



COMMUTER ROOM REQUEST

Terms and Conditions:

- 1) The maximum contract will be three nights weekly at \$20 per night for 13 weeks (length of semester). A new Commuter Room Request must be completed each semester.
- 2) A pillow and a blanket will be provided by the seminary, and I agree to provide my own linens and towels.
- 3) A set of keys from the Events/Housing office will be issued at the beginning of each semester and must be returned at the end of each semester.
- 4) Occupancy of the room at any time other than that assigned to you is prohibited.
- 5) Trash receptacles are provided, and the sink and micro-fridge must be cleaned and maintained by the commuter.
- 6) The commuter is responsible for stripping the bed and storing personal items before vacating the room each week. During occupancy, storage areas, closets, wardrobes, or chest of drawers in the room may be utilized to store personal belongings/bed linens needed but these items must be clearly marked with name of commuter.
- 7) Personal items must not exceed the following:
 - a) Up to two drawers with identification indicating the commuter's name in each drawer.
 - b) A box of personal items stored in either the closet or wardrobe not to exceed 18 x 12 x 9 (paper box) that is clearly labeled with the commuter's name. (Boxes out in open are prohibited).
 - c) Bed sheets, pillowcases, towels, wash cloths and/or sleeping bag may be stored in the closet or wardrobe and must be marked with the commuter's name.
 - d) Up to five items hanging in the closet that are clearly marked individually or collectively with the commuter's name.
- 8) The Seminary is not responsible for any stored items including fire or water damage and theft.
- 9) The Seminary maintains the right to use the room as needed when the commuter is not scheduled to occupy it and will notify the commuter in advance via the number and/or email below.
- 10) Items must be removed at the end of each semester or the Seminary will dispose of them.
- 11) The full term's rental fee (\$20 per night up to 3 nights max for 13 weeks) will be charged to the commuter's student account and must be prepaid. There will be no refunds for nights not occupied.

I have read and agree to the above Terms and Conditions and request a commuter room for the upcoming semester for the selected campus on the specific night(s) indicated below (check up to 3):

Gettysburg campus ___ Philadelphia campus ___

Sunday ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___

Semester (check one): Fall ___ Spring ___

Nights weekly (up to 3): ___ X 13 weeks X \$20 = \$_____ Total Rental Fee

*A \$50 replacement fee will be charged to the commuter's student account for each key not returned at semester's end.

I am a returning commuter and would like the same room: _____ (Bldg/Room #)

Printed Name

Date

Email

Cell/Phone

Signature