



OFFICE OF RESIDENCE LIFE

505 Ramapo Valley Road, Mahwah, NJ 07430-1680

Phone (201) 684-7461 Fax (201) 684-7589

www.ramapo.edu

This Agreement is made between Ramapo College of New Jersey (hereinafter referred to as "Ramapo") and _____ (hereinafter referred to as the "OCA") who is employed at Ramapo in the position of _____ at Ramapo College, and sets forth the terms and conditions between Ramapo and the OCA in connection with the OCA's duties, responsibilities and on campus living arrangements.

1. The role of an OCA (On Call Administrator) requires that the individual live in campus housing as part of the OCA's employment at Ramapo. Ramapo provides such housing to OCA's at no cost and includes utilities, standard furniture, internet access and a college telephone (with voice mail and four-digit campus access). The housing unit is provided to ensure that the OCA can quickly respond to requests for assistance during non-business hours.
2. The housing unit is provided to the Ramapo employee (OCA) only. Additional persons living in the housing unit, i.e., anyone staying in campus housing for more than one month, must be listed in this Agreement. The request to have an additional resident living in campus housing must be submitted by the OCA to the Director of Residence Life no later than one week after the additional resident moves into the College-provided housing unit (maximum occupancy of a one-bedroom apartment is two, maximum in a two-bedroom apartment is four).

Any additional resident must be listed here:

An additional resident who is over the age of 18 must sign this Agreement in the appropriate place, thereby agreeing to the provisions of this Agreement. Such resident shall have no right to campus housing other than as a guest of the OCA and will be required to vacate the premises when the OCA is required to do so pursuant to this Agreement.

Please list the name and age of any minor in case of an emergency:

- _____
3. The term of this Agreement is from _____ to _____. The Agreement may be renewed in the sole discretion of Ramapo if the OCA remains employed in his/her Residence Life position. In the event the OCA leaves his/her Residence Life position or his/her employment otherwise ceases at Ramapo, the OCA (and any additional resident) must vacate his/her on campus housing unit within 7 calendar days of his/her separation date from employment.
 4. The OCA agrees to obtain a Ramapo parking sticker and access card from Public Safety and to abide by all of Ramapo's traffic regulations. Failure to abide by these traffic regulations may result in the revocation of residence hall parking privileges. In such instance, the OCA must park in Ramapo's main parking lots.
 5. The OCA will be assigned a campus mailbox. Mail is distributed on normal business days which are Monday-Friday during the regular academic year and Monday-Thursday during the summer.



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6. In the event there is any damage to property or furnishings when the OCA vacates the housing unit provided by Ramapo, the OCA will assume all liability for any such damage.
7. Ramapo is not responsible for any damages to personal property in the housing unit as a result of theft, fire or any reason. The OCA is required to obtain renters insurance and must provide Ramapo written evidence of same.
8. The OCA understands that Ramapo reserves the right to modify the terms and conditions contained in this Agreement upon 3 calendar days' notice.
9. The OCA shall avoid and refrain from the use, possession or sale of any and all narcotics or other controlled substances.
10. The OCA agrees to comply with all applicable New Jersey laws and regulations and Ramapo policies regarding Alcohol, Cannabis and Other Drugs.
11. In the event the OCA loses his/her key/access card, the OCA will immediately report it to Public Safety.
12. The OCA agrees to vacate the housing unit on the date and time determined by Ramapo. The location of the OCA's assigned housing unit is based on the needs of Ramapo and the Office of Residence Life. The OCA understands that he/she may be moved to a different location at any time but will be given prior advance notice.
13. The OCA accepts the assigned housing unit in the condition found upon entering the premises. The OCA agrees to maintain the housing unit and return it to Ramapo at the conclusion of residency in the same condition as when the unit was first occupied by the OCA. The OCA understands that any changes, alterations, or additions to the premises are strictly prohibited. The OCA shall report any discrepancies regarding the housing unit's inventory to the Director of Residence Life.
14. In the event of an emergency or whenever anything suspicious is noticed by the OCA, Ramapo's Public Safety Department should be notified at extension 6666. Any repairs required for the housing unit shall be reported to the Facilities Office and maintenance work order requests may be e-mailed directly to Facilities. Any emergency repairs during non-business hours may be requested through Public Safety. The OCA agrees to make no repairs to Ramapo property and will report all needed repairs to the Facilities Office.
15. The OCA shall keep the assigned housing unit clean at his/her own expense and fit for habitation. The OCA shall accept responsibility for all damage done by the OCA and/or the OCA's guest(s)/additional resident(s) regardless of fault. The OCA assumes full responsibility to ensure that all areas of the housing unit are clean and acceptable according to the inspection requirements of Ramapo.
16. The OCA shall not hang or shake a carpet, rug or other article out of any window or door of the building. The OCA further agrees not to throw anything out of any windows or doors or throw anything into the common areas.



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17. The OCA agrees to place no objects, garbage or trash underneath or in the hallway of any on campus housing and not to litter the grounds surrounding student housing. The OCA understands that if garbage is found near his/her residence that the OCA will be charged accordingly.
18. The OCA agrees not to alter the housing unit door lock and/or dead bolt or to have additional locks installed without the prior written approval of Ramapo.
19. The OCA shall not dismantle any piece of equipment or furniture, or place, affix, or attach any articles to the floor, walls, ceiling, furniture, windows, doors or fixtures in the housing unit without the prior written consent of Ramapo.
20. The OCA shall not place or allow to be placed in or about the housing unit any water bed, pool, sign, booth, stand, showcase or any similar type of articles without the prior written consent of Ramapo.
21. The OCA understands and agrees that the use of fire alarms, fire detection devices or fire extinguishers except in the case of fire, jeopardizes the safety of the residents and constitutes a serious offense. Any misuse of such fire protection equipment or device is subject to prosecution and the OCA will be liable for property damage, cleanup costs and costs required to restore fire extinguishers to a state of readiness. The OCA further understands that he/she is liable for his/her personal belongings and any damage to Ramapo property that is incurred if the OCA or the OCA's guest(s) or additional resident(s) are found to have carelessly or negligently caused the fire.
22. The OCA shall evacuate the building in the event of a fire alarm and shall comply with Ramapo's evacuation procedures.
23. The OCA agrees to not use, possess or store any of the following in his/her housing unit or rooms or use any weapon or realistic model of a weapon described by the New Jersey Code of Criminal Justice. Examples include but are not limited to, dart guns, BB guns, bows and arrows, any instrument that can discharge a projectile, hunting knives, carpet knives, razor knives, and knives with blades longer than two inches (except knives related to the preparation or consumption of food or that can be classified as a pocket or pen knife), gasoline scooters, combustible engines, regardless of their state of dismantlement, combustible decorations (including live Christmas trees, wreaths, boughs, greenery), devices which overload electrical receptacles such as extension cords or cube adapters, non-electric lanterns, and any other combustible items or fuels. I agree that in the interest of safety, such items may be removed from my housing unit without prior notification and transported and stored at my expense.
24. The OCA acknowledges and understands the right of Ramapo's agents, authorized employees, or representatives to enter premises without prior notice in the case of emergencies which pose a danger to life and/or property or where Ramapo has evidence that a college policy/regulation or other provision of this Agreement is being violated, or to look for stolen property when the College has reason to believe that such property may be within the housing unit.
25. The OCA shall not install, paint or affix any sign, advertisement or notice on any part of the outside of said building without the prior written consent of Ramapo.



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26. The OCA shall not place television and/or radio aerials, standards or wires, including splicing cable wires, outside of windows, on the roof or any other exterior part of the building without the prior written consent of Ramapo. For safety reasons, the OCA understands that he/she is forbidden to be on and will not go on the roof of any college residence hall.
27. The OCA agrees that any personal property left in the housing unit after the expiration or termination of this Agreement shall be considered abandoned and that Ramapo may dispose of this personal property as it sees fit. The OCA agrees to forfeit any claim to any such disposed property and will be responsible for any cost involved to remove the property.
28. In the event that the OCA vacates the space, repeatedly interferes with the rights of residents, is responsible for repeated damages to premises and/or furniture/fixtures, creates physical or sanitary hazards, uses the premises for illegal purposes, or if in the sole judgment of Ramapo any of the terms of this Agreement or of any other rules and regulations now in effect or hereafter promulgated after prior notice to the OCA, Ramapo has the right to terminate this Agreement upon written notice to the OCA.
29. Pets shall not be permitted in the housing unit unless there is a separate pet contract entered into between Ramapo and the OCA to allow a pet in the housing unit. Failure to abide by these requirements will result in no pet being allowed on campus.
30. It is specifically understood and agreed that this Agreement is not intended to and does not create a landlord-tenant relationship between Ramapo and the OCA and any occupant. The parties agree not to assert that any such relationship exists between them.
31. This Agreement, and all claims arising out of or relating to this Agreement, shall be governed in accordance with the laws of the State of New Jersey, including, but not limited to, the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq. and the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq. The parties agree that pursuant to the New Jersey Contractual Liability Act, venue and jurisdiction regarding any matter pertaining to this Agreement shall be in the Superior Court of New Jersey, Law Division, and consent to same.
32. This Agreement represents the entire understanding of the parties regarding the subject matter contained herein, and neither party has entered into this Agreement in reliance on promises, representations, agreements, warranties or understandings except as expressly stated in this Agreement. Any other matter of this Agreement may be altered by mutual agreement of the parties in writing without in any way affecting the remainder.

[Signature Page Follows]



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The OCA understands that the housing unit provided by Ramapo is given under the provisions set forth above. The OCA agrees to comply with this Agreement and abide by all of the applicable rules and regulations of Ramapo. In the event this Agreement is terminated, the OCA (and any additional resident) will vacate campus housing within the prescribed time.

OCA

Name (please print) _____

Department: _____

Cell Phone: _____ Office Phone _____

E-mail: _____

Signature: _____

Date: _____

By signing this Agreement, the additional resident agrees to abide by all the terms and conditions set forth in this Agreement and understands that he/she is provided housing only because of the authorization of the OCA. The additional occupant understands that he/she has no right to campus housing, except as a guest of the OCA.

Additional Resident's Name (please print)

Signature of Additional Occupant: _____

Date: _____

RAMAPO COLLEGE OF NEW JERSEY

Director of Residence Life

Date _____