

## GUEST HOUSING AGREEMENT

### Terms & Agreement:

#### 1. Parties

- 1.1. The BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA (the “University”), for and on behalf of the University of Nebraska-Kearney (“UNK”), hereby offers and agrees to provide residence incidental to educational services provided by UNK to the person named in this contract hereinafter referred to as Guest. Guest is individually responsible for fulfillment of all terms and conditions of the contract.
- 1.2. It is the policy of the University of Nebraska at Kearney not to discriminate against anyone based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. This policy is enforced by federal law. The University of Nebraska is an ADA (Americans with Disabilities Act) and equal opportunity/affirmative action institution.

#### 2. Reservation Cancellation

- 2.1. Guests may cancel their Guest Housing Reservation at any point by email at [conferences@unk.edu](mailto:conferences@unk.edu)

#### 3. Guest Housing Fees

- 3.1. Guest Housing Fees will be billed to the Guest, prior to the check-in for the duration of their stay.
- 3.2. The Guest will be required to pay the bill in full at least one week (7 days) prior to the Guest moving in. If Guests are staying more than 30 days, they can request that their payments be broken up.
- 3.3. If payment is not received by the due date, the Office of Residence Life will terminate the contract with the guest, and they will be given notice to vacate their guest room.

#### 4. Policies

- 4.1. **Assignments:** UNK reserves the right to change Guest housing assignments at any time.
- 4.2. **Animals:** It is the policy of the University that Guests are generally prohibited from having animals of any type in University housing, except for Service Animals. If an accommodation is needed, please reach out the UNK Office of Equity and Compliance at [oecc@unk.edu](mailto:oecc@unk.edu) or call 308-865-8582.
- 4.3. **Keys/Access Cards:** Guests will be given a room key and access card upon check-in. Guests are responsible for the keys assigned to them. The cost to replace a lost room key is \$55 to \$75 depending on placement and the cost for a lost access card is \$10 and will be assessed accordingly.
- 4.4. **Furniture:** Furnishings will be provided and must be used for the intended purpose. Furniture must remain in the assigned room.
- 4.5. **Maintenance:** Guests are responsible for reporting any maintenance concerns by completing an online work request form. Emergencies should be reported immediately to a hall staff member or by calling the Residence Life Office at 308-865-8519.

- 4.6. **Room Entry:** The University reserves the right to enter living spaces for the purpose of inspecting the premises when an authorized agent of UNK has reason to believe the following: 1) Housekeeping, maintenance, or repair may be necessary, 2) Health or Safety Concerns, 3) Damage has been done to University property, 4) University policy violations, subsequent notices, or local, state, or federal law is being violated. Please note that the Nebraska Uniform Residential Landlord and Tenant Act does not apply to a Guest Housing Agreement through the University of Nebraska at Kearney. As stated in Neb. Rev. Stat. 76-1408(1) (Reissue 1996, 2002 Cum. Supp.), as amended, the Guest is entering into this contract for a residence at an institution, which is incidental to the provision of education services
- 4.7. **Public Areas:** Guests are allowed to use public spaces including laundry rooms and kitchens during their stay.
- 4.8. **Termination:** UNK reserves the right to terminate the Guest Housing Agreement at any time.

## 5. Liability

- 5.1. The guest agrees to defend, indemnify and hold harmless the Board of Regents of the University of Nebraska, the University of Nebraska at Kearney, and their officers, employees, and agents from any and all liability, including claims, demands, costs, damages and expenses of every kind and description (including death) or damages to persons or property belonging to the Guest, including property which may be lost, stolen or damaged in any way, wherever that may occur on the premises, including storage facilities. The Guest agrees to hold harmless the Board of Regents of the University of Nebraska, the University of Nebraska at Kearney, and their officers, employees, and agents from and to indemnify them for any claims for damages sustained by the Guest or others in his/her room as a result of his/her acts or omissions or relating to any changes made by the Guest to his/her room.

## 6. Changes and Corrections

- 6.1. The University has made every reasonable attempt to make sure information contained herein is accurate at time of publication. However, the University reserves the right to make corrections as necessary. Also, because the Office of Residence Life tries to respond quickly to Guest concerns and to facilitate the best possible housing program, the University reserves the right to make changes in operations as needed. By way of example, such changes may include, but are not limited to the following: location and availability of certain special interest housing, changes in dining service hours, and changes in location of break housing halls. Every effort will be made to provide Guests with notice.

## 7. Agreement

- 7.1. The guest must read all housing information provided before signing the Guest Housing Agreement. If the guest is under the age of 19 on the day the contract is signed, a parent or guardian must also read and acknowledge all housing information provided before signing the Guest Housing Agreement. By signing the contract, the Guest or parent/guardian understands and is obligated to abide by the terms.
- 7.2. **The** Guest is responsible for reading and abiding by all policies set forth by the University of Nebraska at Kearney and [Residence Life Student Rights & Responsibilities](#), including but not limited to the [UNK Student Code of Conduct](#).

**7.3. I have read the Guest Housing Agreement and understand that by completing this contract I agree to abide by all stated terms and conditions. I guarantee payment of this contract and understand this is binding for the term of the guest's stay at UNK.**

\_\_\_\_\_  
Signature of Guest

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian if Under 19

\_\_\_\_\_  
Date



[conferences@unk.edu](mailto:conferences@unk.edu) | 308-865-8519