

Schilletter Village Guest Housing Contract

Revised: September 2019

Guest Information - Please Print Clearly

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
Department: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Gender: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Current E-Mail: \_\_\_\_\_

Contract Term -	
Begin Date:	End Date:

Billing Information – Include a University ID number for guests paying OR ISU Department Worktags for departments paying	
University ID :	Worktags:

Other Guests

or

Family  
Member List

Last Name	First Name	Birth Date	Relationship to Contractee
1.			
2.			
3.			
4.			
5.			

Statement of Agreement

- This is a **LEGALLY BINDING** contract with the DOR that covers the duration of my stay in ISU On-Campus Guest Housing. The Guest Housing Contract Terms and Conditions (Terms) are available on the DOR website at <http://housing.iastate.edu/guests/>.
- By signing and submitting this contract, you are stating that you have read, understood, and accepted the Terms and all documents referenced therein.
- A 7-day minimum stay is required. Should you stay for less than 7 days, you will still be charged for 7 days.
- Assignments are made on a first-come, first-served basis and priority is based on the date that your contract is finalized. This contract is for a *space* only and a specific assignment is not guaranteed.
- If you qualify for an accommodation under the Americans with Disabilities Act (ADA) and wish for that to be considered when your assignment is made, you must submit a Housing Accommodation Request Form and documentation to Student Accessibility Services.
- All contract cancellations requests **MUST BE SUBMITTED IN WRITING**. Verbal cancellations are not accepted. Cancellation deadlines are 48 hours prior to scheduled arrival.
- If you cancel after the deadline, you may be charged a \$300 cancellation fee.
- I, the undersigned, guarantee payment of all rents and fees incurred during the time that I am assigned to and/or live in on-campus housing. I understand that all rents and fees for housing and dining will be assessed to me via my U-Bill (<http://www.ubill.iastate.edu/>).
- I authorize the DOR to access my student educational records maintained by Iowa State University for legitimate business purposes associated with my residing in University Housing.

Guest Signature: \_\_\_\_\_

Date: \_\_\_\_\_