



University of the Philippines  
**LOS BAÑOS**

**OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS  
OFFICE OF STUDENT HOUSING**

**RESIDENCE HALL AGREEMENT<sup>1</sup>**

I, \_\_\_\_\_, of \_\_\_\_\_  
(Surname, Given Name, Middle Initial) (Complete Address)

for the privilege granted to me by the University to reside at the \_\_\_\_\_ Residence Hall, do hereby declare that I have read and understood this **Residence Hall Agreement** and agree to follow the residence hall rules, regulations, protocols, or injunctions promulgated verbally or in writing by the OSH authorities to the best of my knowledge and discretion.

**I. NATURE AND PURPOSE**

The University and its duly-designated residence hall management have the authority to formulate and implement rules and regulations for its residence halls that will help ensure the peace, safety, and well-being of all its residents. We are now living in the "new normal," which necessitates adjustments in our knowledge, attitudes, and behaviors, including our understanding of social interaction and shared and communal living. Measures may be adjusted or amended from time to time based on the updates from concerned units; nonetheless, all residents are expected to adopt all regulations, health protocols and safety measures issued by the residence hall management **at all times**.

**II. GENERAL PROVISIONS**

1. This residence hall agreement applies to all accepted residents in the UPLB OSH residence halls and is applicable for the duration of the semester or Midyear and as such, residents who qualify and still desire to stay in the residence hall in succeeding term/s should renew the said agreement or otherwise be advised to leave the hall once or before the current term ends.
2. Residents may be required to vacate their rooms when repainting, repair, general cleaning, disinfection, or maintenance is to be undertaken.
3. Reservations for accommodation by current residents shall commence one month before the end of classes. Reservations for new applicants will be accepted after the end of classes.

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<sup>1</sup> Transient accommodations are not covered by this agreement.

4. Cancellation of reservations may be done until a week before the start of the check-in period, the specific date will be indicated in the application guidelines for every term. After that, reservation is considered final, and the 1<sup>st</sup> month dorm payment will be counted as an accountability of the resident even if not yet checked in. Those who will cancel after the specified date has to pay their accountability first then write a letter of request to the OSH Director for cancellation.

5. Last day of check in is three to four weeks after start of check-in period (unless student has given notice to the dorm management of their late check in). The specific date will be indicated in the application guidelines for every term. No-show reservations will be cancelled by the dorm management. Students with accountabilities from the 1st month (as mentioned in #4) will not be given clearance by the Office of Student Housing and may have a hold in AMIS, once feature is available.

6. Tenure of residency:

6.1. Undergraduate residents may be allowed to stay as long as they are enrolled for the current term in any of the UPLB Colleges.

6.2. Graduate residents may be allowed to stay for a maximum of three (3) years including thesis writing. Graduate residents enrolled only in thesis writing may be allowed to stay for one (1) year.

7. Each resident shall be furnished with a study table, chair, bed with mattress, locker, and a room key. The furnishings may not be replaced with the personal property of the resident. The room key given must be returned to the residence office when checking out of the residence hall. Failure to return the key will incur an accountability and may be cause for holding the resident's dorm and University clearance unless returned or replaced.

8. No applicant shall be accepted without a recommendation from the residence hall of which they were a previous resident prior to their current application.

9. Payment of dormitory fees:

9.1. Residents have the following payment options: to pay in full, or to pay monthly on or before the 15<sup>th</sup> day of the month.

9.2. The 1<sup>st</sup> monthly payment must be paid prior or upon check-in or the 1<sup>st</sup> day of classes (whichever comes first). The last monthly payment must be paid one month before the last day of check-out to be included for priority and interdorm reservation for the succeeding semester.

9.3. For new residents, the reservation fee and key deposit must be paid on top of the 1<sup>st</sup> monthly payment. The reservation fee and key deposit are consumable on the resident's last month payment before permanent check-out from the residence hall. The reservation fee is equivalent to one month's residence fee and key deposit is fifty pesos (PhP 50).

9.4. The discounted dormitory rates based on the student's current tuition discount bracket under the Student Learning Assistance System (SLAS) is applicable during the regular 1<sup>st</sup> and 2<sup>nd</sup> semester and during Midyear as long as the student is enrolled. SLAS certificate, with clearly stated effectivity period, should be provided to the dorm management: no proof of certification, no discount. Discount will not be applicable for early check-in, late check-out, storage, and other terms. The discounted dormitory rate will only take effect starting on the same month their bracket has been approved (if approved before the 15<sup>th</sup> day or deadline of payment) or the next month (if approved after the 16<sup>th</sup> day) and not retroactive.

9.5. In case a resident moves out without permission from the residence head, they shall be liable for the full payment of their slot for the whole term. In case a resident check out early, they shall be charged 50% of the residence fees for the remaining period of the agreement.

9.6. The rental period constitutes the time designated by the University as semestral or midyear term and shall cover the start or official first day of check-in (falls on the day on or before the general registration or as announced by OSH) until the official last day for check-out (falls on the last day of submission of grades for the students or as announced by OSH).

9.7. No refund shall be allowed should a student cancel their reservation at any part of or even after the application process.

10. The residence halls ensure that all rooms and facilities such as the lighting and comfort room bidets are in working condition right before the start of every semester. As such during the semester, should a room light become busted, the residents residing in the room will cover the cost and purchase the replacement bulb, and if a comfort room bidet becomes unserviceable, the dorm association fees will cover the cost of the replacement unit.

11. Residents may use online channels for payment of fees (i.e., bank transfers or Landbank e-payment portal) and must maximize communication channels, including the official Office of Student Housing and residence halls emails, dorm Facebook group chat, and OSH Facebook Page.

### **III. NORMS OF CONDUCT AND RESPONSIBILITIES OF RESIDENTS**

1. The resident shall respect the peace and privacy of their co-residents and observe proper decorum at all times within the residence hall.

2. The resident shall cooperate with the residence hall management in maintaining the safety, cleanliness, peace, and orderliness of the halls and help in making it an ideal place to live in.

3. The resident shall be held liable for any damage done to the facilities or furnishings issued to them or to the hall. Lost/broken/misplaced items of the residence hall in the common areas such as but not limited to the Computer Room, Kitchen, Laundry Area, TV Room, Lounge/Lobby, and other areas, will be replaced by the last documented (written record or

CCTV) individual or group that used the concerned area or by the Dorm Association if unable to be determined, after due process.

4. The resident shall cooperate in the adoption of measures to prevent fire, accident, and theft. They shall also voluntarily participate in drills and training sessions organized by the University, e.g. earthquake, fire, human traffic system, crowd management, etc.

5. The resident shall secure permission and pay for appliances that they will use personally. Applicable fees will be charged for each approved gadget and or appliances. Unauthorized use of gadgets, appliances, and other items not permitted in the residence hall shall mean outright confiscation of the said items.

6. The resident shall adjust their cell phone, laptop, radio, musical instruments, and other gadgets at a volume level that will not disturb or inconvenience the other residents at any time.

7. The resident shall only receive their visitors and or claim deliveries in the designated area such as the lobby.

8. The resident shall not transfer to another room without prior permission from the residence head.

9. The resident shall never do their laundry in the bathrooms as it is prohibited except for undergarments. They shall do their laundry at the designated washing areas and follow assigned schedules and specific safety and health protocols for use of the laundry area.

10. The resident shall never keep or tend to any kind or type of pets or animals in the residence hall unless necessary for academic requirements and has been approved by the dorm management. They shall hold the dorm management free from any liability from any damage or injury if they violate this rule by bringing in, keeping, or tending to pets or animals within the residence hall premises without the approval of the dormitory management.

11. The resident shall be courteous in communicating with the other residents and staff of the Office of Student Housing and other UPLB offices including the security officers, housekeeping crew, grounds crew, and skilled workers.

12. The following shall be grounds for non-renewal and/or immediate expulsion from the residence hall by the dormitory head. They may also be subject to disciplinary action for any of the following acts:

12.1. Failure to pay monthly rentals for at least two (2) consecutive months without prior written notification to the dorm management about incapability of paying fees.

12.2. Destruction of any part of the residence hall property thereof to include:

12.2.1. Removal of equipment, furnishings and/or any dormitory property without permission of the residence head.

12.2.2. Tampering with electrical outlets or use of illegal electrical connections, including but not limited to “octopus connections”.

12.2.3 Willful breaking or vandalizing of any part and/or furnishings of the residence halls.

12.3. Keeping of inflammable materials inside the building without prior permission from the residence head.

12.4. Bringing in non-residents to enter beyond the allowable area and visiting hours and/or to sleep in the room of the residents without permission from the residence head.

12.5. Cooking, heating, or steaming food and water in the room or any part of the hall except in designated areas.

12.6. Moving, hiding, using and or stealing property other than one’s own, without proof of consent of the owner.

12.7. Carrying, possessing, and or using firearms, deadly weapons, prohibited drugs or chemicals, gambling devices, and or any pornographic material.

12.8. Drinking alcoholic beverages in the hall and or disturbing and causing trouble to other residents and or staff due to drunken behavior.

12.9. Doing any immoral conduct, smoking cigarettes or vaping, gambling, and consuming prohibited drugs and or chemicals.

12.10. Misbehavior such as fighting, insubordination, and or gross and deliberate discourtesy to other residents and staff.

12.11. Lack of due respect and consideration for the hall staff and one’s co-residents.

12.12. Frequent infraction of one of the following rules:

12.12.1 Silence during appointed hours [10:00 P.M. to 6:00 A.M.]

12.12.2. Signing in/out of the residence halls

12.12.3. Observance of curfew hour [10:00 P.M.] on time

12.12.4. Strict observance of all health and safety protocols issued by the Office of Student Housing, the University, or the LGU.

13.12.5 Staying or sleeping out of the residence hall without prior permission from the residence head.

12.13. Any other form of dishonesty and misconduct, such as, but not limited to, defamation, hostility, and/or harassment of fellow dormers or staff.

13. The resident is expected to stay nightly in the residence hall for the entire period indicated in the agreement. If intending to stay out past curfew, leave the hall during curfew, and or spend the night or weekend outside the hall, the resident shall request permit from the residence management.

14. The resident shall keep their and their parents or guardian's contact details on record updated. Any and all notices sent to them or to their parents/ guardians via the contact details on record shall be deemed as constructively received by them or their parents/ guardians.
15. The resident shall refrain from leaving any belongings inside the room or locker before they leave for the semestral or holiday break unless they have reserved it for the following term. A designated storage area will also be made available for a fee.
16. The resident agrees that all their unclaimed belongings will be automatically stored in the designated storage room if they fail to claim and or pick them up by the designated date. A notice shall be sent via e-mail/SMS using the contact details indicated in their record. They shall hold the dorm management free from any liability from any damage or loss of property due to their failure to claim after being notified. The unclaimed belongings may be disposed of upon discretion and or as deemed necessary by the management after the date specified in the notice.
17. The resident shall immediately report to the dorm management if any symptoms of illness are exhibited by them, a co-resident, or dorm staff.
18. The resident shall cooperate with the resident monitoring system conducted by the dorm management to check whether or not all residents are inside the residence hall. The dorm management will also closely monitor all CCTVs to ensure that all safety and health protocols are being observed in common areas and to guard against security breaches.
19. The resident shall join the residence hall's online group and will keep constant communication with the dorm staff and student officers to get updates and other announcements from pertinent offices, including the dorm management, Office of Student Housing, Office of the Vice Chancellor for Student Affairs, the University Health Service, the University, and the Local Government Unit.
20. The resident shall participate in all activities agreed upon by the Residence Hall Association and the Residence Hall Management, including but not limited to the dorm orientation, dorm meetings with the Association, and events such as the Open House and PasADAHAN. Unexcused absence/s in any of the meetings or dorm orientation will incur a violation per activity and unexcused absence/s in major activities such as the PasADAHAN will result in non-inclusion in Priority Reservation and may only apply during the General Application period. As for excused absence/s, non-inclusion to priority reservation will be up to the discretion of the party in-charge of the activity (e.g. Management or Association). In case of not being able to make a reservation for the succeeding semester, the reservation deposit will be forfeited unless the resident is able to reserve again in a future semester.
21. The resident shall be responsible for keeping their personal space and room clean and orderly.
22. The resident shall clean or dispose and segregate their garbage properly and bring it out at the specified schedule of collection (including the kitchen).

23. The resident shall recognize the right of the residence hall authorities to inspect their room and locker when circumstances warrant it for the safety and security of the residents and the dormitory.

24. The resident shall recognize the authority of the residence head to inspect the luggage of incoming and outgoing residents and guests should circumstances warrant it.

25. The resident shall pay a semestral association fee to the Residence Hall Association and other fees (e.g. Water fees, Gas fees, etc.) determined and agreed upon by the Association and the hall residents. Non-payment or insufficient payment to the Association will incur an accountability and may be cause for holding the resident's next dorm application and University clearance until settled.

26. The resident shall settle all their financial obligations before checking out of the dorm. Otherwise, they will not be allowed to reserve in any of the residence halls and to enroll in the succeeding semester or midyear. Those who fail to settle their financial obligations will not be issued clearance by the Office of Student Housing when requested.

27. The resident shall regularly keep their parents and/or guardians informed about their health and condition during their stay on campus.

28. The resident shall cooperate and strictly abide by the rules, regulations, guidelines, and protocols set by the Office of Student Housing, the University, and the government to protect my health, safety, and well-being, as well as those of my co-residents, hall staff, and all members of UPLB and the Los Baños community.

29. The resident agrees that having two (2) violations of any kind shall result to non-inclusion in Priority Reservation and may only apply during the General Application period. And having three (3) violations of any kind shall result to non-renewal or non-acceptance to any of the OSH-managed residence halls. In case of not being able to make a reservation for the succeeding semester, the reservation deposit will be forfeited unless the resident is able to reserve again in a future semester.

30. The resident found guilty, after substantive due process, of committing grave violation/s will be recommended for non-renewal, or even expulsion from the residence hall, and shall also be recommended to the Office of the Vice Chancellor for Student Affairs to not be able to get a Certificate of Good Moral Character.

31. Lastly, the resident promises that their stay in the residence hall will be fruitful and of good influence on others.

Signed this \_\_\_\_\_ of \_\_\_\_\_.  
(day) (month and year)

\_\_\_\_\_  
Name & Signature of Resident

\_\_\_\_\_  
Name & Signature of Parent/Guardian  
(For undergraduate students only)