DREXEL UNIVERSITY
Event & Conference Services

DREXEL UNIVERSITY GUEST HOUSING AGREEMENT

Conditions of Assignment:

- 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 CASUALTY, THEFT, OR ANY OTHER CAUSE. GUEST HEREBY RELEASES AND HOLDS THE UNIVERSITY, ITS EMPLOYEES AND AGENTS HARMLESS FROM AND AGAINST ANY CLAIMS, SUITS, ACTIONS, DAMAGES, THREATS OR PROCEEDINGS OF ANY SORT OR NATURE, ARISING OUT OF OR RELATED TO THIS AGREEMENT, EXCLUDING ONLY THOSE ARISING FROM THE UNIVERSITY'S GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT.
- 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 University. Before moving out, Guest shall remove all refuse and discarded materials, leaving the Premises clean. Guest and/or Guest's Sponsoring Organization 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 Sponsoring Organization 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, pets, cooking, disposing any items, extending objects or ones 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) Drexel's policy regarding alcohol is consistent with the laws of the Commonwealth of Pennsylvania. Please read below for more information regarding our Alcohol Policy. 4) The possession, use, distribution or sale of controlled substances, narcotics or drugs is prohibited. Guests or visitors of Guests may possess and use only medication that have been prescribed by a physician (for which proof can be readily provided), and only as long as such medication is properly used and stored in the original container; 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 terms and conditions of this Agreement**; 6) Animals are not permitted except for service dogs; 7) Inappropriate use of the Internet is prohibited**.** 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 above, may be removed by the University forthwith without any refund. If Guest is removed from the Premises in accordance with this provision, Guest and Sponsoring Organization, if any, waives, and holds the University harmless from, any claims made in connection with such action, except to the extent arising solely from the University's gross negligence or intentional misconduct.
- The University reserves the right to enter Guests' 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 will be charged $75 - $225 for lost keys or keys not returned at check out.**

Visitor Policy for Drexel Conference Center Guests

- A Guest who is over the age of 18 and who is permitted by his or her Sponsoring Organization (if applicable) to have daily or overnight visitors may have visitors in accordance with the following policy.
- The overnight visitor policy is as follows: Visitors may stay for a maximum of three (3) nights and may not stay in a conference building or residential hall for more than three (3) consecutive nights.
- An overnight visitor is defined as anyone in the Guest's room anytime between 11:00p.m. and 7:00 a.m.
- Overnight visitors must be 18 years or older and will be required to provide photo ID to the front desk staff.
- 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 fill out the Visitor Request Form, located online at www.drexel.edu/conferences/forms, and such request must be approved by Drexel Conference Center staff member and 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.
- Conference Guests must escort their visitors throughout the Building at all times and may only stay on the floor(s) in which they are assigned.

- Visitors who are *not staying overnight* may visit during the day during regular business hours, between the hours of 7am and 11pm, and must check out before 11pm.
- All visitors are subject to the terms and conditions of the Housing Agreement.
- **Notwithstanding anything else to the contrary in this policy, if the Guest is under 18 years old, unless visitors are strictly prohibited by the Sponsoring Organization, visitors (including family members) are only allowed in the lobby area on the main floor of the Building where the Guest is residing, except for the day on which the Guest moves into the Premises or moves out of the Premises.**

Alcohol and Drug Policy for Drexel Conference Center 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 Drexel Conference Center Guest to removal from Conference housing and dismissal from any Drexel University sponsored program, or other program, in which the Guest may be enrolled. The Guest or Sponsoring Organization 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.

The Drexel Conference Center's policy regarding alcohol 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 Drexel Conference Center housing 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 under age 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 narcotics or drugs, other than those medically prescribed, properly used and stored in the original container, by guests on University property is prohibited. 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 Sponsoring Organization:_____

Name of Guest:_____ Date of Birth:_____

_____ _____ _____

Name of Parent or Guardian of Conference Guest (If Conference Guest is under the age of 18) | Signature of Parent or Guardian | Date

Check In Date: _____ Check Out Date:_____

Email:_____ Cell Phone:_____

Emergency Contact Name/Relationship: _____

Emergency Contact Phone Number:_____ Email: _____