

**ROME START  
ROOM APPLICATION AND CONTRACT  
(PLEASE PRINT OR TYPE)**



*Preparing people to lead extraordinary lives*

Name: \_\_\_\_\_

Passport Number \_\_\_\_\_ Date & Place of Issue \_\_\_\_\_

Address: \_\_\_\_\_  
Last First Middle

\_\_\_\_\_ Number Street City State/Country Zip

Home Phone No.: ( ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ M \_\_\_\_\_ F  
Country Code (DD/MM/YYYY)

Name, Address and Telephone Number of Parent or Guardian: \_\_\_\_\_

Loyola ID #: \_\_\_\_\_ Major (if known): \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_  
Name Address

(Other than home address, e.g. parents' office phone number, close relative, in case unable to reach home number)

Relationship \_\_\_\_\_ Phone Number (including Country Code) \_\_\_\_\_

Although roommate preferences cannot be guaranteed, the University will attempt to accommodate requests. Note: Single rooms are limited.

Indicate Room Preference: \_\_\_\_\_ Single \_\_\_\_\_ Double \_\_\_\_\_ Triple \_\_\_\_\_ Quad

Contract period: \_\_\_\_\_ 20 \_\_\_\_\_ to \_\_\_\_\_ 20 \_\_\_\_\_  
(Month) (Month)

Roommate desired: (List three choices) 1. \_\_\_\_\_  
 (Only mutual requests will be honored) 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Personal Preferences:  
 Do you smoke? Yes \_\_\_\_\_ No \_\_\_\_\_ (you must check one)  
 Would you live with a roommate who smokes? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Do you prefer to wake up early or late? Early \_\_\_\_\_ Late \_\_\_\_\_  
 Do you prefer your room to be neat or messy? Neat \_\_\_\_\_ Messy \_\_\_\_\_

Do you have any special religious considerations? If yes, please explain: \_\_\_\_\_

Do you have any special dietary needs? If yes, please explain: \_\_\_\_\_

Any special health conditions? If yes, please explain: \_\_\_\_\_

Remarks and/or comments: \_\_\_\_\_

# TERMS OF CONTRACT AND CONDITIONS OF OCCUPANCY

THIS AGREEMENT Between LOYOLA UNIVERSITY (hereafter referred to as the John Felice Rome Center)

and NAME: \_\_\_\_\_ ( hereafter referred to as “Student”)  
Last First Middle

A. The John Felice Rome Center (JFRC) agrees to provide housing accommodations for the student subject to the following conditions:  
1. Return a signed copy of this contract to the Rome Start office in Rome. All room assignments will be made in Rome by the Director of Resident Life and Student Services prior to the start of the term.  
2. Students can move into the residence hall ONLY on the day determined in the Rome Start orientation information to be sent out. This is usually one day prior to orientation as posted in the Rome Start Academic Calendar. Each student must vacate his/her room by 12 noon the day after the final exams are completed.  
3. All residents will be given a room inventory form upon check-in. Students should complete this form listing furnishings and describing the conditions of the room and furnishings. Rooms will be inspected at the end of the room contract period and any damage not accountable to normal usage will be charged to the student. If the student fails to reimburse the JFRC the cost of repairs for the damage to the room, academic records will not be released until the account is settled.

THE RESIDENCE HALL CONTRACT IS A BINDING AGREEMENT WHICH MAY NOT BE DISCOUNTED BY THE STUDENT WITHOUT WRITTEN CONSENT OF JFRC ASSOCIATE DEAN OF STUDENTS. ALL RESIDENT STUDENTS ARE SUBJECT TO LIVE AND ABIDE BY ALL COMMUNITY STANDARDS AND REGULATIONS ADOPTED BY THE JFRC. FAILURE TO ABIDE BY THE COMMUNITY STANDARDS AND REGULATIONS AS STATED IN THE JFRC COMMUNITY STANDARDS MAY INVOLVE PENALTIES RANGING FROM LOSS OF PRIVILEGES IN THE HALL TO DISMISSAL FROM THE JFRC OR EXPULSION FROM THE UNIVERSITY.

B. In accepting a reservation for room and board in the residence hall, the applicant agrees to the following terms and conditions:  
1. This contract is NOT cancelled for failure to occupy the assigned room. The student will be responsible for room charges for the contract period. If a student initiates withdrawal from the hall or the student is dismissed from the hall for violations of these terms and conditions, no room refund will be made.  
2. Room changes will be made only during the first week of classes of each semester. All changes must be approved by the Director of Resident Life and Student Services and are not automatic. Specific room requests and roommate preferences will be honored whenever possible. JFRC reserves the right to change the room assignment in the interest of health, discipline, or the general welfare of the student or other students.  
3. The food service, unless otherwise stated, is provided by the catering service of the JFRC. It includes 14 meals per week. There are no meals served during the major holiday breaks which include the two mid-semester breaks and Christmas break. Credit will not be given for meals missed. Board is non-transferable.  
4. Services in the residence halls such as heat, hot water, and cleaning services may be limited during the major holiday breaks.  
5. The JFRC reserves the right to enter a student’s room to inspect furniture and equipment, make necessary repairs, and to investigate suspected violations of JFRC regulations or violations of Italian law. The students will be informed when such entry has been made and advised if any violation has been noted.  
6. A student shall give proper care to the room assigned and its furnishings, and make prompt payment for any damages. Students are responsible for cleaning

their room, removing waste materials, and maintaining acceptable sanitation and safety conditions. Students are not permitted to remove furniture or equipment from residence hall rooms or from property belonging to the university without the permission of an authorized JFRC administrator. Students may not drive nails or tacks in the walls or hang pictures on the walls by use of scotch tape. Liability charges for damage done in corridors, stairs, washrooms, etc., will be levied equally to all students in the hall unless the responsibility is found to be not equal.

C. JFRC does not assume responsibility for medical care beyond that offered by the Infirmary. The student is responsible for any additional medical attention. The Loyola University Chicago student health accident insurance program is compulsory for resident students unless they are covered by a family hospitalization plan which is valid in Italy. A student must show proof that any other hospitalization program is applicable in Italy. In addition, non-Italian students are required to purchase mandatory Italian hospitalization insurance through CISI (see: [http://www.luc.edu/oip/travelcenter\\_undergrad.shtml](http://www.luc.edu/oip/travelcenter_undergrad.shtml)).  
1. Students are not allowed on roofs or ledges of the residence hall.  
2. Students are not permitted to smoke in any area of the residence hall.  
3. JFRC does not assume responsibility for students when they are away from the campus. It is the students’ responsibility to inform the Office of the Associate Dean of Students of their whereabouts if they are away from the campus overnight.  
4. JFRC is not responsible for theft, loss or damage to students’ personal property, and encourages all students to carry appropriate personal insurance.

THE JFRC, WITH AT LEAST ONE DAY’S WRITTEN NOTICE, MAY REVOKE THIS AGREEMENT AND REQUIRE A STUDENT TO LEAVE THE RESIDENCE HALL, THEREBY WITHDRAWING THE STUDENT FROM JFRC FOR ONE OR MORE OF THE FOLLOWING CAUSES:

1. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, or other JFRC activities.
2. Theft from or damage to the JFRC premises or to the property of a member of the JFRC community.
3. Failure to comply with the directions of an authorized JFRC Official who is acting in the performance of his/her duties.
4. Violation of the stated regulations of the residence hall.
5. Violation of the civil law in such a manner so as to affect the institution’s educational objectives or harm the institution’s reputation.
6. Harassment, coercion, obstruction, or physical abuse of any member of the JFRC community or others authorized to use its facilities.
7. Inciting others by urging them to obstruct or disrupt.
8. Introducing unauthorized guests in the dormitory area.
9. Tampering with emergency fire equipment.
10. Disorderly or unethical conduct in the residence hall.
11. Possession or use of firearms, fireworks, ammunition, explosives, or any type of inflammables in or near the residence halls.
12. Possession and/or use of drugs, narcotics, or any hallucinogen without a medical prescription.
13. General behavior over a period of time indicative that the student is not able to adjust to requirements of group living.

I hereby acknowledge that I have read and understand the terms and obligations provided for in the terms of contract and conditions of occupancy, and agree to be bound by the provisions of the same. Furthermore, my son/daughter has my permission to attend Loyola University in Rome for the ensuing academic fall/spring semester and I agree to meet his/her expenses for that period. Parent or guardian signature is only necessary if student is under 18 years of age.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Signature of Parent or Guardian)