**Spring Break Room Borrow Form**

**Instructions:**

If you don’t reside in Fox, Leitch, Donahue or ICC, please complete the attached form to “borrow” the room/suite from a current resident of those buildings.

To complete the Spring Break housing process please follow these steps:

1. Have all residents currently assigned to the suite or room you wish to “borrow” review and agree to the terms of this form.
2. Have all residents complete and sign the bottom portion of this form indicating their consent.
3. Obtain the room/suite key from the current resident prior to the break.
4. Do not exceed the current occupancy limits for the room/suite (only as many occupants as there are beds in the room/suite)
5. Return this Spring Break Housing Borrow Form along with your Spring Break Housing Contract to the Office of Residence Life by Wednesday, March 6, 2013 at 4pm.

Included, as the terms of this process is the understanding that:

**It is the responsibility of all parties involved to agree upon the following:**

a) Exchange of keys
b) Use of personal property (including food)
c) Room cleanliness
d) Responsibility for undetermined damages will be billed to currently assigned occupant
f) Other expectations as set out by the host

Should you have any specific questions related to this process, feel free to contact the Office of Residence Life at ResLife@uml.edu or x5160. We wish you a safe and enjoyable Spring Break!
PLEASE REVIEW ALL INFORMATION ON REVERSE SIDE BEFORE SIGNING!

FOX/ICC/LEITCH ROOM: ____________

DONAHUE SUITE NUMBER AND LETTER: ____________

NUMBER OF ASSIGNED STUDENTS STAYING: ____________

NUMBER OF STUDENTS BORROWING ROOM/ SUITE: ____________

I HAVE READ AND UNDERSTAND THE TERMS OF THE REVERSE LETTER AND GIVE PERMISSION FOR MY ROOM OR SUITE ON EAST CAMPUS TO BE USED DURING THE SPRING BREAK BY THE FOLLOWING STUDENTS.

BORROWER(S) INFORMATION (Students Staying for Sp. Break, but don’t live on east campus)

1) ______________________    _____________    ________________    __________________
   (Name of Resident)       (UMS #)        (Signature)        (Room letter to be borrowed if suite)

2) ______________________    _____________    ____________________    _____________
   (Name of Resident)       (UMS #)        (Signature)        (Room letter to be borrowed if suite)

3) ______________________    _____________    ____________________    _____________
   (Name of Resident)       (UMS #)        (Signature)        (Room letter to be borrowed if suite)

4) ______________________    _____________    ____________________    _____________
   (Name of Resident)       (UMS #)        (Signature)        (Room letter to be borrowed if suite)

5) ______________________    _____________    ____________________    _____________
   (Name of Resident)       (UMS #)        (Signature)        (Room letter to be borrowed if suite)

6) ______________________    _____________    ____________________    _____________
   (Name of Resident)       (UMS #)        (Signature)        (Room letter to be borrowed if suite)

7) ______________________    _____________    ____________________    _____________
   (Name of Resident)       (UMS #)        (Signature)        (Room letter to be borrowed if suite)

8) ______________________    _____________    ____________________    _____________
   (Name of Resident)       (UMS #)        (Signature)        (Room letter to be borrowed if suite)

RESIDENTS INFORMATION (Students that live in east campus)

ROOM/ SPACE A
   (Name of Resident)       (UMS #)        (Signature)

ROOM/ SPACE A
   (Name of Resident)       (UMS #)        (Signature)

ROOM/ SPACE B
   (Name of Resident)       (UMS #)        (Signature)

ROOM/ SPACE B
   (Name of Resident)       (UMS #)        (Signature)

ROOM/ SPACE C
   (Name of Resident)       (UMS #)        (Signature)

ROOM/ SPACE C
   (Name of Resident)       (UMS #)        (Signature)

ROOM/ SPACE D
   (Name of Resident)       (UMS #)        (Signature)

ROOM/ SPACE D
   (Name of Resident)       (UMS #)        (Signature)