



# HOUSING LICENSE AGREEMENT

## Suites & Dorms

### STUDENT PERSONAL DATA INFORMATION

Date Received		Student's "ID" Number	
Last Name	First Name	MI	
Street Address		P. O. Box address	
City		State	Zip
Country	Student Cell Number	Home Number	
Birth date Month / Day / Year		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Degree you are seeking		E-mail Address	

### HOUSING LICENSE AGREEMENT INFORMATION

#### NON REFUNDABLE

Eighteen Week or CTE Extended Stay Semester Agreement  
Check Which Housing Accommodation Is Preferred

**Residence Suites**

Regular Student  
\$2,000.00 per semester

*CTE Student*  
*Extended Semester*  
\$2,334.00 per semester

Weekly Occupancy  
Summer (June & July Only)  
\$111.11 per week  
\$20/night – 1-7 nights  
\$15/night – longer stays  
Per day/per person

Christmas Break - \$100.00

**Griswold Hall Dorms**

Guaranteed Private Room  
\$2,000.00 per semester

Guaranteed Private Room  
*CTE Student*  
\$2,334.00 per semester

Double Occupancy  
\$1,325.00 per semester

Double Occupancy  
*CTE Student*  
*Extended Semester*  
\$1,625.00 per semester

## SMOKING & ALCOHOL

- There is no smoking or alcohol allowed any place inside the buildings of GBC.
- I try to put smokers with smokers and non with non.....please help me arrange that for you:

I am a smoker  I am not a smoker

## EMERGENCY CONTACT INFORMATION

Last Name	First Name	MI
<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship		
<input type="text"/>		
Daytime Telephone	Evening Telephone	Are you allergic to any medications or foods?
<input type="text"/>	<input type="text"/>	<input type="text"/>

## ROOMMATE REQUEST INFORMATION

If you are requesting a specific roommate, it must be a mutual request and the license agreements should be submitted at the same time. Roommate request are not guaranteed, but we will do our best to accommodate the request, as they are limited to availability.

Heavy demands for specific housing can sometimes make it impossible to satisfy all individual requests.

NAME OF REQUESTED ROOMMATE	TELEPHONE NUMBER
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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

Residence Suites \$50.00 (processing) + \$350.00 (deposit) = \$400.00  
 Griswold Hall Dorms \$50.00 (processing) + \$250.00 (deposit) = \$300.00

Checks should be made payable to "Board of Regents"

**Mail** your application and payment to:

**GBC Controllers' Office**

Attn: Housing

1500 College Parkway

Elko, NV 89801

**E-mail** to: [stacie.combs@gbcnv.edu](mailto:stacie.combs@gbcnv.edu)

Pay by credit card on the GBC website at: [my.gbcnv.edu](http://my.gbcnv.edu) or

Deposit non-cash payments into the drop box in the back of Berg Hall or

Make a payment inside Berg Hall during operating hours at the Controllers office.

Students who pay in full before the start of the semester will receive a \$50.00 discount.

To get the discount you must bring the Housing Coordinator your receipt of proof of payment.

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

If you are planning to make payments on your housing bill, please use the housing scheduled installment plan on page 4.

**A cancellation charge of \$100.00 will be assessed after July 1st for Fall Semester.**

**A cancellation charge of \$100.00 will be assessed after December 1st for the Spring Semester**

## HOUSING LICENSE AGREEMENT POLICY

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**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.
- Should the Resident parking lot be full, the overflow parking lot will become the campus parking lot in front of Berg Hall.
- The Resident Suites and Dorm 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 for a full 18 week semester, extended CTE semester, or the remainder of the semester if you enter into the agreement after the start of the semester.
- 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 residence in campus housing by returning the processing fee.
- 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 a Room/Apt Condition Form acknowledging receipt of all property assigned to them when he/she moves into the room/apt. The student is financially responsible for the general condition of the room, apt, furnishings, and the equipment assigned to the room, 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 rooms/apartments. Upon finding damages when moving into a room/apartment, residents are required to report them immediately to the Resident Advisor in charge.

**X** \_\_\_\_\_

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

# Monies

**1. Processing Fee:**

- a. The 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 given if there are no fees due to any department of the college;
- b. Charges cannot be made against the deposit to be paid at the time of move out.
- c. Refund will be given if upon inspection there is no damage to the property and it is clean;
- d. Refund will be given if student has abided by the License Agreement and GBC Policies;
- e. Refund will not be given when written up 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.

**3. Installment schedule:** for Fall and Spring.

**Fall Semester:**

August	15	25% of full fee
September	15	25% of full fee
October	15	25% of full fee
November	15	Remaining Balance

**Spring Semester:**

January	15	25% of full fee
February	15	25% of full fee
March	15	25% of full fee
April	15	Remaining Balance

- a. The deferred payment plan is designed to make payment for Student Housing more convenient.
- b. They are not monthly payments and are not treated as such.
- c. GBC policy requires that each semester all room/apt fees, along with other college fees will be deducted from financial aid or scholarships before any refund/overpayment is given.

**4. Refund Policy:**

- a. There is no refund on this semester agreement.
- b. You are responsible for paying the entire amount due on your account.
- c. Should an eviction occur, you will have 7 days to vacate the premises.

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

# Fines

**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 suite/dorm/room 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 suite/dorm. More in-depth searches may happen with security present if GBC Housing suspects illegal paraphernalia or unauthorized items in the apt/dorm.

- 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 to your account for EACH lock-out.

**3. Building Access:**

- a. If you are locked out of your suite/dorm, you are required to show photo ID once staff has opened your suite/dorm for you.
- b. A \$50 charge will be assessed for each lost or unreturned house key.
- 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. Alcohol/Controlled Substance Violation Response Policy:**

- a. Alcoholic beverages are not permitted in the suite/dorm or on the surrounding property.
- b. The Nevada Revised Statutes relative to drug offenses are very strict.
- c. 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.
- d. Any suspected use, possession, distribution, or manufacture of controlled substances or alcohol 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.
- e. Great Basin College maintains a NO TOLERANCE policy in regard to controlled substances and alcohol.
- f. Students are considered to be in possession of alcohol if they are in the same suite/dorm/room as the alcohol.
- g. Being under the influence on any Great Basin College housing premises violates the NSHE Code 10.2.1 (s)(t) and makes one subject to disciplinary action.

**5. Guests:**

- a. The number of guests in a suite/dorm 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 suite/dorm result in complaints from other residents, the Resident Adviser will ask the guests to leave the property.
- b. The Housing Coordinator or the Resident Adviser must pre-approve overnight guests.
- c. Guests must adhere to all rules and regulations.
- d. Guests may receive disciplinary action from the College if they violate the Alcohol/Controlled Substance Policy while in the residence halls.
- e. Students in the suites are allowed 5 pre-approved guests per semester and must request a visitor pass prior to 9 pm.
- f. All guests must park on the street and not in designated housing parking no matter what time of day or night.
- g. Guests are considered to be overnight guests if they are present before 8:00am or stay past 12:00 midnight.
- h. If this rule is broken at anytime and Housing staff discover someone is staying in the suite without permission from the RA or Housing Coordinator, you will be charged a \$250 penalty fee for each incident and put on housing probation.

- i. There are no overnight guests allowed in Griswold Hall Dorms and no dorm guests after midnight.
  - j. Guests must be accompanied by the housing tenant at all times when on housing premises.
- 6. Littering Fee:**
- a. There will be a \$25 littering fee.
  - b. 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:**

- a. Student shall not assign this License Agreement, or sublet or grant any concession or license to use the demised premises or any part thereof.
- b. 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 opinion, terminate this License Agreement.

**2. Eligibility Condition:**

- a. GBC housing will require all housing residents to provide proof of compliance with those immunizations required for a Nevada Secondary School.
- b. Meningitis vaccination is also required for housing.
- c. Student residents must be registered at GBC for at least nine credits that are applicable toward a degree or showing progress toward a degree.
- d. Dropping below nine credits could lead to breach of the Housing License Agreement.

**3. Housing Standards:**

- a. Students agree to conduct themselves in accordance with NSHE Code, and to abide by the published on-campus guidelines.
- b. Inappropriate use of computing or networking resources, as defined in the NSHE and Copyright Policy, may result in the loss of computing privileges.
- c. 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.
- d. 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.

**4. Transfers/Consolidations:**

- a. The College reserves the right to transfer or consolidate a student to other than the originally assigned suite/dorm.
- b. For business purposes, as many empty rooms as possible will be filled with students who are in apartments alone.

**5. Reassignment to Accommodate a Disability:**

- a. Students assigned to suites/dorms which have been designed to be accessible for students with disabilities may be required by GBC, at any time to move, to a different suite/dorm should there be a need to use the original assigned suite/dorm to accommodate another student's disability.

**6. Service Animals:**

- a. All requests for accommodations for service animals must be approved by the disabilities office.



- f. The same checklist inspection will occur when the suite/dorm is vacated and assessments will be made relative to any damage above and beyond normal wear and tear to the suite/dorm.
  - 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. GBC Housing provides furniture to stay in the apartment/dorm.
  - b. Housing does not move beds out to put in personal beds.
  - c. The demised premises shall be used and occupied by Student exclusively as student housing for GBC college 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.
  - d. 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.
  - e. 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.
  - f. 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.
  - g. 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 and Resident Adviser.
  - 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 existing and future obligations under the Housing License Agreement.
- 4. Smoking:**
- a. Smoking is not allowed within any campus building including all apartments, residence suites, and dorms.
  - b. All GBC buildings are designated as tobacco free as defined by N.R.S. 202.249.
  - c. Those using tobacco products are requested to be outside buildings in our open areas not directly outside entryways.
- 5. Walls:**
- a. Posters, pictures, etc. may be hung on the walls with thumb tacks.
  - b. 3M removable hangers are very useful and if used correctly, they do not damage walls.
  - c. Residents may ask permission to hang some items on the walls with small nails by contacting the Housing Coordinator or RA.
- 6. Parking:**
- a. Any parking that may be provided is strictly first come, first served, self-park and is at owner's risk.
  - b. GBC is not responsible for, nor does GBC assume any liability for damages caused by fire, theft, and casualty or any other cause whatsoever with respect to any car or its contents.



**7. Check In Procedures:**

- a. Incoming resident must call the Housing Coordinator to make an appointment for check in.
- b. The suite/dorm check list must be completed upon check in, along with any forms or updates in data.
- c. Keys must be signed for by none other than the intended resident.

**8. Check Out Procedures:**

- a. Outgoing resident must call the Housing Coordinator/RA to make an appointment for check out.
- b. Remove all personal belongings from the apartment/room.
- c. Thoroughly clean and vacuum the entire apartment/room.
- d. Return keys to RA at check out by none other than the outgoing resident.
- e. Fill out the Room/Apt Condition Form with RA.
- f. Provide a forwarding address for mail and contact reasons.
- g. All hardware in dorm/suites must be left in the original condition.
- h. If you do not follow the proper check out procedure, this could negatively affect any appeal concerning check out and/or damage charges.
- i. Students who fail to comply with these procedures will be assessed an improper checkout charge in addition to other charges for which the student is responsible.
- j. In those instances where items are left in the apt/dorm after the owner or resident has moved, the Housing Department will declare the items abandoned and dispose of them to charity. The resident will be charged for removal.

**9. Appeal:**

According to the Housing Agreement, the appeal process can be initiated under certain exceptions. If you would like to request an appeal, please call the office of the Vice President of Student Services at 753-2184 and schedule an appointment within 48 hours of the receipt of a violation letter or of learning of an adverse decision.

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

***NSHE Code***

**10.2.1 Prohibited Conduct.**

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. Rev. 257 (06/13) Title 2, Chapter 10, Page 5

(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 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.

(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. Rev. 257 (06/13) Title 2, Chapter 10, Page 6

(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.

  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, policies as outlined in the GBC Housing License Agreement Policy. Student residents must be registered at GBC for at least nine credits that are applicable toward a degree or showing progress toward a degree. This Housing License Agreement terminates at the end of each year. Moving or checking out of the suite/dorm does not constitute release from the Housing License Agreement.

**Student Tenant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Guarantor/Relationship:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Housing Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Students under 18 years of age must also have a parent or guardian signature.*

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 inquires, 775.738.8493.