**Suite Agreement**

Building:

Room:

Date:

Open communication is an integral part of living together. This document is designed to facilitate a dialogue between the users of a shared space. The following should take place during your discussion:

* articulate one’s own needs in the shared space,
* converse about personal habits and expectations,
* connect around values and personal living expectations, and
* discuss one another’s understanding of how one works through conflict utilizing strengths.

One of the most common causes of roommate conflict is lack of communication. Use this document to have a dialogue about one another’s values and strengths prior to writing decisions down. It is important to be honest and open while you complete this form to make it fair for everyone involved. Please return this form electronically (via email) to your Resident Assistant (RA) within one week of moving into your residential space. Agreements will be reviewed, kept and consulted should mediation be necessary. Should you wish to revisit your agreement consult with your RA.

**Cleaning**

|  |  |
| --- | --- |
| Our space will be kept: | Spotless Clean Moderately Clean Lived In |
| We will clean: | Daily Weekly Biweekly Monthly As Needed |
| Our shared definition of clean is: |  |
| **Task** | **Who is responsible?** | **How often?** | **Rotation?** |
| Sweep/Mop |  |  |  |
| Remove trash |  |  |  |
| Clean sink area |  |  |  |
| Clean toilet |  |  |  |
| Clean shower |  |  |  |

**Shower Times**

|  |  |  |  |
| --- | --- | --- | --- |
| 🞎 | We will set a schedule | 🞎 | Ask if anyone needs shower first |
| 🞎 | We will limit our showers to \_\_\_\_minutes | 🞎 | We have no time limit on showers |
| 🞎 | Showers will be used on first come, first serve basis |  |  |
| **Any Additional Details?** |

**Item Sharing**

|  |
| --- |
| **What items can be shared without permission?** |
| 🞎 | toilet paper  | 🞎 | towels |
| 🞎 | paper towels | 🞎 | Body wash/soap/hand soap |
| 🞎 | toiletries/personal care items | 🞎 | cleaning supplies |
| 🞎 | any items | 🞎 |  |
| **What items may only be used by asking the owner’s permission?** |
| 🞎 | toilet paper  | 🞎 | towels |
| 🞎 | paper towels | 🞎 | Body wash/soap/hand soap |
| 🞎 | toiletries/personal care items | 🞎 | cleaning supplies |
| 🞎 | any items | 🞎 |  |
| **Any Additional Details?** |

**Purchases for Suite Bathrooms**

|  |
| --- |
| **What items will be bought together as a group?** |
| 🞎 | toilet paper  | 🞎 | towels |
| 🞎 | paper towels | 🞎 | Body wash/soap/hand soap |
| 🞎 | toiletries/personal care items | 🞎 | cleaning supplies |
| 🞎 | any items | 🞎 |  |

**Space Utilization**

|  |  |  |
| --- | --- | --- |
| **When someone is in the bathroom,** | 🞎 | personal items may be left in the shower |
| 🞎 | No one will enter  | 🞎 | personal items may not be left in the shower  |
| 🞎 | We will knock before entering  | 🞎 | personal items may be left on the counter |
| 🞎 | It is always ok to enter the bathroom  | 🞎 | personal items may not be left on the counter |
|  |  | 🞎 | personal items may never be left in bathroom |
| **Any Additional Details?** |

**Guest Policy**

|  |  |  |  |
| --- | --- | --- | --- |
| 🞎 | it is ok for guests to use the bathroom | 🞎 | only same gender guests may use the bathroom |
| 🞎 | it is not ok for guests to use the bathroom | 🞎 | guests may use the toilet but not the shower |
| 🞎 | it is not ok for guest to use the bathroom between \_\_\_\_and \_\_\_\_ | 🞎 | overnight guests must be shared in \_\_\_ days in advance |
| **Any Additional Details?** |

**Messages**

|  |
| --- |
| **When we have a concern about the suite bathroom we will communicate how?** |
| 🞎 | In person | 🞎 | Text Message |
| 🞎 | Leave a note on door | 🞎 | Other |
| **If conflicts develop, how will they be handled? If initial efforts are unsuccessful, what will the next step be?** |

**Safety:** We agree to lock our doors and windows. We agree not to loan our keys to others. We will report lost or damaged keys to Residential Living & Learning staff immediately.

**By signing my name below, I agree to comply with the above suite agreement terms and will complete all tasks, assigned to me, in the above agreement. I understand that I may be held responsible for the agreed upon terms above.**

Resident 1 (Print Name and Sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident 2 (Print Name and Sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident 3 (Print Name and Sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident 4 (Print Name and Sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_