



# 2025-2026 Residential Student Housing Contract

Residence Life Office & Housing  
One University Avenue, Suite 4502  
Mechanicsburg, PA 17055  
(717)796-5239; [housing@messiah.edu](mailto:housing@messiah.edu)

I hereby activate this agreement for a residential space for myself at Messiah University **from August 1, 2025 to July 31, 2026**. This timeline could require a move to another apartment in mid-May, given campus summer use. This includes housing over breaks when Messiah University is closed. Signing this agreement is a commitment to living on campus each semester (Fall, Spring, and Summer), though a student may decide to move-out at the end of a semester. If this is the case, they will not be charged for the upcoming semester’s rate. I understand this agreement will be invalid in the event of my withdrawal, suspension or dismissal from the university, permanent removal from the university residences by the University, or completion of my degree requirements. I understand that the terms “resident,” “occupant,” or “student,” as used in this agreement, apply to me. My signature indicates I understand the terms of this agreement and agree to abide by them.

- 1. CONDUCT OF RESIDENTS:** The resident of the space assigned agrees to abide by respectful behavior in accordance with the values of Messiah University. While living on campus, this also means agreeing to the following residential expectations: campus is a smoke free and alcohol-free space, as are the buildings. Residents may not have candles or other excessively flammable items. In addition, students are not allowed to have overnight visitors of the opposite gender. Students must display respectful behavior to all staff and fellow students.
- 2. MONTHLY RENTAL RATE: \$575.** Rent covers electric and utilities, use of laundry facilities, WiFi, and some furniture (see #4 below). This charge will be applied to the student’s bill for each term. For housing billing purposes, the Fall 2025 and Spring 2026 terms’ rates will be estimated based on 4.5 months living, and the student will be charged \$2,587.50 at the beginning of each term. For billing purposes, the Summer term will be considered 3 months, with a charge of \$1,725.
- 3. PRO-RATED REFUNDS:** Housing charges are applied before each semester. No refunds will be issued if the resident officially withdraws from the university. If a student would need to leave residential living, and the pro-rated refund would be calculated by the number of months not lived in the apartment. If a student left mid-month, their refund would be half of the month’s rate if they lived in the apartment for less than half of the month. There would be no refund if they lived in the apartment for more than half of the month. Two examples are below:

	October Refund	November Refund	December Refund
If a student moved out on October 8 <sup>th</sup> , 2025	\$287.50 (student lived less than half of the month in the apartment)	\$575	\$575
If a student moved out on October 22 <sup>nd</sup> , 2025	\$0 (student lived more than half of the month in the apartment)	\$575	\$575

- 4. CHECK-IN PROCEDURE:** Resident will schedule move in and move out times with the Housing Office.
- 5. ROOM INVENTORY:** The resident of the space assigned shall be responsible for any unassigned loss, damage, repair, or replacement of the furnishings, doors, windows, walls, carpet and the conditions of the space during the term of occupancy. Upon arrival and departure, the resident will be given the opportunity to inspect the space and conduct an inventory of the furnishings and condition of the space with a member of the housing office. Any person who chooses not to fill out a condition inventory form may be held financially responsible for all damage in the room. Apartments will be furnished with two of the following per bedroom: a bedframe and mattress, desk and chair, and dresser. Apartments will also have a kitchen table and couch in the living room. This furniture may NOT be removed from the apartment.
- 6. ROOM KEY:** Receiving a room key is part of the check-in procedure. Any person who does not pick up a room key within the first 10 days of class will receive a \$75 charge for improper check-in. Upon departure from residence, the room key must be returned to the Housing Office. Failure to do so will subject the resident to a

**charge of \$75.00 for replacement costs. A room key may not be duplicated.** If the room key is lost or stolen during the term of occupancy, a charge of \$75.00 for replacement costs will be made to the student's University account.

7. **ROOM INSPECTION:** A member of the University staff will inspect each residential space during winter break, spring break, and at departure. The resident(s) will be billed the current replacement value of those items missing, damaged or broken following each inspection period. Resident assistants or university staff members will conduct an inspection each semester to ensure rooms meet fire and safety requirements and the resident(s) will be responsible to make necessary changes within one day of receipt of violation notification. If during any of the inspections mentioned above, violations of student expectations are found, appropriate judicial procedures may be initiated. The University reserves the right to enter and inspect residential space at any time for maintenance needs and for reasons of health or safety.
8. **CHECK-OUT PROCEDURE: A time will be scheduled for move out inspection.** Each resident of the space is responsible to arrange an inspection with a Residence Life staff member. The space will be locked after the inspection and inventory is complete.
9. **SUMMER MOVE:** Graduate students may be subject to move mid-May to an apartment for the summer term which will be comparable in size and quality. Anticipated move date would be May 11, 2026.
10. **CONDITION OF ROOM UPON DEPARTURE and DAMAGES:** All trash will be removed by the assigned resident. Failure to leave the room in clean and acceptable condition will result in an assessment equally divided between each assigned resident. Moreover, if the common areas on the hall (lounges, hallway, bathrooms, etc.) are left in disrepair, a charge for returning the common area to its original condition will be equally divided among all residents. In situations where the damages are extreme, repetitive, or the unit is severely disruptive, the students may be subject to the University disciplinary process resulting in sanctions, including housing removal or relocation. All personal belongings must be removed from the space assigned upon departure. The University assumes no responsibility for belongings left in the space assigned. Additional charges may be assessed if residential space is occupied following the required check-out.
11. **INDIVIDUAL RESPONSIBILITY:** The occupant of the space assumes responsibility for any act, behavior or conduct that originates from the space assigned or selected.
12. **SPECIAL ROOM ENTRY AND SEARCH:** The University reserves the right to enter and search any apartment space in an emergency or if there is reasonable cause to believe a violation of University policy, local, state, or federal law is occurring. Any such entry and/or search is subject to the Student Search Policy published in the Graduate Housing Handbook.
13. **GUESTS/OVERNIGHT STAYS:** Guests are welcome in University residences if they are approved under and abide by the Messiah University visitors policy. Guests of the same gender may stay overnight on campus for up to three nights with the approval of those living in the apartment (if it is a 2-bedroom apartment). A guest is not permitted to stay on campus longer than three nights, even if the guest stays in more than one room. Students may stay overnight in the rooms or apartments of others students of the same gender for up to three days. **Undergraduate students are expected to follow the same visitation policies and procedures when visiting any on-campus apartments. Minors must be accompanied by a family member to visit graduate housing.** The resident is responsible for the conduct of their guest(s) and agrees to pay for any damage caused by a guest.
14. **BED RISERS:** Bed risers are used to create under bed storage for residences. In order for bed risers to be used, the following criteria must be followed: Bed risers must be made of high-density polyethylene that holds 1,200 lbs., the bed cannot be raised more than six inches. Bed risers may only be used on metal beds and may not be used when bunking beds. Bed risers made out of other forms of plastic, cinder block or PVC pipe are prohibited.
15. **LOFTS, STADIUM SEATING AND FURNITURE STACKING–** Lofts are prohibited. Beds and furniture may only be stacked if they are constructed for stacking, triple bunk beds are prohibited except for furniture that has pins for bunking. Any form of stacking or stadium seating for couches or other furniture is prohibited.
16. **PERSONAL INSURANCE:** The University accepts no liability for the theft, loss, or damage by fire, water or appliance failure or otherwise of money, valuables, computers, or any personal property of the student either in the student's residential space or in University storage areas. Students are urged to purchase their own insurance to

cover such losses. The Residence Life office works with a company who offers insurance specifically for university students. Information can be found at the Residence Life website, office or by contacting [Housing@messiah.edu](mailto:Housing@messiah.edu). Since family homeowner's insurance policies sometimes provide coverage for the personal property of a family member away at school, students are also encouraged to check with their family's insurance agent regarding policy coverage.

17. **RECYCLING AND TRASH REMOVAL:** In accordance with Pennsylvania Act 101, the occupants of the space assigned are responsible to separate recyclable glass, aluminum cans, and paper, and agree to deposit these products in the respective containers outside the hall. Residents are also required to take their trash to the central drop-off location for their building or area.
18. **REASSIGNMENT PROCESS:** The University reserves the right to temporarily or permanently reassign students to another residential space at any time during the term of occupancy.
19. **ROOMMATE CHANGES:** Messiah University is unable to accommodate any roommate changes throughout the course of the academic year. The students assigned to the apartment at the beginning of the academic year will be expected to remain in the apartment throughout the entire academic year (fall, spring, and summer terms).
20. **NON-DISCRIMINATION:** Messiah University does not discriminate on the basis of gender, race, color, disability, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other University-administered programs. It complies fully with the prohibitions against discrimination on the basis of sex contained in Title IX of the Educational Amendments of 1972. By entering into this agreement, student residents agree to honor and support the University's commitment. Discrimination or harassment of others in violation of this commitment will be cause for of campus residential privileges.

Signature of Messiah University Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of lease: \_\_\_\_\_ Date \_\_\_\_\_