



HOUSING LICENSE AGREEMENT

Married & Family

STUDENT PERSONAL DATA INFORMATION

Date Received	Student's "ID" Number	
Last Name	First Name	MI
Street Address	Mailing Address / P. O. Box address	
	/	
City	State	Zip
Country	Student Cell Number	Home Number
Birth date	Gender	
<div style="border: 1px solid black; padding: 2px;"> Month / Day / Year </div>	<input type="checkbox"/> Male <input type="checkbox"/> Female	
<div style="border: 1px solid black; padding: 2px; width: 100%;"> Career you are seeking </div>	<div style="border: 1px solid black; padding: 2px; width: 100%;"> E-mail Address </div>	

HOUSING LICENSE AGREEMENT INFORMATION

<input type="checkbox"/> Married and Family <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> 4 years <input type="checkbox"/> Two Bedroom Apartments \$700.00 per month <input type="checkbox"/> Three Bedroom Apartments \$775.00 per month	<u>Spouse Info</u> Full Name <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Cell Phone/Contact Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <table style="width: 100%;"> <tr> <td style="width: 50%;">Date of Birth</td> <td style="width: 50%;">GBC ID</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>	Date of Birth	GBC ID		
Date of Birth	GBC ID				

(Please list all dependents who will be living in the apartment – **DO NOT LIST SELF OR SPOUSE**)

Dependent's Full Name	Age	Relationship	Birthday

SMOKING

- There is no smoking allowed any place inside the buildings of GBC.
- Smoking must be away from landings, stairwells, in the designated place
- Please do not leave cigarette butts on the ground

I am a smoker

I am not a smoker

EMERGENCY CONTACT INFORMATION

Last Name

First Name

MI

--	--	--

Relationship

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Daytime Telephone

Evening Telephone

Are you allergic to any medications or foods?

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**** If child has any allergies please put on a separate paper and turn in.**

PAYMENT INFORMATION

Mail this completed form with your \$50.00 non-refundable processing fee plus your \$500.00 deposit:

Checks should be made payable to "Board of Regents"

Mail your application and payment to:

GBC Controller's Office

Attn: Housing

1500 College Parkway

Elko, NV 89801

Students whose payments are late will be charged a \$25.00 late fee if they are five or more days late.

HOUSING LICENSE AGREEMENT POLICY

WELCOME....We are glad you've chosen GBC Housing as your new home!

We hope to help you make this an exciting and productive year. This application is your essential guide to residence hall life – what is allowed and what is not.

Facts

- While every effort is made to keep this License Agreement current, please be aware that we reserve the right to change or update this Agreement; modify policies, or otherwise adjust content of this document as needed or required to fulfill the mission of the department.
- The Married and Family License Agreement is a legal and binding agreement between you and the Housing Department of Great Basin College. By submitting your signed agreement, you are making a commitment and agreeing to pay for services from month to month and that you will give a 30 day notice of vacating the property.
- Carefully read the entire License Agreement in order to understand what you are agreeing to. Make sure you can commit to all the terms of the Agreement before submitting the form. This License Agreement cannot be transferred, assigned, or subject to another party, in whole or in part.

- Great Basin College Housing reserves the right to refuse any application for accommodations in campus housing by returning the processing fee. Both tenant and spouse must be 21 years of age. Applicants applying as a couple must be married.
- Since the deposit is a cleaning/damage reservation, charges cannot be made against the deposit during the license period. The deposit is also required to insure housing against loss through unpaid room charges, property loss, and excessive wear and tear. At the end of the license period, the deposit will be refunded; less outstanding housing or other account charges.
- Deposits could take up to 30 days to refund due to the GBC Facilities Department being given time to inspect the apartment/dorm upon leaving and determining any damages done to the complex and who is responsible for the reimbursement of said damages.
- Each student is required to sign an Apartment Condition Form acknowledging receipt of all property assigned to them when he/she moves into the apartment. The student is financially responsible for the general condition of the apartment, and the equipment assigned to the apartment, including loss, damage, or special cleaning necessitated by improper care of rooms and equipment. Charges for loss of equipment, damages to, or defacement of, any area in common use may be assessed against residents responsible for that area. Students are responsible for maintaining the cleanliness of their apartment. Upon finding damages when moving into an apartment, residents are required to report them immediately to the housing coordinator.

X _____ **By initialing I confirm I understand and accept all of the above section.**



- 1. Processing Fee:**
 - a. The \$50.00 processing fee is non-refundable unless the Housing Coordinator is unable to place the student in GBC student housing residences.
- 2. Deposit:**
 - a. Refund will be approved by the housing department if there is no damage to the property and your rental is left clean. Be aware, if you leave owing fees to other GBC departments, your housing refund maybe re-assigned by the Controller's office to cover those debts;
 - b. Charges cannot be made against the deposit to be paid at the time of move out.
- 3. Rent:**
 - a. Student agrees to pay, without demand, to GBC as rent for the demised premises the sum of: \$700.00 (2 bedroom monthly) or 775.00 (3 bedroom monthly)
 - b. Rent is due each month in advance, on the 1st day of each calendar month
 - c. Remit rent to: GBC Controller's Office, Attn: Housing Payment, 1500 College Parkway, Elko, NV, 89801 or at such other place as GBC may designate.
 - d. GBC policy requires that each semester's apartment fees, along with other college fees will be deducted from financial aid or scholarships before any refund/overpayment is given.

4. Refund Policy:

- a. Rent is not prorated for moving out before the end of a month. You are responsible for the entire rent for the month that you move out.
- b. You must give a 30 day notice of moving out.
- c. If an eviction occurs, you will have 7 days to vacate the premises.
- d. Refund will be given if student has abided by the License Agreement and GBC Policies;
- e. Refund may not be given when placed on probation or evicted for violation of housing policy;
- f. Deposit refunds will be withheld and/or prorated to cover the costs of any damage, cleaning, unpaid portion of the GBC housing accommodations, or other GBC unpaid account.

 X

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1. Delinquent Payments:

- a. A late fee of \$25.00 will be charged when an account becomes five days past due.
- b. Failure to pay the amount on or before the due date will result in action by the housing department not limited to: eviction, academic holds, payment due in full, the assessment of a late fee.
- c. The account may be turned over to a collection agency with the collection fees added to the unpaid balance.

2. Entry/Lock-Out:

- a. The College reserves the right to enter student's apartment at any time without prior notification.
- b. Inspections will occur when necessary to protect and maintain the property of GBC and the condition/safety/cleanliness of the apartment. More in-depth searches may happen with security present if GBC Housing suspects illegal paraphernalia or unauthorized items in the apartment.
- c. Entry will/can be made at anytime to aide in the basic responsibility of GBC regarding discipline and maintenance of an educational atmosphere.
- d. If you lock yourself out of your apt/dorm, you are given ONE free key service. From that day after, there will be \$10.00 charged added to your account for EACH lock-out.

3. Building Access:

- a. If you are locked out of your apartment, you are required to show photo ID once staff has opened your apartment for you.
- b. A \$50 charge will be assessed for each lost or unreturned house keys.
- c. A \$50 charge will be assessed for lost or unreturned mail box keys.
- d. Keys must be returned on the day of move-out to avoid charges.
- e. Student agrees not to change locks on any door or mailbox without first obtaining GBC's written permission that shall be placed in student's records as documentation.
- f. Duplication of GBC keys is prohibited.
- g. Repeated loss of key is considered breach of security and shall be reprimanded as security breach.

4. Controlled Substance Violation Response Policy:

- a. The Nevada Revised Statutes relative to drug offenses are very strict. Possession of the smallest measurable amount is considered to be a crime. This may include synthetic drugs commonly known as "cannabinoids" or Prescription drugs issued to another person.
- b. Use, possession, manufacturing or distribution (hereinafter "use") of marijuana, heroin, narcotics, or other controlled substances, use or possession of any illegal and/or unauthorized drugs,

prescription drugs, and drug paraphernalia or being under the influence of illegal drugs except as expressly permitted by law. Use, possession or cultivation of marijuana on any NSHE or NSHE foundation owned or leased property, or at any NSHE sponsored or authorized activity, expressly prohibited.

- c. Any suspected use, possession, distribution, or manufacture of controlled substances may result in notification of the Elko Police Department, a \$250 fine and housing probation as well as a college disciplinary sanction, and/or immediate termination of the Housing License Agreement with all fees and deposits forfeited.
- d. Great Basin College maintains a NO TOLERANCE policy in regard to controlled substances.
- e. Being under the influence of illegal substances on any Great Basin College housing premises violates the NSHE Code 10.2.1 and makes one subject to disciplinary action.

5. Alcohol Policy for Family Housing:

- a. Tenants in Married and Family housing are permitted to have alcohol for personal consumption inside their apartments.
- b. Consumption will only be permitted inside the apartment, not outside in the common BBQ and play areas, and shall not occur if any guests under 21 years of age are present.
- c. Excessive quantities of alcohol, brewing kits, kegs, pony kegs and party balls are expressly prohibited.
- d. Due to the abusive nature of intended use, beer bongs, funnels, taps, etc. are prohibited.
- e. Excessive consumption of alcohol is prohibited in all situations, regardless of the age of the person(s) involved.
- f. Violations of this policy or actions caused by the consumption of excessive alcohol may result in housing probation and/or immediate termination of the housing license agreement with all fees and deposits forfeited, as well as a college disciplinary sanction.
- g. No one, including family members under the age of 21, is permitted to consume alcoholic beverages on Great Basin College Housing Property.

6. Guests:

- a. The number of guests in an apartment at any particular time is limited to the activity and/or noise level, which does not constitute a disturbance. However, if the activity and/or number of guests in a particular apartment result in complaints from other residents, the Resident Adviser will ask the guests to leave the property.
- b. The Housing Coordinator must pre-approve overnight guests.
- c. Guests must adhere to all Housing and GBC rules and regulations.
- d. Guests may receive disciplinary action from the College if they violate the Student Conduct Policy while in the residence halls.
- e. All guests must park on the street and not in designated housing parking no matter what time of day or night.
- f. Guests are considered to be overnight guests if they are present before 7:00am or stay past 12:00 midnight.
- g. If this rule is broken at anytime and Housing staff discover someone is staying in the apartment without permission from the Housing Coordinator, you will be charged a \$250 penalty fee and put on housing probation.
- h. Family housing tenants cannot have any person move in after the contract is signed and no one is allowed extended stay without approval of the Housing Coordinator.
- i. Guests must be accompanied by the housing tenant at all times when on housing premises.
- j. No guests are permitted to reside in student housing for purposes of babysitting.

7. **Littering Fee:**
- There will be a \$25 littering fee.
 - Cigarette butts are considered litter.

X _____ **By initialing I confirm I understand and accept all of the above section.**

Apartment Standards

- 1. Assignment and Subletting:**
 - Student shall not assign this License Agreement, or sublet or grant any concession or license to use the demised premises or any part thereof.
 - An assignment, subletting, concession or license without the prior written consent of GBC, or an assignment or subletting by operation of law, shall be void and shall, at GBC's option, terminate this License Agreement.
- 2. Eligibility Condition:**
 - Student residents must be registered at GBC for at least six credits that are applicable toward a degree or showing progress toward a degree.
 - Dropping below six credits could lead to breach of the Housing License Agreement.
 - Both tenant and spouse must be 21 years of age.
 - Applicants applying as a couple must be married.
- 3. Housing Standards:**
 - Students agree to conduct themselves in accordance with NSHE Code, and to abide by the published on-campus guidelines, available in the student handbook and catalog online.
 - Inappropriate use of computing or networking resources, as defined in the NSHE and Copyright Policy, may result in the loss of computing privileges.
 - Using products and services to interfere with the use of the network by other customers or authorized users, or in violation of the law or in aid of any unlawful act is prohibited. Failure to comply constitutes a material breach of the Housing License Agreement.
 - GBC reserves the right to amend or formulate rules and regulations at any time, and the resident agrees to comply with any amended or newly formulated rules and regulations. Please be advised that you are responsible for knowing and complying with the Student Conduct Policy in your college catalog. http://www.gbcnv.edu/rights_responsibilities/index.html
- 4. Transfers/Consolidations:**
 - The License Agreement cannot be transferred into anyone else's name at any time. This includes from one spouse to another - in an effort to extend the four year maximum residency.
- 5. Holdover by Student:**
 - Should student remain in possession of the demised premises with the consent of GBC after the natural expiration of this license agreement, a continual month-to-month tenancy shall be created between GBC and student which shall be subject to all the terms and conditions hereof but shall be terminated on 30 days written notice served by either GBC or student on the other party.

6. Moving:

- a. To be eligible to reside in Married and Family apartments, at least one adult member of the household must be a three-quarter time (9 credits) student at GBC.
- b. Two married adults, a married couple with dependents between infant to 12th grade, or one adult with dependents between infant to 12th grade may live in the assigned apartment.
- c. A married couple or single parent can live in the Married and Family apartments for a maximum of four years or graduation (whichever comes first).
- d. If student/tenant moves out of Family housing or otherwise terminates the License Agreement, any non-student/spouse-tenant must immediately move out of GBC housing accommodations.

7. Insurance:

- a. GBC's insurance does not cover student's possessions or student's negligence.
- b. Student should obtain a student's insurance policy to cover damage or loss of personal possessions, as well as losses resulting from student's negligence or negligence from student's guest.

8. Pet Policy:

- a. No pets are allowed in the dorms/suites or surrounding premises. Not even fish.

9. Service Animals:

- a. All requests for accommodations for service animals must be approved by the GBC Disability Resource Center, prior to the animals arrival on campus.

10. Satellite Dishes:

- a. Satellites or external hardware are not allowed to be installed on any of the GBC Residence Buildings.
- b. Cable is available at your own expense thru the local cable company.
- c. Cable in the apartments can only be put in the living room.
- d. No extra wires can be added to have cable in the bedrooms.

11. Open Flames:

- a. Open flames, such as candles and incense, are not allowed in the apartment at any time.
- b. Students may barbeque on a safe barbeque grill stationed 20 or more feet from any housing structure.
- c. Lighter fluid and charcoal may not be stored in or around the apartments.

12. Vehicles:

- a. All vehicles parked in the housing parking lot, must be registered with the housing office.
- b. All Guests must park on the street at all times

13. Requirement/Reporting:

- a. We are a mandatory reporting agency for child abuse and child endangerment.

14. Other Terms:

- a. All occupants AND GUESTS must follow:
 - a. GBC student housing rules and policies
 - b. GBC rules and disciplinary procedures

X _____

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Tenant Responsibility

1. Maintenance:

- a. The resident shall properly use and operate all furnishings, and appliances, and electrical and plumbing fixtures, and keep them as clean and sanitary as their condition permits.
- b. Tenant is responsible for paying gas, electric, and internet for the occupied apartment.
- c. The resident shall not use the parking lot for anything other than parking a motor vehicle which is in compliance and which is operated in compliance with all applicable Nevada Revised Statutes, including any licensing and registration requirements.
- d. Excluding ordinary wear and tear, the resident shall notify GBC and pay for all repairs and replacement caused by the resident or the resident's invitee's negligence or misuse.
- e. A checklist inspection will be performed at the time of occupancy to identify the condition of the apartment.
- f. The same checklist inspection will occur when the apartment is vacated and assessments will be made relative to any damage above and beyond normal wear and tear to the apartment.
- g. If you do not follow the proper check out procedure, this could negatively affect any appeal concerning check out and/or damage charges.
- h. All maintenance problems should be reported to the RA or Housing Coordinator immediately for prompt repair.
- i. The resident's personal property is not insured by GBC.
- j. Student shall make no alterations to the building on the demised premises or construct any building or make other improvements on the demised premises.

2. Use of Premises:

- a. The demised premises shall be used and occupied by Student exclusively as student housing for GBC and neither the demised premises nor any part thereof shall be used at any time during the term of this license agreement by student for carrying on any business, profession, or trade of any kind, or for any purpose other than as a private single family residence.
- b. Tenant or spouse may not conduct paid babysitting services in the demised rented apartment.
- c. Student shall comply with all the sanitary laws, ordinances, rules, and orders of appropriate governmental authorities affecting the cleanliness, occupancy, and preservation of the demised premises, and the sidewalks connected thereto, during the term of this license agreement.
- d. Student shall keep the demised premises as clean and safe as the conditions of the demised premises permits and shall dispose of all ashes, garbage, rubbish and other waste from the demised premises in a clean and safe manner.
- e. Student shall not deliberately or negligently render the demised premises uninhabitable or destroy, deface damage, impair, or remove any part of the demised premises or knowingly permit any person to do so.
- f. Student shall act, and shall require others on the demised premises with student's consent to act in a manner that shall not disturb student's neighbors' peaceful enjoyment.

3. Withdrawal or dismissal from GBC:

- a. Students suspended, expelled, or withdrawing from the college prior to the end of the term of the Housing License Agreement must contact the Housing Coordinator.
- b. Withdrawal or dismissal from GBC is considered a material breach of the Housing License Agreement requiring the student's immediate removal from GBC housing and payment of all current obligations under the Housing License Agreement.

NSHE Code

Title 2

10.2.1 Prohibited Conduct by the NSHE CODE

The following conduct is prohibited:

(b) Disorderly, lewd or indecent conduct, including the disruption, obstruction, or unauthorized interruption of teaching, convocations, recruiting interviews, social events, research, meetings, business and administration, disciplinary proceedings, or other institutional or System activities, including public service functions and outreach activities on or off campus, or other activities when the conduct occurs on institutional premises.

(c) Conduct that endangers the health or safety of any member or guest of the System community.

(d) Physical abuse, verbal abuse, threats, intimidation, coercion, and/or conduct that threatens or endangers the health or safety of any person.

(h) Acts of physical force or disruptive acts which interfere with institutional activities, freedom of movement on the campuses, freedom for students to pursue their studies, freedom of speech, freedom to be heard, and freedom to pursue research of their own choosing.

(k) Willful damage, destruction, defacement, theft or misappropriation of equipment or property belonging to, in the possession of, or on premises occupied by the System.

(l) Knowing possession on any premises of the System of any firearms, explosives, dangerous chemicals or other instruments of destruction, or other dangerous weapons as defined by the laws of the State of Nevada, without the written authorization of the institutional president or the president's authorized agent.

(n) False reporting of any emergency situation, including but not limited to, misuse of campus or System emergency notification equipment. Unauthorized tampering with, and/or accessing of: safety, security, or fire protection equipment or devices. Setting off a fire alarm for reasons other than actual fire or emergency; involvement in setting or causing any unauthorized fire in or on institution property.

(o) The unauthorized possession, loan, modification, or distribution of keys, pass cards or institutional identification cards. Unauthorized or unlawful entry or access to institutional or System facilities, including buildings and grounds. The reproduction, manufacture or duplication of any key, pass card, institutional or System identification card or unlocking device for use on institution or System facilities or locks without proper authorization.

(r) Violation of the institution's policies and regulations governing residence in institution owned or controlled property, and access to and use of all institutional facilities, including responsibility for the conduct of guests.

(s) Use, possession, or distribution of alcoholic beverages without authorization (except as expressly permitted by System or Institutional regulations, such as the Alcoholic Beverage Policy), or public

intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or provided to, any person under 21 years of age.

(t) Use, possession, manufacturing or distribution (hereinafter “use”) of marijuana, heroin, narcotics, or other controlled substances, use or possession of any illegal and/or unauthorized drugs, prescription drugs, and drug paraphernalia or being under the influence of illegal drugs except as expressly permitted by law. Use, possession or cultivation of medical marijuana on any NSHE or NSHE foundation owned or leased property, or at any NSHE sponsored or authorized activity, expressly prohibited.

(x) Any act of unlawful discrimination based on race, creed, color, gender (including pregnancy related conditions), age, sexual orientation, disability, whether actual or perceived by others, military status or military obligations, sexual orientation, religion or national origin, gender identity, or genetic information, or any act of employment or educational retaliation against any person who has made a complaint about such discrimination.

(y) Sexual harassment, defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual or gender bias nature constitute sexual harassment when:

1. Educational Environment:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status (“quid pro quo”) or

b. Conduct that is sufficiently severe, persistent or pervasive so as to interfere with or limit a student’s ability to participate in or benefit from the services, activities or opportunities offered by the institution (“hostile environment”).

Sexual harassment includes sexual violence, sexual assault, dating violence, domestic violence, stalking and coercion or similar acts in violation of state or federal law.

(z) Sexual assault, which is the use of, or threat to use, force or violence of a sexual nature, defined as sexual assault, against any member or guest of the institutional community on institution-owned or institution controlled property or at any institution sponsored program.

(aa) Acts of hazing: Hazing is defined as any method of initiation into or affiliation with the university, college or community college community, a student organization, a sports team, an academic association, or other group engaged in by an individual that intentionally or recklessly endangers another individual.

(bb) Intentionally making an accusation that is false or is made with reckless disregard for the truth against any member of the System community by filing a complaint or charges under the rules of conduct or under any applicable established complaint or grievance procedures in the System.

(dd) Any other conduct that violates applicable stated prohibitions, policies, procedures, rules, or regulations of the institution or Board of Regents.

(ee) Any act prohibited by local state or federal law that occurs on System premises or at a System-sponsored function on or off such premises.

 X **By initialing I confirm I understand and accept all of the above section.**

Termination by GBC

In any of the following instances GBC may declare a material breach of the Housing License Agreement and elect to terminate the Housing License Agreement and remove the student from GBC housing when:

- a. Failure of the student to make any payment required under the Housing License Agreement when due;
- b. The student causes material, substantial, or continuing breach of the Housing License Agreement;
- c. The student violates the Campus Housing Rules and/or the NSHE Policies 10.2.1: Prohibited Conduct.
- d. The Housing Coordinator determines that the student requires medical assistance or supervision that cannot be adequately supplied while the student lives in student housing.

If the College seeks termination, the student will have the obligation for all past and future amounts owed under the Housing License Agreement.

X _____ **By initialing I confirm I understand and accept all of the above section.**

SIGNATURE

When you sign this form you are agreeing to the Terms and Conditions of the Housing License Agreement, to pay all room fees when due, to abide by: all rules and regulations, polices as outlined in the GBC Housing License Agreement Policy. Student residents must be registered at GBC for at least six credits that are applicable toward a degree or showing progress toward a degree. This Housing License Agreement terminates at the end of each academic year. Moving or checking out of the apartment does not constitute release from the Housing License Agreement.

Student Tenant: _____ **Date:** _____

Spouse: _____ **Date:** _____

Housing Coordinator: _____ **Date:** _____

Great Basin College (GBC) does not discriminate on the basis of race, religion, color, age, sex, sexual orientation, military status, disability, national origin, gender identity or expression, or genetic information. For inquiries, 775.738.8493.