

Residence Roommate Contract

Date: _____

Building: _____

Suite: _____

Name of your Resident Assistants: _____ & _____

Welcome and thanks for taking the time to complete your roommate contract! UNBC Housing & Residence Life have created this template to help you navigate living well with your roommates for the next 4 to 8 months.

Our research has shown that these areas discussed are ones where conflicts arise most often, so we encourage you to dive-in and embrace each individual's differences and similarities. Be sure to reflect on your own personal values, habits and pet peeves before starting these conversations with your roommates. We hope that this will be a reference point throughout the year when disagreements and concerns come up.

Your Residence Assistant(s) will schedule a meeting with all suite members within the first 4 weeks to finalize your suite's roommate contract. A UNBC Housing & Residence Life roommate contract is a set of agreed upon guidelines, that all members of a suite agree to uphold to the best of their ability, which allows for clear and respectful communication between all members. These guidelines will be revisited when a UNBC Housing & Residence Life staff member (or designate) intervenes in a roommate dispute.

Communication

In building healthy relationships, it is important to approach all conversations and interactions with an understanding of mutual respect. Be open with each other in your communications as you discuss the following items.

Here are some items to discuss:

- How do you like to be communicated with? For instance, do you prefer a sticky note on your door, a specific app on social media, text message, or phone call? Think about how you will like it to be different in times of conflict.
- Define the times that you and your roommates will communicate one another's plans. For instance, leaving for an extended period or hosting a small get together.
- How can others demonstrate to you that they respect you? How do you show someone respect?
- What are your preferred pronouns?
- What can your roommates do to help you when you are upset? How would you like them to check in with you when they are concerned about your well-being?

What's our preferred means of communications?

1	
2	
3	
4	

How will we communicate when one of us have a concern?

1	
2	
3	
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Sleeping & Studying

UNBC Housing encourages our residents to develop good sleeping and studying habits. We believe it is essential for success in the post-secondary environment, and as such, we encourage you to discuss your specific expectations and needs with your roommates.

Things to ponder:

- Do you study in your room? If so:
 - What time of the day do you prefer to study?
 - How long do you usually study at a time?
 - How will that change your expectation of the noise level in your unit?
- When is your usual bedtime? Does it change on different days?

	Roommate #1	Roommate #2	Roommate #3	Roommate #4
What hours will be set aside for study/quiet time?	Days _____ _____ Time(s) _____ _____	Days _____ _____ Time(s) _____ _____	Days _____ _____ Time(s) _____ _____	Days _____ _____ Time(s) _____ _____
Will low background music be allowed at these times?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Most nights, I expect to get to sleep by:	Time _____	Time _____	Time _____	Time _____
I expect to get up most mornings by:	Time _____	Time _____	Time _____	Time _____
I take naps:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Cleaning

If we can avoid it, we will all avoid doing this chore! However, it is important to work with your roommates to keep your common spaces clean, as well as do your part in keeping your own space fresh. This will keep out unwanted pests, and allow all of you to live and study well!

In order to keep everyone accountable, we recommend that all roommates create and agree on a cleaning schedule.

Please note: UNBC Housing & Residence Life will be conducting a mid-year suite inspection each semester. Should any suite fail the inspection, UNBC Housing & Residence Life may use contracted cleaners to clean or tidy the space, with all associated costs passed along to all members of the suite equally. Upon moving out, UNBC Housing & Residence Life will split all cleaning charges incurred for the room equally amongst roommates.

Items to consider:

- What are chores that needed to be done?
 - How will they be done?
 - What is the definition of clean?
 - How often will they be completed?
 - How will tasks be assigned? Will they stay the same for each person for the semester? Will tasks rotate between different members each week?
- Who is responsible for purchasing cleaning supplies? Are costs shared amongst all roommates? We suggest

purchasing these items: Garbage bags and bins, disinfectant cleaning solutions & wipes, duster, dish soap, cleaning rags.

- How will you communicate with each other if you find yourself unhappy with the cleanliness of your unit? What is an appropriate timeline for communication?

Cleaning Schedule

Decide who is responsible for cleaning each of these shared areas through out the month. Each resident is responsible for cleaning their own bedroom.

	Kitchen	Living Room	Bathroom	Garbage/Recycling
Week 1				
Week 2				
Week 3				
Week 4				
Daily Tasks				

How often will the schedule rotate?

If we disagree on the amount of cleanliness/tidiness each can tolerate OR if we disagree on the completion of the cleaning schedule - we will resolve our problems in the following manner:

Room Safety & Security

During your time in Residence, we recommend keeping your suite door locked at all times, as well as your own bedroom door. Protect yourself and your roommates from theft and unauthorized entry to your space.

Consider the following:

- Who will be responsible for ensuring that all windows are locked each day?
- When is it an appropriate time to leave the suite door unlocked?
- What is your own preference when you leave your own bedroom? Will you lock your door, or leave it unlocked? Any expectations you have from your roommates?
- If you are located on the first floor, what is your preference on leaving the window blinds open during the day? During the night? When no one is at home?

Shared Spaces & Personal Property

The use of items stored in common spaces and shared spaces are perhaps where many roommate issues begin. UNBC Housing & Residence Life encourages all roommates to set boundaries as soon as possible, discussing what your expectation is of one another. Minimize misunderstanding and confusion by asking permission before using or borrowing your roommate's item(s), demonstrating respect for other's personal belongings.

When will we lock our suite door?	

Questions to Ponder:

- What's our bathroom and shower schedule in the morning and evening? How do we accommodate similar routines at a similar time?
- What's your comfort level in sharing your personal belongings with your roommate?
- What's your "House Policy" regarding:
 - o Sharing Food
 - o Sharing Kitchen Utensils and dishes? Who's responsible to do the washing, drying, and putting it away?
 - o What other items are off limits and not off limits?
 - o What's the best method of communication regarding the sharing of these items?
- How will all of you share the use of the common refrigerator? Cupboard space?
- What items are okay to leave and store in common spaces, such as the living room?
- How will all of you like to share the living room space? How will the space be decorated?

Pro Tip: Be sure to complete your room inspection within 7 days of you moving into your room. Login to your UNBC Housing Portal to submit your inspection results.

We will share the following items:

1		
2		
3		
4		

We will ask to share the following items:

1		
2		
3		
4		

We will not share the following items:

1		
2		
3		
4		

Guests & Functions

**** Please note that during the COVID-19 pandemic, Residence will not be welcoming any guests into the UNBC Residence buildings. This section is for reference only. ****

It is awesome when people we love and care about visit us! It is a privilege to hosts guest(s) in your suite. However, it's also your responsibility to ensure that your roommates are comfortable with you bringing guest(s) into a shared space. Be sure to follow all Residence protocol and the Residence Community Standards when bringing guest(s) into Residence. You are responsible for their actions, and must stay with them at all times.

Pro Tip: If your guest(s) are staying overnight or an extended period of time with you, you will need to visit your Resident Assistants prior to them arriving and obtain a Housing Guest Request form. This needs to be submitted to your Residence Assistants 48 hours before your guest(s) arrives. Your roommate(s) must sign off that they are okay with your guest(s) to visit the suite.

Questions to discuss:

- Will you and your roommates want the unit to be social or quiet?
- How do you feel about socials (parties) being held in your suite?
 - o Do you have any expectations you will like from the host?
 - o How does clean-up look like after a social? Who is responsible?
- How far in advance would you need to seek your roommates' approval prior to hosting a social? How about hosting overnight guest(s)? Will it change if the guest is one's significant other?
 - o Where will overnight guest(s) sleep?
 - o What common spaces are guest(s) allowed to use during the day, afternoon, evening, and nighttime?
- When and how long are guest(s) allowed to stay in the suite?

When are guest(s) allowed over?	
I am comfortable with guest(s) of the opposite gender	
How much notice would we like for guest(s):	
During the day:	
Overnight guests:	
Guest(s) are not allowed over during these times:	

What are my pet peeves?

1	
2	
3	
4	

We, as roommates, enter into this agreement in good faith. We fully intend to abide by all policies that we have made. We agree to be flexible and to revise this agreement as it becomes necessary. Failure to adhere to this agreement may result in appropriate sanctions.

Roommate #1 _____ Roommate #2 _____

Roommate #3 _____ Roommate #4 _____

When there's tension in the air, it might be tempting to not address it. We encourage our residents to be proactive in resolving tensions, as it might escalate into a bigger conflict down the road. Remember, your Residence Assistants are here to help! Connect with them to seek guidance on addressing a roommate situation, or have them mediate a conversation if necessary.

Before going into a conversation to discuss a roommate issue, personally consider these questions first:

1. What actions will I do, to make what I want happen? (Should I plan my next steps, let it go, or think more about it?)
2. What do my five senses tell me? What am I observing?
3. What am I thinking? What are my beliefs, interpretations, and expectations?
4. What am I feeling?
5. What do I truly want?

Be sure to take into account how you will approach your roommates to discuss your concerns, disagreement, or conflict. Take into consideration each roommates' communication preferences, and how best to make it a place where they can share their thoughts and feelings without judgement.

Resolving a roommate issue requires patience, understanding, and time – end the conversation in a positive note, along with an actionable plan that everyone agrees to!

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Typical UNBC Roommate Conflict Resolution Process	
1	Roommate conflict occurs.
2	Consult the agreed upon roommate contract on how to best resolve the issue.
3	Schedule a time with your roommate(s): Discuss the conflict, and reach a mutually agreed upon solution. Update the roommate contract as needed.
4	If it is not resolved, connect with your Residence Assistants for further guidance. A mediated discussion may be initiated by your Residence Assistants at this point.
5	Discussion mediated by your Resident Assistants.
6	If it is still not resolved, you request to have your Resident Assistants schedule an appointment for you with your designated Residence Life Coordinator.

Please note that a room transfer application will not be considered unless the resolution process is followed. UNBC Housing & Residence Life currently has limited rooms available during the academic year.

Your Residence Life Coordinator will exhaust all available options before granting a room transfer request. A room transfer application may be subjected to an administrative fee, to be determined at the time of your application.