Dear UMOJA House and Warren Square residents,

Living in a residence hall can be one of the most exciting and rewarding experiences that will occur during your college years. It is also a learning environment where you are stretched outside of your comfort zone to have difficult conversations and compromise with your housemates.

The purpose of this agreement is to facilitate the process of getting to know your housemates and establish guidelines to maintain open communication. In addition, the House/Community Agreement creates a mutual understanding for how you and housemates will divide cleaning and upkeep of the common areas. Taking the time to address your expectations for topics that may cause disagreements, such as cleanliness and noise levels, will assist you later in the academic year as concerns may arise.

Please take the time during your first hall meeting of the Fall semester to thoroughly complete and discuss this House/Community Agreement. You and your housemates will have an opportunity to discuss your habits, interests and needs. The goal of this agreement is to work together to create an inviting and inclusive environment in which all parties can feel comfortable and safe.

There are many important issues discussed throughout this document. It is imperative that all participating parties completing this document agree to listen respectfully, attentively and openly to each other’s needs. Please note that all Residence Hall policies were acknowledged when creating this agreement. In addition, agreements noted here do not replace or override Residence Hall policies, the General Provisions of Occupancy, or the Lehigh University Student Code of Conduct.

Please feel free to contact your Gryphon or Assistant Director of Residence Life if you need any assistance with completing this document, or if you would like to revise a portion of this document after it has been completed.

Sincerely,
The Office of Residence Life
**Community Questionnaire**

**Common Area Cleanliness**

When common areas in the community are not clean, we agree to resolve the conflict in the following way:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The bathroom gender designations for the community will be as follows:

________________________________________________________________________

________________________________________________________________________

What personal items can be left in the common areas? Will they be stored there in an organized manner or will we agree to bring items that are not being used back to our personal rooms once we vacate the common area?

________________________________________________________________________

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________________________________________________________________________

**We will share:**

- Everything
- Condiments / Basics
- Nothing

Who will be responsible for making sure the following areas are organized?

- The Kitchen (includes making sure oven, microwave and refrigerator are clean): __________________________
- The Living Room: __________________________
- The Bathroom: __________________________

☐ We will use the Residential House Task List included on page 3

**Cleaning includes:**

- Tidying
- Dusting
- Vacuuming
- Throwing out Trash
- Washing dishes
- Other(s): ________________

**Notes:**

________________________________________________________________________

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Reminder: We will use the Residential House Task List included on page 3

Reminder: ABM handles cleaning of all exterior surfaces. Please see page 3 for more details regarding cleaning of residential houses.

**Housemate Relationship:**

**Alcohol, Drugs and Tobacco:**

- How do you feel about your housemates using any substances prohibited in the GPO within the common areas? How do you feel if these substances that are prohibited by the GPO are left in the common areas?

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**Visitation/Safety**

- Reasonable duration of a visit to the house:
  - 2 hours
  - 4 hours
  - Doesn’t Matter
  - Ask First

- If allowed, overnight guests will be allowed to sleep:
  - In the Common Area
  - In someone’s bedroom
  - Either

- Reminder: Overnight guests are allowed to stay over consecutively for a maximum of three nights.

- We will lock our room doors every time we leave the house/community area. Initial here: __________

**Study Habits:**

- What type of environment do you need to study effectively (i.e., without distractions such as television and/or music)? How will music or television be listened to when a housemate that is studying is present? What areas will be designated for studying and which will be designated for leisure?

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**Communication:**

- If a problem arises, we will approach each other by...

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**Other important considerations:**

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________________________________________________________________________

**Items to be shared:**

- MP3 Player
- TV/DVD Player
- Video Game Equipment
- Movies
- Appliances
- Computer
- Food
- Dishes
- Kitchen Utensils
- Pots / Pans
- Refrigerator
- Other: ________________
- Other: ________________
- Other: ________________
Cleaning Guide for Residential Houses

What Residents Need to Know

What the cleaning vendor (ABM) is responsible for:
- Cleaning surfaces/floors of common areas (bathrooms, kitchens, lounges, laundry facilities, stairwells) NOTE: Students may be billed for any excessive cleaning charges
- Keeping Gryphon and AD informed of any pertinent cleaning-related information

What house residents are responsible for:
- Making sure common areas are de-cluttered and organized enough for cleaning vendors to be able to come in and clean the surfaces adequately.
- Making sure appliances in common areas are stored in their proper storage areas after usage.
- Make sure appliances/items are removed from the area by the owner when she/he has vacated the common area.
- Keeping common area appliances clean. NOTE: Cleaning vendors are not responsible for cleaning inside microwaves and other cooking appliances.
- Keeping Gryphon and AD informed of any pertinent cleaning-related information
- Keeping bedroom areas clean and tidy. NOTE: Cleaning vendors are not responsible for cleaning bedrooms, with exceptions occurring on a case-by-case basis

Acceptable behaviors regarding cleanliness:
- Bringing personal items into common areas for usage in common areas
- Utilizing common areas for appropriate activities
- Cleaning up after oneself if using a common area for an activity

Unacceptable behaviors regarding cleanliness:
- Any and all violations of the General Provisions for Student Occupancy
- Leaving excessive messes in common areas for cleaning vendors to tend to
- Leaving trash or unwanted items in hallways or near fire exits

Tips for ensuring cleanliness in Residential Houses:
- Keep Gryphon and AD informed of any cleanliness-related issues that may arise
- Use light cleaning supplies (e.g., Clorox wipes, paper towels, cleaning gloves) for cleaning up after oneself during recreational activities (projects, cooking, etc.). You may request funds to purchase these through your Residence Hall Council.
- Designate storage areas for common area appliances. Adhere to the expectation that appliances will be returned to their proper storage areas after usage.
- Choose house-wide cleaning times that the house can decide on as a community (i.e., dishwashing time on Wednesdays at 6pm or living room cleanup after every community meeting or event). Use the task list below to help assign tasks to each resident in the house.

| Task: Clean microwave in house kitchen | Frequency for completion: Weekly every Wednesday | Last time completed: 7/31/13 | Completed by: K. Kloorfain |