

# MCAD Housing

## Summer 2018 MCAD Housing Application

### SUMMER RESIDENCE BUILDING

**Summer housing will be in the 150 East 26th Street building.** One-bedroom/two-person (furnished or unfurnished) apartments and efficiency/one-person (furnished or unfurnished) apartments may be available. All apartments have air conditioning.

### THE STAFF

The building has a Resident Assistant (RA), an upper-level student who can answer your questions about Minneapolis and the College and provide advice or referrals for problems you may have. The Housing Office is staffed by the Housing Director, who is responsible for all aspects of on-campus housing, from maintenance to roommate assignments to housing policies. The Director can also help you deal with any questions or problems you may have related to living on campus.

### SOME KEY INFORMATION AND POLICIES

Complete College housing information and policies are contained in the *MCAD Housing Handbook*. These are some of the basics.

**Payments** • *UNLIKE DURING THE ACADEMIC YEAR, SUMMER HOUSING FEE PAYMENTS ARE MADE MONTHLY.* The first payment is due on May 15 (or the first date, if later, of possession—i.e., when you get your keys) and subsequent payments are due on the first of each month.

Although not required to do so, students are welcome to make full summer payment up front, if desired. *Please read and remember the sanctions for late payments as described in the enclosed Housing Contract (section 2).*

**Keys** • Each resident is issued keys to the apartment door and mailbox at move-in time. The same keys must be returned when the resident moves out, and they may not be copied. If keys are lost or copied, the building and apartment locks will be changed and new keys issued at a cost of \$65 (minimum) to the resident.

**Pets** • No pets—including fish—are permitted in MCAD Housing.

**Smoking** • No smoking is permitted in MCAD Housing. Smokers must be at least 20 feet away from buildings.

**Parking** • The College does not have sufficient parking space to accommodate both on-campus and commuter students. Therefore, MCAD cannot provide on-campus parking for students who live in campus housing.

**Apartment and Roommate Selection** • Housing and roommate assignments will be made by the Housing Office based as much as possible on the preferences you have stated on your Housing Application. Requests for specific roommates must be made by both roommates.

**UNFURNISHED apartments include** • Telephone, refrigerator and stove, shower curtain, window blinds, wireless internet signal.

**FURNISHED apartments include** • Single bed for each resident (the standard-length twin mattress; not long), dresser for each resident, drawing table that may need to be shared (but no drawing table chairs or stools), floor lamp (if no ceiling lights), kitchen table and chairs, couch, telephone, refrigerator and stove, shower curtain, window blinds, wireless internet signal.

**Partial list of items that are NOT provided** • Cooking utensils, microwave, towels, bed linens, blankets, pillows, TP, soap.

**The following items are NOT allowed** • 2.4GHz cordless phones, wireless routers and access points, cellular mobile hotspots, lamps and electrical devices that are not UL approved, halogen lamps, incandescent lamps with 5-light multi-colored plastic shades, anything that produces an open flame (including incense burners), weapons of any type (real or imitation), hoverboards, waterbeds, pets, thin extension cords (heavy-duty power strips okay), found furniture.

**Moving In** • When you move in, an apartment inspection form is filled out by you and your RA; you check over the apartment and furnishings and sign the form. You must arrange an appointment with your RA to check in.

**Moving Out** • *There is an EARLIER move-out deadline for residents who will not be living on-campus during fall 2018; those residents will need to be moved out no later than noon on Saturday, August 11.* Residents who will continue to live on-campus into the fall semester but in a different apartment will need to move to their new apartment in early August.

When you move out, you will be held accountable for any difference in the condition of the apartment or furnishings. You must arrange an appointment with your RA to check out.

**Property Insurance** • MCAD strongly recommends that all those staying in campus housing have

personal property insurance. The College does not accept responsibility for students' personal property. You may find your own insurance coverage or may be able to obtain coverage through a parent's homeowner's policy. Independent insurance companies who offer property insurance can be found on the internet; some companies specialize in college student property insurance.

**Conduct** • Living on campus is a privilege of being a student at MCAD, and is meant to enhance your education while you're here. While recognizing and affirming differences in lifestyles, MCAD also recognizes that certain behavioral guidelines must be followed for individuals to live together successfully. Serious or repeated conduct problems are dealt with according to procedures outlined in the *MCAD Student Handbook* and *MCAD Housing Handbook* and, if necessary, may result in removal from or denial of readmission to College housing.

**Utilities** • Utility costs (heat, electricity, local phone and water) are included in the housing fee. Electric costs in excess of \$30 in any month will be charged back to the residents. Cable and Dish TV is not available.

**Phone** • Local phone service is included. Long distance calls must be made collect or charged to a long distance credit card.

## THE APPLICATION PROCEDURE

If you would like to live on campus during the summer, you must complete, sign and return the Housing Application. When you sign the Housing Application, you agree to be bound by the terms and conditions contained in the Housing Contract. If your application is not accepted and you are not assigned campus housing, the Housing Contract shall be null and void. **You must include the \$350 housing deposit when you apply for campus housing (unless you already have this deposit on account with the Housing Office).**

# Summer 2018 MCAD Housing Contract

This Contract establishes the terms and conditions of occupancy in the apartment buildings of the Minneapolis College of Art and Design (MCAD). The *MCAD Housing Handbook*, the Housing Application, and the on campus information in this packet are incorporated by reference into this Contract. By signing the Housing Application form, you agree to be bound by the terms and conditions contained herein and any other terms incorporated by reference.

The student (the "Student") and the Minneapolis College of Art and Design (the "College") hereby agree as follows:

## 1. PREMISES AND OCCUPANCY:

*For residents NOT living on-campus during fall 2018 semester, this Contract runs from May 15 through August 11, 2018 or the portion of that term remaining at the date of possession. For residents who will be living on-campus during fall 2018 semester, this Contract runs from May 15 through August 24 or the portion of that term remaining at the date of possession.* The date of possession is defined as the date that keys to the premises are issued to Student or May 15, 2018 if occupancy is continuous following Student's academic year occupancy. Student is not permitted to sell or assign this Contract to any person without first obtaining the written consent of the Housing Director.

By this license, Student is granted a limited right to occupy the premises. Ownership and control of the apartment shall remain with the College. The relationship between the College and the Student is that of a licensor and licensee, respectively, and it would be contrary to the parties' intent to construe this Contract as creating or constituting a lease or as creating a landlord and tenant relationship. The College may terminate this Contract without cause or penalty upon thirty (30) days written notice of termination to Student and Student may terminate the Contract without cause or penalty upon fourteen (14) days written notice of termination to the College.

## 2. HOUSING FEES:

*PAYMENTS ARE DUE ON THE DATE OF POSSESSION AND ON THE FIRST DAY OF THE MONTHS FOLLOWING.* If the date of possession is other than the first day of the month, the monthly housing fee is prorated to the end of the first month.

All payments shall be made to the Business Office of the College. If the monthly housing fee is not paid by five days after it is due, a \$10 charge will be added to the Student's account; if not paid by 10 days after it is due, an additional \$25 charge will be added to the Student's account. If the monthly housing fee is not current by 15 days after due date, an eviction notice will be issued to Student. Residents will be responsible for all attorney's fees and related costs and charges for the collection of any amount not paid when due.

Utilities other than cable TV/dish TV, and long distance and directory assistance telephone charges are provided by the College and included in the cost of the Housing fee, except that electric bills in excess of \$30 per month will be charged back to the residents.

### Per Person Monthly Housing Fees for Summer 2018 (figures rounded to nearest dollar):

1 Bedroom/2 person Furnished .....	<b>\$657</b>
1 Bedroom/2 person Unfurnished.....	<b>\$571</b>
Efficiency/1 person Furnished.....	<b>\$940</b>
Efficiency/1 person Unfurnished .....	<b>\$882</b>

*(some of these options may not be available)*

Fee amounts for the partial months of May and August will be specified on your Summer 2018 Housing Assignment Notice.

### 3. DEPOSIT:

When making application for College Housing, the Student must deposit with the College the sum of one hundred seventy-five dollars (\$350). (Unless the Student already has a housing deposit on account with the Housing Office.) This sum is a deposit securing performance by the Student of all the terms and conditions of this Contract. The deposit is refunded if the Student does not receive an assigned space in College Housing. Upon expiration of the term of this Contract, the deposit shall be returned to the Student within forty-five (45) days of check-out provided that:

- a. The Student shall vacate and surrender possession of the premises in the condition required by this Contract. The Student has followed established check-in and check-out procedures, as outlined in the *Housing Handbook*.
- b. The Student has made no application to return to College Housing at a future date.
- c. There are no outstanding debts which the Student owes the College.

### 4. REASSIGNMENT:

The College reserves the right to reassign Students to a different apartment at any time during the term of the license.

### 5. APARTMENT CONTENTS AND DAMAGES:

The College is not liable for property belonging to the Student which might be stolen, lost or damaged. This includes belongings stored in apartment building storage areas. Property insurance (if desired) is the responsibility of the Student. The Student agrees to accept responsibility for the apartment and its contents and agrees to pay for replacement or repair costs because of damage to College property. All College furnishings must stay in their assigned apartment. Upon moving into an apartment, the Student must sign an Apartment Inspection (check-in) Form, filled out by the Student and the Resident Assistant of the building, which will be used as a record of the contents and condition of the assigned apartment. The Student will be financially responsible for any differences when he or she checks out of the apartment.

### 6. APARTMENT ENTRY:

The College, its officials, and agents have the right to enter and inspect the premises at any time for reasons including, but not limited to, maintenance, health, safety, and reasonable cause to believe that law or College policy is being violated.

### 7. CONDUCT POLICIES:

Violation of guidelines, policies and procedures contained in the *MCAD Housing Handbook* or *MCAD Student Handbook*, or engaging in any other behavior which is detrimental to the College or other students is cause for immediate removal from College Housing. Included among those causes for immediate removal are as follows:

- a. Possession of real or imitation weapons, firearms or explosives (including BB and paintball guns).
- b. Threatening behavior to any student or staff person.
- c. Vandalism.
- d. Possession, use or sale of illegal drugs, which is a violation of federal, state and local laws.
- e. Theft of or intentional damage to other student or College property.
- f. Violation of the College alcohol policy.
- g. Disorderly, illegal, immoral or other improper conduct.
- h. Assault (including sexual assault).
- i. Sexual harassment of any student or staff member.
- j. Expulsion or dismissal from the College.
- k. Failure to remove unauthorized pet after second notice.
- l. Tampering with mail addressed to another person.

**BY SIGNING** the Housing Application, the Student agrees to abide by the housing policies and procedures as stated in the *MCAD Housing Handbook*, the on campus information in this packet, as well as the terms and conditions herein. Retain and file this Contract with your important records.

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# Summer 2018 MCAD Housing Application

## NAME

\_\_\_\_\_

Last (Family)

\_\_\_\_\_

First (Given)

\_\_\_\_\_

Middle Initial

\_\_\_\_\_

MCAD Student ID #

## PRESENT ADDRESS

\_\_\_\_\_

Street

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

ZIP

Present address valid until: \_\_\_\_\_

\_\_\_\_\_

Month

\_\_\_\_\_

Day

\_\_\_\_\_

Year

## MCAD BOX NUMBER

\_\_\_\_\_

If Current Student

## PRESENT PHONE NUMBER

Area Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_

## CELL PHONE NUMBER

Area Code \_\_\_\_\_

Phone Number \_\_\_\_\_

## EMAIL ADDRESS

\_\_\_\_\_

## PERMANENT ADDRESS

\_\_\_\_\_

Street

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

ZIP

Area Code \_\_\_\_\_

Phone Number \_\_\_\_\_

County (if in MN) \_\_\_\_\_

## EMERGENCY CONTACT

Area Code \_\_\_\_\_

Phone Number \_\_\_\_\_

## NAME AND

## RELATIONSHIP TO STUDENT

(must be parent or legal guardian if student is under 18)

\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Signature (if applicant is under 18)

\_\_\_\_\_  
Date

BY SIGNING this Housing Application, the Student agrees to abide by the policies and procedures as stated in the *MCAD Housing Handbook*, the *MCAD Student Handbook*, the Housing Contract and the on campus information in this packet. This completed and signed application and the \$350 housing deposit (if not already on file) must be received by the Housing Office before you will be eligible to be considered for a housing assignment.

## RETURN TO:

MCAD Housing Office  
2501 Stevens Avenue, Minneapolis, MN 55404  
612-874-3780 • 800-874-6223  
612-874-3702 FAX  
housing@mcad.edu

**NAME**

Last (Family)

First (Given)

Middle Initial

Gender:  Female  Male  Transgender

Other: \_\_\_\_\_

If transgender or other, specify two of the following you prefer to live with:

Female  Male  Other

I consider myself a GLBTQ ally

Date of Birth: \_\_\_\_\_  
Month Day Year

Do you have allergies?  No  Yes

If yes, specify: \_\_\_\_\_

What class will you be in? Fr  Sr  Soph  MFA/PB  Jr

Have you attended MCAD before? Yes  No   
(do not count PCSS)

Number of semesters you have lived in MCAD Housing (include summers) \_\_\_\_\_  
(do not count PCSS)

**DATES YOU WANT HOUSING**

Anticipated move-in date \_\_\_\_\_

Anticipated move-out date \_\_\_\_\_

**MCAD SUMMER HOUSING AVAILABLE:**

**May 15 to noon on Saturday, August 11**  
**(FOR THOSE NOT LIVING ON CAMPUS IN THE FALL)**

**May 15 to Thursday, August 23**  
**(FOR THOSE LIVING ON CAMPUS IN THE FALL)**

**ROOMMATE OR OTHER PREFERENCES**

(Roommate requests must be made by both roommates)

**BUILDING/APARTMENT TYPE PREFERENCES**

RANK TOP 3 CHOICES (RATES ARE PER PERSON PER MONTH - ROUNDED TO NEAREST DOLLAR)

1 Bedroom/2 persons/Furnished ..... \$657 \_\_\_\_\_

1 Bedroom/2 persons/Unfurnished..... \$571 \_\_\_\_\_

Efficiency/1 person/Furnished..... \$940 \_\_\_\_\_

Efficiency/1 person/Unfurnished..... \$882 \_\_\_\_\_

PLEASE NOTE: Not all of the above apartment configurations and options may be available, depending on demand and other factors.

**LIFESTYLE PREFERENCES**

Do you drink?  Yes  No

Do you prefer a roommate who is a non-drinker?  Yes  No

Music/living space preference:  
 Quiet  Moderate  
 Moderately Loud  Loud

Is your housekeeping:  Spotless  Neat  
 Semi-messy  Messy

**FURNISHING PREFERENCE**

- Must have furnished
- Prefer furnished
- Can do either
- Prefer unfurnished
- Must have unfurnished

**COLLEGE USE ONLY**

Application Received \_\_\_\_\_

Deposit Received \_\_\_\_\_

Assigned to \_\_\_\_\_

Cancel \_\_\_\_\_ Refund \_\_\_\_\_