

ROOM & BOARD CONTRACT

A PLEASE PRINT

	/	/		☐ Male	☐ Female
Student ID#	Birth date		Email Address (Most often checked)	Gender	
Name	Last	First	Middle	Permanent Phone	
				()	
Permanent Address	Street	City	State	Zip	Cell Phone
					()
					☐ Publish cell in directory
					☐ Keep cell private

C MEAL PLANS ARE REQUIRED

Room & board must be paid for by August 15 and January 15 for the upcoming semester. Contact the Business Office at 660-263-4100 x11267.

19 meals per week \$2290.00 per semester.
Housing \$1855.00 per semester.

D ROOMMATE PREFERENCE

Only "mutual" roommate preferences to be considered. Suitemate preferences will only be considered when assigning rooms. NOT A GUARANTEE YOU WILL BE ASSIGNED AS REQUESTED.

Full Name

Hometown

Full Name

Hometown

Full Name

Hometown

Note: If a preferred roommate is not possible, a preferred suitemate may be moved up to fill the vacancy.

E PERSONAL DESCRIPTION/ROOMMATE MATCHING CRITERIA

In order to assist you with selecting the best floor, room and roommate possible, the student should complete this section as honestly and forthright as possible. A correct match is important to a successful and positive living experience. Please circle only one answer unless otherwise specified. NOTE: It is important that the student, and no other person, completes this section.

- 1 Y N I smoke. If "yes," smoking is not permitted anywhere on MACC campus.
- 2 Y N I go to bed early (before 11 p.m.)
- 3 Y N I get up early (before 8 a.m.)
- 4 I keep my room:

A very neat and orderly	B organized, but may not clean up every day
C more messy than organized.	D in complete chaos.
- 5 A I require absolute quiet when studying.
B I like low background noise, such as music, when studying.
C I prefer a lot of noise when studying. Nothing distracts me.
- 6 I study best:

A before Noon	B before 5:00 pm	C before 10:00 pm	D after 10:00 p.m.
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- 7 A I am accepting of my roommate spending time with friends/a significant other in our room at any time.
B I would prefer to have a roommate that would limit the number of guests in our room at any time during visiting hours.
- 8 Y N My ideal off-campus social gathering would include alcoholic beverages.

G APPLICATION FEE INFORMATION

A \$150 application fee is required. Please include a check or money order (made out to Moberly Area Community College) with the student's name and student number marked on the front (do not send cash through the mail), or provide the credit card information over the phone at (660)263-4100 x11270. This fee will be applied to the student account (see #2 on the Terms and Conditions page).

F REFUND POLICY

Contract payment refunds will be made:

- In full if the cancellation is made 30 days prior to the start of classes
- No refund of the application fee if less than 30 days prior to the start of classes
- No refund of room and board OR the application fee after the first day of class

All cancellations will be considered ONLY by written statement, or from the student's MACC email address. This must be done by the student--cancellations will not be accepted from parents or guardians if the student is 18 years of age.

Fall 2025 thru Spring 2026 Academic Year

B IN CASE OF EMERGENCY

Contact	Name	Relationship to Student		
Address	Street	City	State	Zip
()		()		
Day Phone	Evening Phone			

- 9 I listen to the following two (2) types of music most often. (circle only two)
- | | | | |
|----------------------|--------------------------|----------------|-----------------------|
| A Alternative | D Rap/Hip-Hop | G Jazz | J Techno |
| B Classic Rock | E Country | H Punk/Ska/Emo | K 70s and 80s |
| C Soft Rock/Rhythmic | F Classical/Instrumental | I Pop (Top 40) | L Religious/Spiritual |
- 10 I wish to have the following two (2) lifestyles most in common with my roommate. (circle only two)
- | | |
|-----------------------|---------------------------------|
| A Religious/Spiritual | E Very quiet in nature |
| B Conservative | F Computer Savvy/Gamer |
| C Liberal | G High Academic Standards |
| D Sports Enthusiast | H Performing Arts/Theatre/Dance |
- 11 From the previous questions, I feel this one (1) question is most important when matching me with a roommate. (circle only one) 1 2 3 4 5 6 7 8 9 10

Describe any physical or mental condition which might require special consideration. Please note that if your condition is regarded as a disability, your request must also be submitted to Access & ADA Services for review. Disability-related requests for accommodations will be evaluated by the Director of Access & ADA Services when supported by documentation of disability from a qualified professional.

H IMPORTANT NOTICE—MENINGOCOCCAL VACCINATION INFORMATION

In accordance with Missouri Law (RSMo 174.335), before moving into a Moberly Area Community College residence hall, a student (or parent, if the student is under 18 years of age) is required to sign a waiver acknowledging they have either:

1. elected to receive the meningococcal vaccine and, therefore, will present a vaccination record to Moberly Area Community College Residential Life (attach record to this contract or provide before moving into the residence halls),
--or--
 2. received a waiver from a licensed physician, or have a written waiver stating it is against religious beliefs of the student.
- Signature(s) below will constitute acknowledgement and compliance with Missouri law.

I CONTRACT AGREEMENT

I HEREBY AGREE TO PAY THE **FULL ROOM & BOARD** IN THE AMOUNT OF **\$1855.00** FOR ROOM AND **\$2290.00** FOR MEALS PER SEMESTER FOR THE CONTRACTED PERIOD. I CERTIFY THAT I HAVE READ AND UNDERSTAND THIS ROOM AND BOARD CONTRACT INCLUDING THE TERMS AND CONDITIONS ON THE REVERSE SIDE, AND AGREE TO THE PROVISIONS THEREIN. **THIS IS A LEGAL AND BINDING CONTRACT FOR THE ENTIRE ACADEMIC YEAR (BOTH FALL AND SPRING SEMESTERS).** SUBMISSION OF THE CONTRACT AND FEE IS NOT A GUARANTEE A ROOM WILL BE ASSIGNED.

Signature of Student	Date
Signature of Parent or Legal Guardian	Date

The signature of both the parent/guardian and the student are required for students under eighteen (18) years of age.

Moberly Area Community College is committed to a policy of non-discrimination on the basis of race, color, national origin, gender, sexual orientation, disability, age, marital or parental status, religion, genetics, ancestry, or veteran status, in admissions, educational programs, activities, and employment. All inquiries concerning nondiscrimination, including equal opportunity and Title IX, should be directed to the **Title IX Coordinator: 660-263-4100 x11396**. Inquiries concerning Section 504 of the Rehabilitation Act of 1973, which guarantees access to education regardless of disability, should be directed to: **Office of Access & ADA Services, 573-234-1067 x12120**.

Please sign and return the first two pages (keep the back two pages) with the required **\$150.00 application fee** to Residential Life Director, Moberly Area Community College, 101 S College Avenue, Moberly, MO 65270. **You will be notified if you are assigned a room in the residence hall.**

TERMS AND CONDITIONS OF THE STUDENT HOUSING CONTRACT

The following Terms and conditions are included as a part of the Contract between Moberly Area Community College and the residents of Moberly Area Community College student housing.

1. TERM: This Contract is for the entire academic year (Fall and Spring semesters) or the remaining portion of the academic year at the time of the initial occupancy. Housing may be refused to a student at any time before or during the contract period based on previous and current conduct; if a student poses a safety risk to themselves or other residents; if a student has a detrimental effect on the community environment; if a student has outstanding debts to Moberly Area Community College; if the student is not a full-time student; or if the student is under the age of 17 at time of occupancy. If you are denied housing based on conduct, you will also be denied visitation.

2. APPLICATION FEE: A fee of One-Hundred Fifty Dollars (\$150.00) is required upon execution of this Contract for all students. The fee will be applied to the student account once classes begin.

3. COSTS AND PAYMENTS: Moberly Area Community College, by formal action of the Board of Trustees, shall set the fees for room and board, and Moberly Area Community College shall thereafter notify the student of the fees for the accommodations assigned. Amounts required by this contract will be reflected on the student's college account. Payments are to be sent to the Business Office and are due August 15 for the fall semester and January 15 for the spring semester unless a payment plan has been established between the student and the MACC Business Office.

If the student should fail to make payment according to the schedule set forth herein, Moberly Area Community College may withhold records or information requested by the student or third parties, as well as prevent student from registering for future semesters. If the student has already registered for the subsequent semester, his/her registration may be canceled. Failure to pay may result in the student being reported to a credit service. The student must pay the balance of the account in full upon request.

4. COMMUNITY: The student agrees to abide by the laws of the State of Missouri; the ordinances of the City of Moberly; the Rules, Policies and the Disciplinary Code of Moberly Area Community College. The student is responsible for the policies and procedures as set forth in the Housing Handbook, including check-in and check-out procedures and policies. Moberly Area Community College shall have the right from time to time to change and to establish such additional rules, regulations, policies, codes, or procedures as may be required in the discretion of Moberly Area Community College for proper and orderly care, operation and maintenance of the premises. If the student fails to comply with and observe any such rules, regulations, policies, codes, or procedures shall constitute a breach of this Contract. For the health and safety of all students, laws and rules prohibit the possession or use of alcoholic beverages, drugs, and any item that may be construed as a weapon in student housing.

5. MAINTENANCE: Moberly Area Community College shall maintain and keep in good condition the roof, walls, structural parts, main hallways, stairwells and all other commonly used parts and portions of the building, but shall not be liable for failure to make any such repairs, to include computers and other similar technology.

6. VISITING HOURS: Sunday-Thursday, 9:00 a.m.-11:00 p.m. Friday-Saturday, 9:00 a.m. – 1:00 a.m. The residence halls are open to visitors during the above hours. If guests are planning to drive from out of town and arrive outside of these hours, it may be helpful to call ahead of time. Visitors are allowed in the Student Commons area after hours to watch TV or visit. Noise shall be kept to a minimum so that students may study or rest. If you are returning to a residence hall between these hours, please return without disturbing the other occupants. All visitors must sign in and out.

7. RIGHT TO ENTER, INSPECT AND REPAIR: Moberly Area Community College employees shall have the right to enter and inspect the premises during reasonable hours, and upon reasonable notice to make such

repairs, alterations and improvements to the premises and building as Moberly Area Community College may deem necessary. Any repairs, alterations and improvements undertaken shall be executed with reasonable diligence and all portions of the premises and building affected thereby shall be restored to as good of condition as before the work. Moberly Area Community College shall not be liable for inconvenience caused to the student by any such work, nor shall any entry or activity incident thereto have any effect upon this Contract or upon the obligations of the student thereunder. If entry to the premises is necessary based on any emergency permissible under the terms of this Contract, and the student is not present to open the premises, Moberly Area Community College employees may enter by use of a master key or may forcibly enter. Moberly Area Community College shall incur no liability therefore provided reasonable care is given to the student's property, and such entry shall have no effect on this contract. Moberly Area Community College officials may enter to investigate a potential violation of rules or regulations, when reasonably necessary in accordance with Moberly Area Community College policies.

8. LIMITATION OF LIABILITY: Consideration being provided in permitting Student to enter into this Housing Contract, the student hereby agrees to hold harmless and release, waive, discharge, and covenant not to sue Moberly Area Community College for any and all claims for liability on account of death or injury to person or property of the student of any kind of nature whatsoever arising out of or in any way connected with the student's use, occupation, or other activity resulting from Student entering into this Contract, even though the claim or liability may arise out of the negligence or carelessness on the part of Moberly Area Community College or any third person whether foreseen or unforeseen, known or unknown. This waiver includes any claim for injury or damage caused by weather, accumulation of snow or ice, breakage, stoppage, releases of utilities, fixtures or equipment. Moberly Area Community College shall not be responsible for any failure to provide housing or food service in the event conditions exist not wholly within its control (i.e., as a result of Force Majeure, fire, strikes, lock-outs, and riots), and in such event Moberly Area Community College shall not be obligated to refund any amount already paid pursuant to the Contract.

9. PROPERTY DAMAGE: The student is responsible for the assigned room and its contents and will be charged for any and all damages occurring during the term of the occupancy. Students are responsible for all furniture being put back in original order when they leave the dorm at the end of the semester. Furniture missing, located in other rooms will result in a hold. The student is liable for any damage to any MACC property, including Commons Area, hallways, and other public areas, which is caused by his or her willful actions or negligence. The student is also liable for damage to or tampering with fire safety equipment to include smoke detectors and fire extinguishers. The students may be held accountable for any abnormal wear, damages or cleaning in public areas of their residence hall to include billing all members in the residence hall if damages and/or vandalism is attributed to a specific floor/building. The students will not be liable for normal wear and tear. Damage to MACC property may subject a student to disciplinary and/or legal actions in addition to being charged for the damages. When charges are made, the said amount is due immediately upon receipt of a bill. Delinquent damage payments may result in a hold on requested records. The student may not remove College property from rooms, lounges hallways, etc. The student agrees to assume and bear the risk of loss with regard to all personal property kept or maintained in the residence halls. Moberly Area Community College does not provide renter's insurance, and assumes no responsibility for the reimbursement of lost or stolen property. All students are encouraged to keep their rooms and/or apartments locked and their valuables secured at all times.

10. MENINGITIS INFORMATION: In accordance with Missouri Law (RSMo 174.335), before moving into a Moberly Area Community College residence hall, a student (or parent, if the student is under 18 years of age) is required to sign a waiver acknowledging they have either:

1. elected to receive the meningococcal vaccine and, therefore, will present a vaccination record to the Moberly Area Community College Housing office (attach record to this contract or provide before moving into the residence halls) –OR–

2. received a waiver from a licensed physician, or have a written waiver stating it is against religious beliefs of the student. Meningococcal disease is a potentially life-threatening bacterial infection. Meningococcal bacteria are airborne via droplets of respiratory secretions and direct contact with infected persons. Oral contact with shared items such as cigarettes or drinking glasses, or through intimate contact such as kissing could put a person at risk for the disease. People who have been in close contact with a patient with meningococcal disease should receive antibiotics to prevent the disease. Certain social behaviors such as exposure to smoking, bar patronage and excessive alcohol consumption may increase students' risk for contracting the disease. Student residing on campus appear to be at higher risk than college students overall, particularly freshman living on campus, who have six times higher risk.

Meningococcal disease usually peaks in late winter and early spring, and can easily be misdiagnosed as something less serious because symptoms are similar to the flu. The most common symptoms include high fever, headaches, neck stiffness, confusion, nausea, vomiting, lethargy and/or rashes. Anyone with similar symptoms should contact a physician immediately. If not treated, often within hours of the onset of symptoms, the disease can progress rapidly and can result in permanent physical or mental disability, or, in approximately 10-15% of cases, death. Based on the possibility of increased risk for this disease among segments of the college populations, the American College Health Association (ACHA) in 1997 recommended that students consider vaccination to reduce their risk for potentially fatal meningococcal disease. Additional information is available at <http://www.cdc.gov>.

11. COMPUTING RESOURCES POLICY: Computing resources are available to all members of the campus community for the purpose of supporting the educational mission of the College. Access to and use of Moberly Area Community College computing resources must be in accord with all local, state, federal and international laws and with College policies and procedures. All statements in this policy apply to computing resources located on all MACC campuses, as well as those remotely accessed using MACC-controlled computing-networking systems. The statements in this policy apply to all users of MACC computing resources.

1. The use of College computing resources is a privilege which may be revoked by MACC at any time for inappropriate conduct, including any use determined to be unlawful, abusive or unethical. Misuse of computing or network resources may result in the revocation of privileges, probation, expulsion, termination of employment, civil litigation or criminal prosecution. College policy offers recourse through due process for the resolution of disputes.

2. Attempts to send threatening or abusive e-mail to another user are prohibited. MACC reserves the right to review any material stored in files or programs to which all users have access and to edit or remove any material which it deems unlawful, obscene, abusive or otherwise objectionable.

3. MACC makes reasonable efforts to provide computing systems accessibility. MACC disclaims liability for lost data or degraded service, for unauthorized use of any computing resource, and for lost access or other consequences resulting from computer or network failures or alleged unauthorized use. Users are responsible for the integrity of their data, their account, user identification (login or user ID), and electronic address.

4. Users are prohibited from sharing their login (user ID) with any other person. In the event a login is shared with another person, the authorized user is solely responsible for the actions of the unauthorized user.

5. System administrators may, after appropriate notification, remove any excess or unused data, files, or user accounts to facilitate maximum use of

electronic data storage space. Such notifications may include e-mail and publicly posted expiration policies for electronic mail, files and accounts.

6. The primary use of MACC computing resources is for educational opportunities related to the mission of the College. Any appropriation of MACC computing resources for commercial use or gain is prohibited.

7. MACC prohibits the reproduction, storage, or transmittal of copyrighted materials without the express written permission of the owner or the proper license.

8. The user is responsible for knowing current policies. MACC reserves the right to add, delete or change policies and/or procedures as deemed necessary and appropriate.