

## **COLLEGE EMPLOYEE HOUSING**

### Policy:

Housing facilities on campus may be available for College employees. Two-bedroom apartments will have a rental charge of \$300 per month and utilities charge of \$100 per month. Three-bedroom apartments will have a rental charge of \$350 per month and utilities charge of \$125 per month. The following procedures may not be changed without the approval of the Board of Trustees.

A deposit of \$600 is required prior to occupancy. Tenants are responsible for any damages to the housing units. Repairs for any damage other than normal wear will be withheld from any deposit refund. Damages in excess of \$600 will be billed to the tenant.

All college housing units are subject to regular inspections.

### Procedure:

All applications for College Employee Housing must be submitted to the President. The following criteria will be used in making assignments:

1. An applicant must be under contract or have been offered a contract as a full-time employee of the College and must submit an application for college employee housing to be eligible for employee housing.
2. Ownership in a home may disqualify an applicant for College housing. An applicant who owns a home will have his/her application reviewed by the president of the College to determine the applicant's need for on-campus housing and the benefit to the College in granting housing privileges to the applicant.
3. Seniority is a factor that will be considered in granting permission to live in employee housing.
4. Professional staff will have priority consideration relative to employee housing considerations.
5. Employee housing will be used as transitional housing and not as a permanent dwelling. Employees will not be allowed to live in employee housing for more than 24 months. Exceptions may be granted by the Board of Trustees based on the recommendation of the College president for situations that benefit the College.
6. Rent values will be reviewed annually and adjusted with the approval of the Board of Trustees.
7. When employee housing is granted, the housing unit is to be occupied only by the applicant and his/her immediate family. Individual employee housing units are not designed for or intended to be used by more than one family.

8. No person shall be permitted to live in College employee housing who has been convicted of a criminal felony.
9. Individual exceptions to the stated criteria for employee housing consideration may be granted by the Board of Trustees based on the recommendation of the College president.

Occupants of College Employee Housing will be responsible to the President or his designee for rules and regulations pertaining to tenants.

I understand that in signing this College Employee Housing Policy I accept and agree to all terms and requirements as stated herein.

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(Signature)

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(Date)