



Drexel University Guest Housing Agreement

Conditions of Assignment:

Any individual living in University housing in connection with a Housing/Conference Facility Rental Agreement (“Guest”) must agree to the following:

- Drexel University (the “University”) shall not be liable for any loss or damage to the personal property of the Guest, whether such loss or damage is caused by fire or other causality, theft, or any other cause. In consideration for Drexel providing Guest the opportunity to stay at the Premises (defined below), Guest voluntarily remises, releases and forever discharges the University, its affiliated entities, its successors, assigns, trustees, officers, students, employees and agents from any and all personal injuries, damages, losses, claims, causes of action, or lawsuits of any kind (a “Loss”) whatsoever arising out of or in any way relating to Guest’s stay, including, without limitation, a Loss resulting in whole or in part from the negligence of the University or its affiliated entities, trustees, officers, agents, faculty, staff or students.
- Guest agrees not to damage or alter the condition of the room assigned to Guest (“Premises”) or its furnishings, the building where the Premises is located (“Building”) or any other room, building or property of the University. Before moving out, Guest shall remove all refuse and discarded materials, leaving the Premises clean. Guest and/or Facility User shall be financially responsible for any damage to any room, building, fixture, furnishings or common areas caused by the actions or inactions of Guest. Guest and/or the Facility User will be charged the replacement cost, including reasonable labor, and charges for additional cleaning required or for removal of personal property at the time of Final Billing.
- Guest agrees to comply at all times with all University policies, rules, regulations, codes of conduct and any directives of on-site residence staff and/or security. Such rules include, but are not limited to, the following:
1) No weapons, pyrotechnics, candles, flammable substances, including, but not limited to, burning incense or potpourri, high wattage electrical appliances, radios and/or sound equipment that is likely to disturb other residents, cooking, disposing any items, extending objects or one’s body from any window or rooftop is permitted on the Premises; 2) Guests are not permitted to use the Premises, the Building or adjacent grounds for any commercial purpose; door-to-door solicitation is prohibited; 3) The University’s Alcohol and Drug Policy for Drexel Conference Service Guests; 5) Additional guests are not permitted without the prior written consent of the University and any additional guest (whether or not approved by the University) shall be subject to the Visitor Policy below and the terms and conditions of this Agreement; 6) Animals are not permitted except for service dogs; 7) Inappropriate use of the Internet is strictly prohibited; and 8) the University’s no smoking policy shall be strictly enforced. The University reserves the right to supplement the policies, rules, regulations, codes of conduct or directives at any time in order to ensure the safety and well-being of members of the University community or other guests and the preservation of University property.
- Guest agrees to adhere to all applicable federal, state, and local laws, regulations and ordinances.

Any Guest who, in the University’s sole discretion, violates this Agreement, is not following University policies, codes of conduct, applicable laws, rules and regulations, or who is otherwise disruptive, unsuitable or unsatisfactory as a guest of the Premises, or any Guest who does not move out in a timely manner in accordance with the Check-out Date agreed to below, may be removed by the University forthwith without any refund. If Guest is removed from the Premises in accordance with this provision, Guest and Facility User, if any, waives, and holds the University harmless from, any claims made in connection with such action.

- The University reserves the right to enter Guest’s rooms for the purpose of investigation, inspection, repair or emergency and also reserves the right to change room assignments as the University deems necessary.
- Guests that have arranged for rented linen packets shall place all items in the pillowcase and leave them on their bed at the end of their stay. Drexel Conference Service staff will collect and count all pieces of the linen packet. Any missing items will be reported to the Facility User within 2 days after Check-out. Facility User is responsible for replacement cost of all missing items. Facility User will be billed accordingly and charges reflected on their final invoice. Final invoices must be paid within (7) business days after the dated final invoice. Guests will be charged **\$225 - \$300** for lost keys or keys not returned at check out.

Visitor Policy for Guests:

- A Guest who is over the age of 18 may have visitors in accordance with the following policy (“Visitor Policy”).
- Overnight Visitors may stay for a maximum of three (3) nights in a seven (7) day period. An overnight visitor may spend no more than nine (9) nights per Calendar Month in the premises. An overnight visitor is defined as anyone in the Guest’s room anytime between 11 p.m. and 7 a.m.
- Overnight visitors must be 18 years or older and will be required to check in and provide photo ID to the front desk staff.



Conference Service

Student Life

- Each Guest may not have more than three (3) visitors at one time. If a Guest wishes to be granted an exception to the Visitor Policy, he or she must request written approval and such requests must be approved by Drexel Conference Services and the Sponsoring Organization.
- Guest may not pressure his/her roommate or suitemate(s) to tolerate the presences of a visitor. All visitors to a room are subject to the agreement of all room residents.
- Guests must always escort their visitors throughout the Building and visitors may only stay on the floor(s) in which the Guest is assigned.
- Visitors who are not staying overnight may visit between the hours of 7 a.m. and 11 p.m., and must check out before 11 p.m.
- All visitors are subject to the terms and conditions of this Guest Housing Agreement.
- Notwithstanding anything else to the contrary in this Visitor Policy, if the Guest is under 18 years old, visitors (including family members) are only allowed in the lobby area on the main floor of the Building where the Guest is residing, except that family members of Guest may visit Guest's room on the day on which the Guest moves into the Premises and the day on which the Guest moves out of the Premises.

Alcohol and Drug Policy for Drexel Conference Services Guests:

The following policies were developed in accordance with the health and safety standards critical to maintaining a safe residential community while protecting Guests' rights and acknowledging Guests' responsibilities. Compliance with these policies contributes to the creation and maintenance of a productive living and learning residential experience. Guests are responsible for knowing and abiding by the following policies. Failure to abide by any of the following policies will subject the Guest to removal from the Premises and dismissal from any Drexel University sponsored program, or other program, in which the Guest may be enrolled. Guest and Facility User will forfeit the full amount of any housing or linen charges if Guest is removed from the Premises for violating the Alcohol and Drug Policy.

This policy is consistent with the laws of the Commonwealth of Pennsylvania. The consumption, distribution or service of alcoholic beverages must comply with the Pennsylvania Crimes Code which defines rules for the lawful consumption and service of alcohol and prescribes sanctions for violations.

Only those Guests residing in the Premises who are of legal age (21 or older) may possess and/or consume alcohol. Guests who are of legal age may possess and consume alcohol; however, they may do so only in their assigned Premises, behind closed doors. Any Guest who is of legal age may not furnish alcohol to, or allow alcohol to be possessed or consumed by, any person who is underage in violation of this policy.

Regardless of ownership or origin, any of the following items found in conference housing will be confiscated and disposed of: unauthorized alcoholic beverages such as alcoholic beverages found in the possession of minors; kegs; beer balls; funnels; and taps or other mechanisms used to dispense alcohol. Drexel University staff, including Public Safety personnel, is authorized to confiscate and dispose of such items.

The possession, use, distribution or sale of controlled substances, narcotics or drugs, other than those medically prescribed, properly used and stored in the original container, is prohibited on University property. Any and all types of drug paraphernalia, including, but not limited to, bongs, pipes, and any items modified or adapted so that they can be used to consume drugs, are not permitted on University property, and Drexel University staff, including Public Safety personnel, is authorized to confiscate and dispose of such items.

By signing below I acknowledge that I have read and understand the above conditions of this Agreement and that I, intending to be legally bound, do agree to abide by them.

Name of Facility User _____

Name of Guest _____ Signature _____ Date of Birth _____

Name of Parent or Guardian of Conference Guest _____
(If Conference Guest is under the age of 18)

Signature Parent or Guardian of Conference Guest _____ Date _____

Check-In Date _____ Check-Out Date _____

Email _____ Cell Phone _____

Emergency Contact Name/Relationship _____

Emergency Contact Phone Number _____ Email _____