

# PROXY FORM

## 2019-2020 HOUSING SELECTION

Absent Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Proxy's Name: \_\_\_\_\_

Hall/House Preference: \_\_\_\_\_

Room Preference:  Single  Double  Quad  Suite  Triple  
(please check)

Roommate(s) Name(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You must indicate a roommate above in the spaces provided in order to select a double, triple, suite, or quad. It is suggested that you make your roommate your proxy, if possible.

I will abide by the terms and conditions of Lawrence's Housing Contract. My signature is an indication of my desire to be housed by Lawrence University. **THIS PROXY FORM MUST BE SIGNED AND DATED BELOW BY THE ABSENT STUDENT OR HOUSING WILL NOT BE ASSIGNED.** If the absent student cannot sign this form, an email **MUST** be attached stating their consent for their designated proxy to pick up their housing contract and to select housing.

Absent Student Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

The signature of your parent or legal guardian is required if you are under eighteen (18) years of age.

Parent or Guardian Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

### **VERY IMPORTANT!**

This form must be filled out and sent to your proxy so they can pick up your contract prior to the room selection dates. Be sure to advance register online and pay your housing deposit. *Your proxy will not be able to pick up your housing contract unless you have advance registered for fall classes, paid your housing deposit and your student account is paid.*

# TERMS OF AGREEMENT AND CONDITIONS OF OCCUPANCY

Please read the following and then sign the front of the form to enable your proxy to choose your housing.

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## RESIDENCE HALL BILL OF RIGHTS

Members of a community have certain rights and responsibilities. The following list is issued to remind each resident of his or her rights and responsibilities to his or her roommate and fellow residents.

1. The right to read and to study free from undue interference.
2. The right to sleep without undue disturbances from noise, distractions, etc.
3. The right to expect that others will respect one's personal belongings.
4. The right to live in a clean, smoke-free environment.
5. The right to enjoy personal privacy.
6. The right to host guests with the expectation that guests are to respect the rights of a roommate and fellow residents.
7. The right to enjoy free access to one's room and to the facilities provided in the residence hall.
8. The right to redress grievances.
9. The right to be free from fear of intimidation, physical or emotional harm.
10. The right to expect that these rights and privileges will be respected by all members of the community.

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1. **Basic Terms:** The room contract is binding for the entire academic year and applies to all campus residences. Rooms may be occupied and meals will be served during all periods stated in the course catalog, subject to change by the university without prior notice. The residence halls are open during spring break only. Students must be registered at the university to be eligible for room and board.
  2. **Housing Cancellation/Refund:** You should consult the current course catalog for information regarding any possible housing refund.
  3. **Use of Room:** The room assigned to a student(s) is to be occupied only by that student(s) and may not be sublet or used for any purpose other than residential.
  4. **Damages:** The university cannot accept responsibility for loss or damage of personal property. A student agrees to accept responsibility for all property assigned to the student and agrees to pay for repairs made necessary through fault or negligence of him/herself or guests. The university reserves the right to inspect rooms for damage. Damage to university property will be charged to the individual involved whenever possible. If damages cannot be attributed to a single individual or group of students, all residents of the floor or housing facility may be required to share equally in the cost.
  5. **Check-out and Vacating Rooms:** Upon termination of contract, room change, leave of absence or withdrawal, the student must check out with a staff member. Check-out includes completion of a room inventory and the return of keys. Any student neglecting to follow proper procedure will be assessed appropriate fines and will forfeit the right to contest individual billing for room damages. All personal belongings must be removed at the time of departure.
  6. **Room Changes:** Room changes must be initiated through a staff member and authorized through the Campus Life Office. All changes must be authorized by the Campus Life Office prior to the move. Any student changing rooms without proper authorization may be billed for both rooms.
  7. **Rules and Regulations:** Each student is subject to all rules and regulations for university residences as stated in the Student Handbook.

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**YOUR SIGNATURE ON THE REVERSE SIDE OF THIS CONTRACT  
INDICATES THAT YOU HAVE READ, UNDERSTOOD AND  
ACCEPT THE TERMS OF THIS CONTRACT.**