

SWTC Housing Short Term Guest Contract

***By submitting your reservation, you hereby accept and agree to the following terms and conditions of our short-term housing contract**

This document is an agreement to use and occupy Southwest Wisconsin Technical College (SWTC) Student Housing accommodations. This is an AGREEMENT between the Individual Guest and SWTC. This contract and any documents attached and/or referenced herein, constitute the entire agreement between the parties relative to the subject and may only be modified or amended by a written agreement signed by both parties. This agreement shall be construed in accordance with the laws of the State of Wisconsin.

Requirements/Terms for SWTC Guest Housing Accommodations

Guests must be students in an SWTC program or sponsored training where housing is offered.

Only nursing children under the age of 1 year are allowed to accompany students/guests in housing.

Check-In / Check-Out

Guest check-in will occur after 12:00 PM on the approved arrival date. Check-in information, including the door code, will be emailed to the student/guest one day prior to the arrival date. All checkouts must occur by 10:00 AM on the scheduled departure date unless otherwise approved by the Housing Manager.

Upon checkout, all bed linens should be stripped from the beds, garbage should be removed, and the dishwasher should be started.

Rates and Billing

Guests will be charged through their SWTC account. Payment will be the sole responsibility of the individual for the entire amount due. Payment arrangements must be made prior to arrival. Payments can be made through the SWTC Business Office, in person, or by phone at 608-822-2660. Student guests can also make payments through their student portal. The guest agrees to pay all charges for services rendered as listed in this contract and any charges that result from amendments to this contract.

Cancellation

For cancellation of reservations please email housing@swtc.edu. A refund of the unused nights minus a \$25.00 administration fee will be assessed. Guests who vacate the accommodations prior to the end of the reservation will not receive a refund.

Termination of Occupancy

SWTC Housing staff reserve the right to terminate this agreement, suspend or terminate the guest from the accommodations, to postpone or cancel if the guest violates and terms of this agreement, the SWTC Code of Conduct, and/or the SWTC Housing Handbook.

Room Assignments

Room assignments will be made by SWTC Housing Staff. Housing staff will attempt to accommodate roommate requests, provided the request is received in writing from each roommate one week prior to check-in. Room assignments are made without regard to race, creed, color, age, veteran's status, sexual orientation, or national origin. The SWTC Housing Staff reserves the right to assign applicants to available space, alter any assignment at any time, and deny or revoke the privilege of housing to any guest who disrupts the accommodations or violates any provision of this Agreement.

Regulations

The Guest agrees to review and abide by all policies and regulations of SWTC and SWTC Student Housing that are or shall become effective during the duration of the Guest's stay. These policies and regulations are included in the SWTC Student Handbook found online at <https://www.swtc.edu/uploadedpdfs/student-resources/resident-student-life/Resident-Living-Handbook.pdf> and the SWTC Student Code of Conduct online at <https://www.swtc.edu/student-resources/policies-procedures/student-code-of-conduct> If the Guest violates any such policy or regulation, they may be subject to disciplinary action and/or termination of this Agreement without refund by SWTC, in its sole discretion. Copies of these policies will also be provided in the apartment.

Security and Key Codes

Building and apartment door entrances are always locked. Doors must not be propped open at any time. Codes are not to be shared with anyone. For issues with locks or lockouts, guests should contact the Resident Assistant on-call phone at (608) 391-1414.

Amenities

Each apartment will be supplied with furniture including a bed, mattress, nightstand, desk, desk chair, kitchen table, kitchen chairs, stools, sofa, lounge chair, coffee table, and end table. In addition, cookware and eat ware such as a coffee maker, set of pots and pans, set of dishes and cups, set of cooking utensils, eating utensils, and all bed and bath linens will be supplied. All these items must be in the apartment upon checkout. If all items are not accounted for, all guests

will be held responsible for the replacement fee. A microwave and pizza oven are provided on the lower level of the building.

Laundry/Common Area

Laundry facilities are provided on the lower level of the apartment building. The cost for these machines is \$2.00 for one washer load and \$2.00 for one dryer load. A bill changer is provided.

Room Access

SWTC reserves the right, at any time and for any reason, in its sole discretion, to enter the room without prior notice to the guest to make repairs; to inspect for compliance with health, fire, or building codes or with SWTC policies or regulations; or because of any situation that SWTC, in its sole discretion, deems to be a danger to health, safety, or property.

Responsibility

The student/guests agree to defend, hold harmless, indemnify, and release the Southwest Wisconsin Technical College Foundation, Inc., and the Board of Directors of the Southwest Wisconsin Technical College Foundation, Inc., Real Estate Foundation and Real Estate Foundation Board, and their officers, employees, agents, volunteers, and all others who are involved, from and against any and all claims, demands, actions, or causes of action of any sort on account of damage to personal property, or personal injury, or death which may result from participation in housing under this agreement. This release includes claims based on the negligence of the Southwest Wisconsin Technical College Foundation, Inc., and the Board of Directors of the Southwest Wisconsin Technical College Foundation, Inc., and their officers, employees, agents, and volunteers, but expressly does not include claims based on their intentional misconduct or gross negligence. The student understands that by agreeing to this clause, it is releasing claims and giving up substantial rights, including the right to sue.

Drugs and Alcohol

The use, possession, or distribution of narcotics or illegal drugs is strictly prohibited on campus and in student housing. The unauthorized use, possession, or sale of any drugs, including those sometimes prescribed for medical purposes will not be tolerated at any time. Alcohol is not allowed in student housing by anyone of any age. Any violation of this Section will be grounds for immediate termination of this AGREEMENT.

Smoking

SWTC and SWTC Housing are non-smoking facilities. This includes all types of electronic cigarettes, vaporizers, as well as hookahs.

Internet/TV

Guests will be provided with complimentary wireless internet access. Password information will be in the apartment upon check-in. Cable TV is available in the common area on the lower level of the building.