

## Suite Living Agreement

### Living Together in Community

Your apartment is both your personal living space and a shared community environment. When we refer to the apartment, we mean all areas of the living space, including the kitchen, living room, bathrooms, and other shared areas. Each resident has the right to feel safe, respected, and comfortable in their home.

Being a responsible roommate means making choices that support everyone's ability to enjoy and access the shared space. This includes respecting boundaries, caring for common areas, and avoiding behaviors that negatively impact the comfort, safety, or well-being of others.

For many students, living with roommates is a new and meaningful developmental experience. Sharing space requires communication, cooperation, empathy, flexibility, and compromise. Apartment living provides an opportunity to develop important life skills, including conflict resolution, accountability, independence, and respect for differences.

The rights outlined below are intended to serve as a starting point for conversation and agreement among roommates. Take time to discuss these topics honestly and respectfully, using this agreement as a tool for open communication. A positive living experience depends on each resident's willingness to consider both their own needs and the needs of others.

At the heart of community living is mutual responsibility. Every resident has rights that should be respected, and each resident also has a responsibility to respect those same rights for their roommates. When challenges arise, approaching one another with patience, understanding, and a willingness to work together creates opportunities for growth, both individually and as a community.

#### **Residents have the right to:**

- Read, study, and sleep without unreasonable interference from roommates.
- Have their personal property respected and treated with care. Residents are also responsible for respecting the belongings of others.
- Live in a clean and safe environment while contributing their fair share to maintaining the apartment.
- Have reasonable access to their apartment and shared spaces.
- Have a reasonable level of personal privacy and personal boundaries respected.
- Expect that SUNY Broome, Student Village, and campus policies will be followed so that all residents can live in a safe and supportive environment.
- Be free from pressure, intimidation, harassment, physical harm, emotional harm, or behavior that is disrespectful or demeaning.
- Communicate concerns openly, respectfully, and in a timely manner, either with roommates directly or with the assistance of staff.
- Have their thoughts, feelings, and concerns listened to and acknowledged.

Living Agreement

Apartment: \_\_\_\_\_

Roommate relationships are an important part of the college experience and take time, communication, and effort to build. This worksheet is a starting point for creating a positive and respectful living environment. Please be as specific as possible when completing it together to help prevent misunderstandings. Once completed, all roommates will sign the agreement. Housing and Residential Life staff will provide a copy for your apartment, and the original will be kept on file in the Housing and Residential Life Office. This agreement may be revisited as needed to support ongoing communication and shared accountability.

The Apartment

This is a shared space between you all, meaning it is everyone’s responsibility to take care of the apartment. This includes but is not limited to, the bedrooms, the bathrooms, the living room, and kitchen – upholding the cleanliness of the space. Sharing the responsibility of cleaning the apartment regularly and taking out the garbage.

I. Cleanliness

Common area spaces (kitchen, living room, bathrooms) must be cleaned regularly.

Cleaning:

We agree the common areas will be cleaned every \_\_\_\_\_ week(s) on \_\_\_\_\_ (day).

- ☐ We will keep shared areas neat and organized.
- ☐ We will clean our own personal spaces.
- ☐ We will communicate if responsibilities need to change.
- ☐ We will work together to maintain the apartment.

Dishes:

- ☐ Everyone will wash their own dishes after use.
- ☐ We will take turns washing dishes.
- ☐ Dishes may remain in the sink until \_\_\_\_\_.
- ☐ Dishes should not be left in the sink overnight.

If taking turns, specify who and when:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |

Garbage:

- ☐ We will take turns taking out garbage utilizing a garbage can.
- ☐ Each roommate is responsible for their own garbage ***not*** utilizing the provided garbage can.
- ☐ Garbage should be removed when the bin is full.

Your apartment must to take your garbage out ***at minimum*** once or twice a week:

- ☐ Garbage will be removed once a week, earlier if full.
- ☐ Garbage will be removed twice a week, earlier if full.

**If taking turns, specify who and when:**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |

Add additional notes:

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## II. Shared Items and Personal Belongings

Sharing items can be helpful, but everyone's boundaries should be respected.

**We agree:**

- ☐ We will use our own belongings, food and supplies.
- ☐ We will share food and supplies, along with the cost of purchasing.
- ☐ We will share items ONLY when permission is given.
- ☐ We will ask before borrowing another person's belongings.
- ☐ It's okay to borrow each other's things as long as we ask first.

**Things we agree to share, if any:**

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## III. Quiet Hours, Sleep, & Study

You must comply with the Student Village Quiet Hour policy. During designated quiet hours (Sun-Thur. 10pm-9am, Fri-Sat 12am-10am) noise should be kept a minimum and not audible outside the room/apartment.

**Study preferences:**

- ☐ Morning
- ☐ Afternoon
- ☐ Evening
- ☐ Night

**During study time, we prefer:**

- ☐ Music is okay
- ☐ Headphones should be used
- ☐ TV is okay
- ☐ Quiet environment

**Sleeping:**

- ☐ We will respect each other's sleep schedules.
- ☐ Be mindful of noise when roommates are sleeping.
- ☐ Use headphones for music, videos, or phone calls when needed.
- ☐ Communicate changes in our schedules that may affect roommates.
- ☐ We will avoid unnecessary noise when a roommate is sleeping.

Everyone has different schedules, energy levels, and routines. Sharing your preferences can help roommates better understand and respect each other's needs. **Write your name next to your sleep preference and specify your typical sleep schedule.**

| Sleep Schedule                  | Resident 1 | Resident 2 | Resident 3 | Resident 4 | Resident 5 | Resident 6 |
|---------------------------------|------------|------------|------------|------------|------------|------------|
| Morning Person                  |            |            |            |            |            |            |
| Night Owl                       |            |            |            |            |            |            |
| Bedtime<br>(i.e. 10-11pm)       |            |            |            |            |            |            |
| Wake up Time<br>(i.e. 8am-10am) |            |            |            |            |            |            |

Add additional notes:

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#### IV. Guests & Visitations:

Open communication and respect for shared spaces are important when guests are permitted. All guests must follow SUNY Broome, Housing and Residential Life, and campus policies. The host resident is responsible for the actions and behavior of their guest. Before having a guest, suitemates should communicate and agree on expectations to ensure everyone feels comfortable in the shared living space.

##### Day Guests:

Day guests are visitors who are in the Student Village between 10:00 a.m. and 9:59 p.m. Suitemates should discuss expectations to ensure that shared spaces remain comfortable and respectful for everyone.

- ☐ We will communicate with roommates in advance when we plan to have a day guest.
- ☐ We will consider our roommates' schedules, privacy, and comfort level before inviting a guest into the apartment.
- ☐ Day guests may use shared spaces without the host present.
- ☐ Day guests may not use shared spaces without the host present.
- ☐ We will communicate if the number or frequency of day guests becomes a concern.
- ☐ If guests may be in shared spaces without the host present, the agreed time limit is: \_\_\_\_\_
- ☐ We agree that day guests may use the following shared spaces:
  - ☐ Kitchen
  - ☐ Living Room
  - ☐ Bathroom
  - ☐ Other: \_\_\_\_\_

Additional expectations for day guests and/or suitemate hosting (i.e. frequency):

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## Overnight Guests:

Residents may host one (1) overnight guest at a time. An apartment may not have more than four (4) overnight guests at the same time. Overnight guests may not stay more than three (3) consecutive nights and no more than four (4) nights within a 14-day period. Before requesting an overnight guest, residents must communicate with and receive confirmation from their roommates/suitemates. Requests must be submitted to Housing and Residential Life at least two (2) business days before the guest's arrival. Overnight guest requests are not approved until confirmation is received from Housing and Residential Life. All overnight guest requirements, limits, and approval processes must be followed. Suitemates should discuss expectations regarding notice, frequency, and shared space use.

- ☐ We agree on the amount of notice needed: \_\_\_\_\_
- ☐ Overnight guests are allowed during the week.
- ☐ Overnight guests are allowed only on weekends.
- ☐ Overnight guests are not permitted during certain times: \_\_\_\_\_
- ☐ We will communicate if the number or frequency of day guests becomes a concern.
- ☐ If guests may be in shared spaces without the host present, the agreed time limit is: \_\_\_\_\_
- ☐ We agree that day guests may use the following shared spaces:
  - ☐ Kitchen
  - ☐ Living Room
  - ☐ Bathroom
  - ☐ Other: \_\_\_\_\_

Additional expectations for overnight guests and/or suitemate hosting:

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## V. Communication

Communication is key to a respectful living environment. Everyone communicates differently. Discussing how and when you prefer to handle concerns can help prevent misunderstandings and create a more respectful living environment.

**Should a problem occur between us, we will:**

- ☐ Talk about it directly
- ☐ Have time to think before discussing it
- ☐ Write it down first
- ☐ Ask for support from staff if needed

**We prefer to communicate concerns by:**

- ☐ Talking in person
- ☐ Sending a text/message first
- ☐ Writing down thoughts before talking

If you cannot resolve a concern together, we encourage you to seek support from a Housing and Residential Life staff.

Add additional notes:

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**VI. Personal Practices**

Are there any preferences, practices, or routines that your suitemates should be aware of?

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**VII. Other Areas of Discussion & Agreement**

You may elaborate on any of the previous areas of agreement stated above:

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By signing this agreement, we are stating that we have spoken about the living arrangements mentioned above and agree to follow them. Should we need to make a change, we will speak with our Peer Mentor, or another Staff member and make the necessary revisions to our agreement. Violations may be subject to a meeting Staff if we can't resolve the issue on our own.

|                     |                     |                    |               |
|---------------------|---------------------|--------------------|---------------|
| A Bedroom 1:        | <hr/><br>PRINT NAME | <hr/><br>SIGNATURE | <hr/><br>DATE |
| A Bedroom 2:        | <hr/><br>PRINT NAME | <hr/><br>SIGNATURE | <hr/><br>DATE |
| B Bedroom:          | <hr/><br>PRINT NAME | <hr/><br>SIGNATURE | <hr/><br>DATE |
| C Bedroom:          | <hr/><br>PRINT NAME | <hr/><br>SIGNATURE | <hr/><br>DATE |
| D Bedroom 1:        | <hr/><br>PRINT NAME | <hr/><br>SIGNATURE | <hr/><br>DATE |
| D Bedroom 2:        | <hr/><br>PRINT NAME | <hr/><br>SIGNATURE | <hr/><br>DATE |
| Resident Assistant: | <hr/><br>PRINT NAME | <hr/><br>SIGNATURE | <hr/><br>DATE |

## Roommate Agreement - Shared Expectations (Double Rooms)

Roommate relationships are an important part of the college experience and take time, communication, and shared effort to build. Living in a double means learning how to respectfully share space while honoring each other's needs, boundaries, and routines.

This roommate agreement is designed to serve as a starting point for creating a positive and supportive living environment. As you complete it together, be as specific and honest as possible to help prevent misunderstandings and strengthen communication.

Once completed, both roommates will sign the agreement. Housing and Residential Life staff will provide a copy for your room, and the original will be kept on file in the Housing and Residential Life Office. This agreement may be revisited as needed to support ongoing dialogue, accountability, and growth throughout the year.

### Guests & Visitation

- ☐ We will communicate in advance about guests
- ☐ We agree on expectations for overnight guests (frequency and notice): \_\_\_\_\_
- ☐ We will respect each other's comfort level with visitors in the room
- ☐ We understand that guests must follow all Housing and Residential Life policies.

Additional notes:

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### Cleanliness & Shared Responsibilities

- ☐ We agree to keep our shared space reasonably clean and organized.
- ☐ We have discussed expectations for trash, food, and personal belongings
- ☐ We have agreed on how often cleaning will happen and who is responsible for what.

Our cleaning plan:

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### Personal Space & Belongings

- ☐ We discussed what items are okay to share
- ☐ We agree to respect each other's personal space and privacy.
- ☐ We will ask before borrowing items.

Add additional notes:

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### Commitment to Communication

- ☐ We agree to address concerns respectfully and directly with each other first
- ☐ We understand we can involve Housing and Residential Life staff if support is needed

Add additional notes:

## Quiet Hours, Sleep, & Study

Student Village Quiet Hours and Courtesy Hours are expected to be followed by all roommates.

Sleeping:

- ☐ We have discussed typical sleep schedules
- ☐ We have shared study preferences (music, headphones, lighting)
- ☐ We agree to be mindful of noise and respect quiet hours.

### Alarm Clock:

- ☐ It is okay to allow the alarm clock to play until it is decided to shut off.
- ☐ It is okay to hit the snooze button \_\_\_\_ number of times.
- ☐ You are not allowed to let the alarm clock continue playing or hit snooze.

The following will **not** happen in the room/common area space when one of us is sleeping:

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A Bedroom 1: \_\_\_\_\_

| PRINT NAME | SIGNATURE | DATE |
|------------|-----------|------|
|            |           |      |

A Bedroom 2: \_\_\_\_\_

PRINT NAME SIGNATURE DATE

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D Bedroom 1: \_\_\_\_\_

PRINT NAME SIGNATURE DATE

D Bedroom 2: \_\_\_\_\_

PRINT NAME SIGNATURE DATE