

**McKeever Environmental Learning Center
Student Teacher Housing Contract**

Please read the contract terms below. The contract is for the duration of your student teaching experience at the McKeever Center. Please sign the contract and return to McKeever along with the security deposit on your first day of student teaching.

Student's Signature

_____/_____/_____
Social Security No.

Date

I HAVE READ AND AGREE TO ABIDE BY THE TERMS AS STATED HEREIN.

The McKeever Environmental Learning Center agrees, as spaces are available, to assign housing for students who are assigned to the McKeever Center for student teaching. Upon the execution of this contract, the student agrees to abide by all rules and regulations as set forth below. The McKeever Center houses students without regard to race, creed, age or handicap in compliance with state and federal regulations.

Students must vacate the student teaching house and remove all belongings on the last day of student teaching at the McKeever Center.

I. STUDENT TEACHER HOUSING AND DEPOSITS

A. HOUSING COST

Residents will be charged \$100.00 for the duration of student teaching at the McKeever Center. Utilities are included in this basic fee.

B. HOUSING DEPOSIT

Each student is required to submit a \$25.00 security deposit. This deposit will be returned to the student on the last day of student teaching. Reasons a student may not receive partial or full deposit is due to damages occurred in his/her room and/or common areas of house or the need for excessive cleaning.

II. ASSIGNMENT

The McKeever Center reserves the right to alter housing assignments or consolidate vacancies by requiring residents to move when necessary. Further, the McKeever Center reserves the right to reassign any student who is infringing on his/her roommate's right to study, sleep or to have privacy.

The McKeever Center may alter a room assignment for the convenience of the institution to include the needs of handicapped students and for reasons of altering the composition of the house.

III. CARE AND USE OF STUDENT TEACHER HOUSING

Students residing in the Student Teacher Housing are expected to abide by regulations and rules as specified in this contract. Violations of any of these regulations may lead to serious disciplinary action including but not limited to removal from Student Teacher Housing, termination of contract, suspension and/or arrest. McKeever is a smoke-free facility. Smoking is NOT PERMITTED in any of the buildings.

1. **STUDENT TEACHER RESPONSIBILITY** – Resident student teachers are responsible for their own conduct and that of their guests. Each student teacher is responsible for the house, the contents therein and any activities that would take place in the house (your individual bedroom and all other rooms). Student teachers are also responsible for the commons areas of the house.
2. **NOISE** – Students shall not make disturbing noises, operate or use any mechanical or electrical equipment at such time or at such volume or in such a manner as to constitute a disturbance to others.
3. **DAMAGES** – Students are subject to payment for damages to the house and/or its contents. Damage to common areas will be prorated to student teachers of a building or any of its subdivisions.
4. **STUDENT HOUSING MAINTENANCE** – Students must maintain the upkeep of the house, furnishings and fixtures in clean and good working order. Students shall not:
 - a. Alter or replace the present locks or install additional locks.
 - b. Make alterations or changes to the house.
 - c. Use nails, screws, bolts, decals or paint on the walls, doors, ceilings or floors of the house or otherwise deface or mar the walls, woodwork, ceilings or floors.
 - d. Make repairs to the house or its equipment.
 - e. Install any additional unauthorized fixtures (i.e., shelves, shower hooks, lamps or planters).
5. **RECYCLING** – Recycling is mandatory and residents will be required to take recyclables to the bins behind the dining hall. Trash must also be taken to the dumpster behind the dining hall.
6. **PETS** – For reasons of health, sanitation and safety of all visitors to the McKeever Center, no pets of any type are permitted in student teacher housing at any time.
7. **HOUSING FURNITURE AND EQUIPMENT** – Housing furniture and equipment may not be removed from the house. Beds cannot be taken apart or altered in any way. Lofts, waterbeds and other water filled furniture and non-McKeever issued beds are prohibited.
8. **OVERNIGHT GUESTS** – Visitation is permitted on a twenty-four basis with the consent of all housemates. Guests remaining overnight must register with the director of the McKeever Center and may only stay in a room of the same sex. Cohabitation is prohibited. Students who have not been officially assigned to a room will NOT be permitted to reside in them (excluding overnight visitors). Violations will result in the removal of guests and/or residents from the house.
9. **INSPECTION/SEARCHES** – McKeever Center serves the right to enter the student teacher house in the interest of the welfare of the individual or the institution, for the performance of maintenance or the enforcement of regulations. Except under extreme emergency circumstances,

premises occupied by students and the personal possessions of students therein shall not be searched unless appropriate authorizations from the McKeever Center officials have been obtained. Health and safety checks will be conducted.

10. KEYS -All keys are the property of the McKeever Center and cannot be duplicated. Those violating this provision or possessing keys to a room or house other than to ones to which they are assigned are in violation of this contract and are subject to disciplinary action.
11. ELECTRICAL APPLIANCES – The operation and maintenance of electrical appliances are the full responsibility of the student teacher. All approved electrical appliances cannot be mounted: they must be free standing (halogen quartz lamps are not permitted). The house is equipped with refrigerator, stove, washer, dryer, microwave, toaster and coffee pot. Heating elements such as kerosene burners, wood burning stoves or space heaters are not permitted. Splicing into any existing phone or computer cable hookups in the house is prohibited.
12. FOOD STORAGE AND PREPARATION – All food must be kept in tightly closed containers and must be removed on the last day of student teaching. Refrigerators are to be kept clean.
13. ABANDONED PROPERTY – The McKeever Center reserves the right, without further notice, to remove any personal belongings of or used by student(s) which remain in the house or elsewhere after the termination of the agreement. McKeever Center staff may dispose of any property ten (10) days after the student teacher vacates the house. If any property is found to be an impediment to normal operation, the McKeever Center, may at its discretion, dispose of the property.
14. WEIGHTLIFTING – Equipment may not be used in the student teacher house.
15. SALES/SOLICITATION – Solicitors and tradesmen, including students and employees assuming an entrepreneurial role, are prohibited from entering the grounds for the purpose of transacting business with members of the McKeever Center community.
16. ALCOHOL/DRUGS/NARCOTICS – The use, possession or the sale of drug paraphernalia, narcotics, marijuana, alcohol or any other illegally controlled substance is prohibited in the house and on the McKeever Center campus. The use of these substances will result in disciplinary and/or legal action.
17. BANNERS – No banners or signs are to be hung from the windows or of the decks.

IV. FIRE SAFETY

Fire prevention and fire drill procedures are outlined in the house. Failure to observe these regulations or the misuse of safety equipment will result in disciplinary action and/or arrest and fines. This may include termination of the student teacher housing contract.

The lighting and/or burning of open fires in the house or on premises surrounding the house is not permitted. The use of outdoor grills is permitted in designated areas only. Grills cannot be left unattended.

V. SAFETY AND SECURITY

The transfer, use or possession of explosives, fireworks, firearms, dangerous chemicals or any lethal weapons (including BB guns) on the McKeever Center property is prohibited. Student teachers must register hunting equipment for storage with the director. This includes ammunition, knives and arrows related to such equipment.

Students should lock their bedroom doors and carry their keys with them at all times. Staff members are not allowed to unlock student teacher rooms unless otherwise noted.

Students must lock their windows and doors during periods of absence. During holiday periods, additional precautions should be taken to include the removal of small portable items and the closing of curtains and shades.

Obstructions of any nature are not to be placed in the windows, hallways or stairways. These areas must be kept clear for cleaning, for exit and emergencies.

Roofs and ledges of houses are “off limits”.

VI. MOTOR VEHICLES AND PARKING

Parking spaces are provided immediately outside of the student teacher housing and in the main parking circle. Vehicles must be registered with the McKeever Center. Students are not permitted to repair motor vehicles in the parking area.

VII. JOINT AND SEVERAL LIABILITY

The student and guarantor(s) (i.e., parents and/or guardian) shall be individually liable and jointly liable with other residents for all damage done to housing accommodations and furnishings therein. The student and guarantor(s) also agree to be jointly responsible with other residents for housing accommodations, furnishings and equipment and to share in the payment of damages sustained. This includes any damage that may occur to assigned bedroom and any common area.

VIII. LIABILITY & PERSONAL PROPERTY

The McKeever Environmental Learning Center assumes no LEGAL RESPONSIBILITY for the loss of or damage to personal property due to insufficient or excessive heat, fire, smoke, water or the elements or the action of third party persons. Students should carry insurance protection for their personal property.

XI. TERMINATION

Each resident student teacher is guaranteed certain rights in regard to living at McKeever. These include equal access to the house and the environment therein that is conducive to and supportive of the academic goals of students. Along with rights, there are responsibilities as an individual and as a group. The residents are expected to abide by the guidelines and regulations contained in this contract. Students must be aware that when it has been determined that a right or responsibility has been violated (i.e., alcohol use, right to quiet, disorderly conduct, damage, etc.), the McKeever Center will take disciplinary action

including but not limited to removal from student teaching and living quarters at McKeever, termination of the contract and/or arrest. Resident students whose contracts are terminated are to vacate their house within twelve (12) hours of notification.

X. ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

All inquiries regarding student teacher housing assignments should be directed to:

McKeever Environmental Learning Center

55 McKeever Lane

Sandy Lake, PA 16145

724.376.1000

724.376.8235 (fax)

info@mckeever.org

www.mckeever.org

12/19/03

Word-housing contract