lend it only if the owner has given prior permission to that specific person.
- ☐ Never lend out anything of ours.

### Helpful Insight

1. If we are frustrated with each other, we will address it by:

- ☐ Telling the other right away and talking about it.
- ☐ Waiting for the feelings to subside before talking.
- ☐ Talking about it later, at an agreed upon time.
- ☐ Telling our RA/CA.

2. When we are upset, we need:

- ☐ To talk about things.
- ☐ Space and time to deal with it on our own.
- ☐ Space, unless the feelings are directed toward each other.

3. How will we leave messages for each other?

- ☐ Whiteboard
- ☐ Leave a note
- ☐ Facebook
- ☐ Phone calls/text messages

### Social Behaviors

The laws states that persons under 21 years of age may not consume, possess, or transport alcoholic beverage. Additional University policy information can be found online

1. What happens if your roommate:

- Comes back to the room intoxicated or under the influence?
- Brings alcohol or other illegal substances into the room?
- Hosts a party in the room when the other roommate is away?

I have read the above information and agree to uphold all policies and afford my Roommate(s), Suitemate(s), and Housemate(s) all of the rights mentioned above:

Roommate A:	Signature	Print	Date
Roommate B:	Signature	Print	Date
Roommate C:	Signature	Print	Date
Roommate D:	Signature	Print	Date

### Steps in communicating through differing opinions

**Step 1:** Initially, if you are uncomfortable talking with your roommate(s), suitemates, or housemates, talk with your FYRA or CRA as they are an objective person available to listen to your concerns and help you brainstorm ways to address concerns. Your Area/Hall Coordinator is also ready to help and aid you in this process.

**Step 2:** Share your concerns with your roommate/suitemate/housemate. This can be one of the hardest steps to undertake. There can be feelings of guilt and fear prohibiting you from taking this step. You may think sharing your thoughts will hurt their feelings or create more problems, but it is the first step in communicating through differing opinions. Make sure that each person takes a turn describing their perception of the situation, how they feel about it and what they want. When you share concerns:

- Be specific. What is the main concern you have with the situation?
- Share your feelings. Let him/her know that this is a difficult process for you but that you are committed to resolving the problems.
- Take ownership for your feelings. In order to maintain open communication, don't attack your roommate(s)/suitemate/housemate and put them on the defensive. Use "I" statements such as "I feel upset when you watch TV while I am trying to study" or, "I need the room quiet when I go to bed because of my morning class."
- Be positive. Share with them the things you appreciate about your relationship.
- Take time out. Make sure that you are not trying to discuss your concerns while you are upset or angry. Taking time to cool down will help you be more open and objective during the conversation.

**Step 3:** Work with each other to create resolutions to the concerns. Once everyone has shared their concerns, it is important that the dialogue continues as an equal exchange between you. Once an issue has been identified, brainstorm ways in which it can be addressed. A Campus Living and Community Development Staff Member can be present while you do this to help facilitate the conversation.

**Step 4:** Take action. It is great that you have outlined resolutions and ways to work out your issues but it is important to take this plan and put it into action.

- Be patient. Things will not change overnight. Recognize that you and your roommate(s) or housemates are trying to adjust and work to make living together better.
- Be positive. Give your roommate(s) or housemates positive feedback when you notice them doing the things you had discussed.
- Be flexible. Both you and your roommate(s)/suitemate/housemate need to make adjustments, compromise, and cooperate.
- Be persistent. If you find that you are slipping into old habits, address this. Talk to a Campus Living and Community Development Staff Member again. Go back to Step 1 and share your concerns.

Additional policies and information can be found in the Student Handbook and on the Campus Living and Community Development website