

RESIDENCE LIFE

ROOMMATE AGREEMENT GUIDE

We want you to enjoy this year as you begin, or continue, your journey at Rutgers, The State University of New Jersey. A good place to start is by developing a relationship with your roommate(s). In order to develop a healthy roommate relationship, it is vital that you begin communicating right away. This guide is designed to help you do just that.

Shortly after the semester begins, your Resident Assistant (RA) or Apartment Assistant (AA) will host a floor meeting to explain and distribute your roommate agreement. You will be asked to meet with your roommate(s) and fill out the agreement by a specific date and to return it your RA/AA. Although this document is in writing, please remember that staff members are available throughout the year to revisit previous decisions should they not be working out for you and your roommate(s). Our number one priority is to assist you in making your experience at Rutgers University a positive one.

STEP 1: GETTING STARTED

Before you complete the Roommate Agreement, spend some time getting acquainted with your new roommate(s). Talk together (preferably privately), keep your conversations in confidence, only ask questions that you are willing to answer, be honest, and be respectful. Also, take some time before the meeting to reflect on your personal, social, and cultural routines so you are better able to express your needs during the agreement process.

STEP 2: DEFINE YOUR LIVING ARRANGEMENT

Use the categories outlined in the following pages to start a discussion about your expectations for day to day living. As you talk, record the key issues that relate to each topic and several possible solutions. Make sure the solution you select is in keeping with the policies and procedures published in the *University Code of Student Conduct* and the *Residence Life Policies*.

University Code of Student Conduct: <http://studentconduct.rutgers.edu/university-code-of-student-conduct/>

Residence Life Policies: <http://ruoncampus.rutgers.edu/policies/residence-hall-policies/>

A. Use of Room & Quiet Hours

1. How will we balance study time with TV/music/computer use throughout the year?
2. Is anyone allergic to fragrances or foods that should be avoided in the space?
3. How will we manage the temperature in the room?
4. How do we define quiet hours and when will they occur?
5. What time will each roommate usually go to bed?
6. What time do you expect to wake up?
7. How will we address the need for each roommate to have time alone in the room?

B. Use of Common Areas

1. How clean/organized should the common area be kept?
2. Where is it acceptable to keep personal items in the common area?
3. What precautions will we take in the interest of safety? When will we keep the door/window locked?

C. Cleanliness

1. What is our definition of clean?
2. Will we split the cost of cleaning supplies?
3. How often will food areas be cleaned?
4. Who will clean the (micro)fridge? How often?
5. Where will we store food? What are expectations around food preparation?
6. Where will trash/recycling cans be kept?
7. Who will empty the trash? How often?
8. Who will clean our common areas? How often?
9. How often will you shower? How often do you expect your roommate to shower?
10. How often should laundry be done? Where should muddy or smelly clothing/shoes be kept?

D. Use of Personal Property

1. Who may use your TV, Laptop, DVDs, game console and other electronics? How often must others ask permission? Do you want to be present when others are using your property?
2. Will we share clothing and other personal items / toiletries? How often must others ask permission?
3. Which groceries will we share? How will we know who should replenish them?
4. What happens if something breaks?

E. Social / Spiritual / Cultural Behavior

1. Do we plan on doing social things together?
2. Can we keep alcohol in the room? Is it acceptable to consume alcohol (if over 21)?
3. What are expectations around private phone conversations? Is it okay to have them with your roommate(s) present? Is there any time of day or night when phone calls/texting should not happen in the room?
4. Are there any social/cultural behaviors (smoking, etc) that you would like to discuss?
5. Are there any social, spiritual, or cultural beliefs that roommates should be aware and respectful of?

F. Guests / Visitors

1. When is visitation acceptable?
2. How will we communicate when we have guests/visitors?
3. What are our guidelines for guest behavior?
4. How will we hold our guests accountable for their behavior?
5. May guests use the bathroom or shower?
6. Can a guest use any of the beds in the room when one of the roommates is not home or out of town?
7. Are overnight guests permitted? When? How often?
8. What is our expectation about sexual activity in the room?

G. Resolving Conflicts

1. How will we communicate? What are the best methods for communicating concerns?
2. How will we handle interpersonal conflict?
3. How will we handle conflicts with other students in another room (i.e., next door, down the hall, upstairs, etc.)?
4. When or how often should we revisit our roommate agreement?
5. How will we know when it is time to ask the Residence Life Staff for help?

STEP 3: COMPLETE YOUR AGREEMENT

Once your living arrangement is defined, please fill out all sections as they pertain to your living space, traditional hall, suite, or apartment. If there is a shared common area between residents, make sure to fill out the common area column in addition to the bedroom(s) column. Once the agreement is complete, roommates are asked to initial and date the document. Turn in all pages of the final agreement to your RA/AA for review and final signature. When complete, the pink copy will remain with the residents, the yellow copy will stay with hall staff, and the white copy will be on file with the Residence Life Coordinator.

STEP 4: USE YOUR AGREEMENT

Once the Roommate Agreement is completed, refer to it whenever there seems to be a roommate dispute. Does the agreement address the situation at hand? Is the agreement clear enough to resolve the situation? Does the agreement require renegotiation?

If the Roommate Agreement requires renegotiation, which is possible at any time during the academic year, follow steps 1-3 to negotiate the previous arrangement. If you are unsuccessful in working through a conflict, contact your RA/AA for consultation or additional mediation with Residence Life Staff.

FINAL THOUGHTS

The myth that roommates need to be best friends is false. Acquaintances can be excellent roommates, as long as respect and willingness to communicate are present. If you and your roommate aren't close – do not despair! It probably means that you have found other people with common interests in other areas, and you are probably focusing your energy and friendship on them.

A few things to keep in mind:

- Go into a new roommate/suitemate situation with an open mind.
- Be honest about what you need to be comfortable.
- Talk to your roommate right away if something bothers you.
- Avoid gossip.
- If you encounter a situation that you have not been able to resolve, contact your RA/AA.
- Treat your roommates the way that they would like to be treated.

Use this chart to see which columns on the Roommate Agreement you will fill out based on the building you live in.

<u>Type of Residence Hall</u>	<u>Columns to Complete</u>
Traditional Hall with no shared space: Allen, Barr, Bishop Quad, Brett, Campbell, Clothier, Demarest, Frelinghuysen, Hardenbergh, Honors College, Jameson, Katzenbach, Lippincott, Lynton Towers, Mattia, Mettler, Metzger, New Gibbons, Nicholas, Perry, Quad I, Quad II, Quad III, Tinsley, Voorhees, & Woodbury Bunting-Cobb	2nd column only
Traditional Hall with shared bathroom: Stonier	1st and 2nd column
Suites with 2 bedrooms: BEST & Jameson G	1st, 2nd, & 3rd column
Suites with 3 bedrooms: Crosby, Judson, McCormick, Morrow, Thomas, & Winkler	All columns
Apartments with 2 double bedrooms: Helyar House, Henderson, Newell, Nichols (undergraduate students), Richardson, Silvers, Starkey, & University Center	1st, 2nd, & 3rd column
Apartments with 2, 3 or 4 single bedrooms: Buell, College Ave Apts, Johnson, Livingston Apts, Old Gibbons 20, 22, and 24, & Sophia House (Old Gibbons 30), BEST Single Bedroom Suites	1st column only



Student Affairs

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Rutgers University – New Brunswick

Residence Life

www.ruoncampus.rutgers.edu

RUTGERS Residence Life Roommate Agreement

Student Affairs

*Before completing this agreement, you must refer to the Roommate Agreement Guide by visiting ruoncampus.rutgers.edu/roommateagreement. This is a working document that can be revised at any time. You may see your RA/AA for additional assistance. Fill in the blank and/or circle one or more options where applicable below.

Building: _____

Apt/Room/Suite #: _____

Revision Date: _____
Revision Date: _____

Initiating here, after completing the form, indicates agreement between all parties & their respective RA/AA.

Roommate A: _____ Roommate B: _____
Roommate C: _____ Roommate D: _____
Roommate E: _____ Roommate F: _____
RA/AA: _____ Date: _____

Common Areas (*If Applicable & applies to all residents within space)	Bedroom A	Bedroom B (If Applicable)	Bedroom C (If Applicable)
Living Room / Kitchen	Roommate A: _____ Roommate B: _____	Roommate C: _____ Roommate D: _____	Roommate E: _____ Roommate F: _____
Use of Room / Quiet Hours	Use of Room / Quiet Hours	Use of Room / Quiet Hours	Use of Room / Quiet Hours
How often will the trash be taken out: Every day / Once Week / Other: _____ Who will take the trash out: Roommate A / B / C / D / E / F / Take Turns Who will replenish cleaning supplies: Roommate A / B / C / D / E / F / Take Turns / Other: _____ How often will the kitchen be cleaned: Once Week / Once a Month / Other: _____ Who will clean the kitchen: Roommate A / B / C / D / E / F / Take Turns / Other: _____ How often will the living room be cleaned: Once Week / Once a Month / Other: _____ Who will clean the living room: Roommate A / B / C / D / E / F / Take Turns / Other: _____	When roommate A is sleeping can roommate B: 1. Play music/watch TV: Yes/No 2. Have the light on: Yes/No When roommate B is sleeping can roommate A: 1. Play music/watch TV: Yes/No 2. Have the light on: Yes/No When roommate A is studying can roommate B: 1. Play music/watch TV: Yes/No 2. Have the light on: Yes/No When roommate B is studying can roommate A: 1. Play music/watch TV: Yes/No 2. Have the light on: Yes/No Are there any allergies to be aware of: A: _____ B: _____	When roommate C is sleeping can roommate D: 1. Play music/watch TV: Yes/No 2. Have the light on: Yes/No When roommate D is sleeping can roommate C: 1. Play music/watch TV: Yes/No 2. Have the light on: Yes/No When roommate C is studying can roommate D: 1. Play music/watch TV: Yes/No 2. Have the light on: Yes/No When roommate D is studying can roommate C: 1. Play music/watch TV: Yes/No 2. Have the light on: Yes/No Are there any allergies to be aware of: C: _____ D: _____	When roommate E is sleeping can roommate F: 1. Play music/watch TV: Yes/No 2. Have the light on: Yes/No When roommate F is sleeping can roommate E: 1. Play music/watch TV: Yes/No 2. Have the light on: Yes/No When roommate E is studying can roommate F: 1. Play music/watch TV: Yes/No 2. Have the light on: Yes/No When roommate F is studying can roommate E: 1. Play music/watch TV: Yes/No 2. Have the light on: Yes/No Are there any allergies to be aware of: E: _____ F: _____
Bathroom A	Cleanliness	Cleanliness	Cleanliness
How often will the trash be taken out: Every day / Once Week / Other: _____ Who will take the trash out: Roommate A / B / C / D / E / F / Take Turns Toiletries can be shared: Yes/No (Use notes to specify) Who will replenish toiletries/cleaning supplies: Roommate A / B / C / D / E / F / Take Turns / Other: _____ How often will the bathroom be cleaned: Once Week / Once a Month / Other: _____ Who will clean the bathroom: Roommate A / B / C / D / E / F / Take Turns / Other: _____	How often will the trash be taken out: Every day / Once Week / Other: _____ Who will take the trash out: Roommate A / Roommate B / Take Turns Who will replenish toiletries/cleaning supplies: Roommate A / Roommate B / Take Turns / Other: _____ Roommate A is expected to shower: Every day / Every other Day / Other: _____ Roommate B is expected to shower: Every day / Every other Day / Other: _____	How often will the trash be taken out: Every day / Once Week / Other: _____ Who will take the trash out: Roommate C / Roommate D / Take Turns Who will replenish toiletries/cleaning supplies: Roommate C / Roommate D / Take Turns / Other: _____ Roommate C is expected to shower: Every day / Every other Day / Other: _____ Roommate D is expected to shower: Every day / Every other Day / Other: _____	How often will the trash be taken out: Every day / Once Week / Other: _____ Who will take the trash out: Roommate E / Roommate F / Take Turns Who will replenish toiletries/cleaning supplies: Roommate E / Roommate F / Take Turns / Other: _____ Roommate E is expected to shower: Every day / Every other Day / Other: _____ Roommate F is expected to shower: Every day / Every other Day / Other: _____
Bathroom B	Use of Personal Property	Use of Personal Property	Use of Personal Property
How often will the trash be taken out: Every day / Once Week / Other: _____ Who will take the trash out: Roommate A / B / C / D / E / F / Take Turns Toiletries can be shared: Yes/No (Use notes to specify) Who will replenish toiletries/cleaning supplies: Roommate A / B / C / D / E / F / Take Turns / Other: _____ How often will the bathroom be cleaned: Once Week / Once a Month / Other: _____ Who will clean the bathroom: Roommate A / B / C / D / E / F / Take Turns / Other: _____	Roommate A will share: TV / Video Game Consoles / DVDs/Player / Laptop / Toiletries / Clothes / Food / Kitchenware With Permission? Yes/No (Use notes to specify) Roommate B will share: TV / Video Game Consoles / DVDs/Player / Laptop / Toiletries / Clothes / Food / Kitchenware With Permission? Yes/No (Use notes to specify)	Roommate C will share: TV / Video Game Consoles / DVDs/Player / Laptop / Toiletries / Clothes / Food / Kitchenware With Permission? Yes/No (Use notes to specify) Roommate D will share: TV / Video Game Consoles / DVDs/Player / Laptop / Toiletries / Clothes / Food / Kitchenware With Permission? Yes/No (Use notes to specify)	Roommate E will share: TV / Video Game Consoles / DVDs/Player / Laptop / Toiletries / Clothes / Food / Kitchenware With Permission? Yes/No (Use notes to specify) Roommate F will share: TV / Video Game Consoles / DVDs/Player / Laptop / Toiletries / Clothes / Food / Kitchenware With Permission? Yes/No (Use notes to specify)
Guests	Social/Spiritual/Cultural Behavior	Social/Spiritual/Cultural Behavior	Social/Spiritual/Cultural Behavior
Notification of Guests is required: Yes/No How much notice is required: _____(days/hours in advance) What means will it be communicated: _____ Overnight Guests are permitted: Yes/No (Use notes to specify) Overnight Romantic Partners are permitted: Yes/No (Use notes to specify) Guests can sleep/study in the common spaces: Yes/No	Are there any social/spiritual/cultural beliefs to be respectful of? A: _____ B: _____	Are there any social/spiritual/cultural beliefs to be respectful of? C: _____ D: _____	Are there any social/spiritual/cultural beliefs to be respectful of? E: _____ F: _____
Resolving Conflicts	Guests/Visitors	Guests/Visitors	Guests/Visitors
How will we communicate concerns: In-Person / Phone / Email / Other: _____	Notification of Guests is required: Yes/No How much notice is required: _____(days/hours in advance) What means will it be communicated: _____ Overnight Guests are permitted: Yes/No (Use notes to specify) Overnight Romantic Partners are permitted: Yes/No (Use notes to specify)	Notification of Guests is required: Yes/No How much notice is required: _____(days/hours in advance) What means will it be communicated: _____ Overnight Guests are permitted: Yes/No (Use notes to specify) Overnight Romantic Partners are permitted: Yes/No (Use notes to specify)	Notification of Guests is required: Yes/No How much notice is required: _____(days/hours in advance) What means will it be communicated: _____ Overnight Guests are permitted: Yes/No (Use notes to specify) Overnight Romantic Partners are permitted: Yes/No (Use notes to specify)
Notes	Resolving Conflicts	Resolving Conflicts	Resolving Conflicts
	How will we communicate concerns: In-Person / Phone / Email / Other: _____	How will we communicate concerns: In-Person / Phone / Email / Other: _____	How will we communicate concerns: In-Person / Phone / Email / Other: _____
Notes	Notes	Notes	Notes