

# ROOMMATE AGREEMENT



Cornell College  
Residence Life Office

Use this document to facilitate a conversation between your roommates to create the type of atmosphere you desire to be studious, fun, and respectful. Only fill out this document once all the roommates are present for the discussion.

The Residence Life Office strives to offer the highest quality resident experience possible. Because of this, we focus on:

- ⇒ Safety and Cleanliness
- ⇒ Employing Caring & Competent Staff
- ⇒ Community & Individual Responsibilities
- ⇒ Supporting Academic Success
- ⇒ Welcoming Differences & Diversity
- ⇒ Inclusive Practices



Cornell College offers an innovative and rigorous learning community where faculty and staff collaborate with students to develop the intellectual curiosity, creativity, and moral courage necessary for a lifetime of learning and engaged citizenship. Our core values are:

- A liberal education that celebrates discovery and embraces the integration and application of knowledge
- Intellectual, moral, and personal growth
- Civic and social responsibility
- The dignity and worth of each individual in a diverse community

## STEP ONE

Date: \_\_\_\_\_  
Revision Date(s): \_\_\_\_\_  
Resident Assistant Name: \_\_\_\_\_  
Building: \_\_\_\_\_  
Room Number: \_\_\_\_\_

### WHO'S IN THE ROOM?



Roommate #1

\_\_\_\_\_  
\_\_\_\_\_



Roommate #2

\_\_\_\_\_  
\_\_\_\_\_



Roommate #3

\_\_\_\_\_  
\_\_\_\_\_



Roommate #4

\_\_\_\_\_  
\_\_\_\_\_



Communication is essential for a positive relationship with your roommate, suitemates, and/or housemates. Enter this discussion with an open mind and be prepared to compromise whenever reasonable.

## TIPS FOR SUCCESS

Coming to an agreement may involve compromise, so please be open and flexible, yet assertive about your own needs.

**Respond:** Answer each question with your own individual preference.

**Discuss:** Examine the differences between yourself and your roommates.

**Be Flexible:** Try to agree on how to resolve your differences now before conflicts arise.

## KNOW YOUR RIGHTS

Every resident in the residence halls has the following basic rights within their room.

### YOU HAVE THE RIGHT TO...

- ⇒ Study in your room free of interference, unreasonable noise, and other distractions.
- ⇒ Sleep without undue disturbances from noise, guests, etc.
- ⇒ Expect roommates will respect personal property.
- ⇒ Live in a safe, clean, and healthy environment.
- ⇒ Free access to one's room and facilities without pressure from a roommate.
- ⇒ Personal privacy
- ⇒ Host a guest within the residence life policies allow and the guest is respectful of the rights of all roommates.
- ⇒ Have grievances address and conflicts resolved with the assistance of Resident Assistants.
- ⇒ Be free from intimidation; physical and emotional harm; and racial, sexual, and other prejudicial harassment.
- ⇒ Expect reasonable cooperation in the use of the room's shared items (e.g. fridge, TV, speakers, etc.) and a commitment to honor agreed upon payment procedures (e.g. Streaming service bill, cleaning supplies, snacks, etc.)
- ⇒ Live according to one's own unique values, beliefs, orientations, and preferences, as long as they do not unduly interfere with the rights of others.

## STEP TWO

Let's list personal preferences about community and personal property. "Community" property is defined as items that can be used by all roommates, and "personal" property is off limits.

### ROOM TEMPERATURE PREFERENCES

Roommate #1

\_\_\_\_\_

Roommate #2

\_\_\_\_\_

Roommate #3

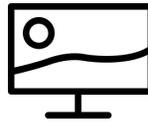
\_\_\_\_\_

Roommate #4

\_\_\_\_\_

### POSSESSION PERMISSIONS

List the items being brought into the room.



List appliances here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#1  Yes  No  Ask first

#2  Yes  No  Ask first

#3  Yes  No  Ask first

#4  Yes  No  Ask first



List clothing here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#1  Yes  No  Ask first

#2  Yes  No  Ask first

#3  Yes  No  Ask first

#4  Yes  No  Ask first



List food here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#1  Yes  No  Ask first

#2  Yes  No  Ask first

#3  Yes  No  Ask first

#4  Yes  No  Ask first

Does any roommate have dietary, cultural, or health needs / allergies? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



List furniture here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#1  Yes  No  Ask first      #2  Yes  No  Ask first  
#3  Yes  No  Ask first      #4  Yes  No  Ask first



List other electronic devices here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

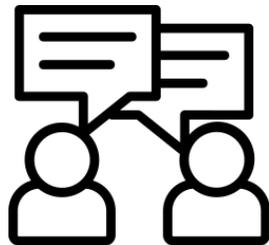
#1  Yes  No  Ask first      #2  Yes  No  Ask first  
#3  Yes  No  Ask first      #4  Yes  No  Ask first



List anything else here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#1  Yes  No  Ask first      #2  Yes  No  Ask first  
#3  Yes  No  Ask first      #4  Yes  No  Ask first



### LET'S DISCUSS POSSESSIONS

Which items can be shared or borrowed without asking:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which items are to be shared or borrowed only after asking: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Which items are not to be used or borrowed under any circumstance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STEP THREE

Another area of potential difficulty involves responsibilities, such as cleaning the room and keeping the room secure. Please identify and discuss the following responsibilities of a shared living space.



**I agree to lock the door of our room whenever I leave or am sleeping.** I also understand that failure to do so could be found to constitute negligence. If a theft or vandalism to property in the room results from my negligence, **I understand that I might be held liable for the loss.**

**I agree to not allow "tailgating" to happen.** Tailgating is when people who do not live in my residence hall enter the building without a host by following another unrelated person. **The building, floor, and room are only as safe as I allow them to be.**



**We agree to share the responsibilities** of sweeping and vacuuming, emptying and taking out the trash, dusting, picking up / tidying the room, and if applicable cleaning the kitchen, bathroom purchasing of toilet paper, cleaning products, etc.



### LET'S DISCUSS CLEANING

Who does what, and when: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Should we disagree on the amount of cleanliness each can tolerate, we will resolve our problems in the following manner: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### SIGN HERE

Roommate #1

Roommate #2

\_\_\_\_\_

\_\_\_\_\_

Roommate #3

Roommate #4

\_\_\_\_\_

\_\_\_\_\_

# COMMUNICATION

Communication is key in a good roommate relationship. Use the information below to have a conversation about communication styles and what will be most effective for your room.

## HOW TO COMMUNICATE WITH DIFFERENT PERSONALITY TYPES:



### THE CONTROLLER

The controller is easy to spot; they just want the facts and nothing but the facts. Because of this, many times they can be perceived as bossy and insensitive; The Controller is extremely goal oriented and their major motivation is to get things done. They'll take a project and run with it. Many times they won't even have a plan where they begin. They forge ahead with an attitude of 'we'll figure it out as we go'.

The Controller things broadly and has little use for details, so don't give them more details than absolutely necessary to get your point across.

#### Here's how to communicate with a bottom line person.

- ⇒ Be efficient and businesslike
- ⇒ Get right to the point
- ⇒ Set and clarify goals/objectives
- ⇒ Give them conclusions
- ⇒ Only provide details if asked
- ⇒ Solve problems/objections
- ⇒ Talk in terms of results, not methods



### THE PROMOTER

You know the Promoter... They're the life of the party and lots of fun. They love people and they love to talk. Their natural sociability allows them to talk for long periods of time about almost anything. They have an attractive personality and are the life of the party. They are enthusiastic, curious, and expressive.

#### Here's how to communicate with the life of the party.

- ⇒ Leave plenty of time for talk and social niceties
- ⇒ Ask them about their family, friends, etc. Be prepared to talk about yours
- ⇒ If possible, let them 'experience' what you are communicating
- ⇒ Talk in terms of people and stories
- ⇒ Use lots of examples



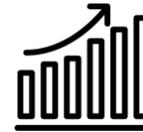
### THE SUPPORTER

The person with a Supporter communication style typically has a low key personality and is calm, cool, and collected. They tend to be patient, well balanced, and happily reconciled with life. Supporters are the largest percentage of the population and they are typically competent and steady workers who don't like to be involved in conflict.

When there is conflict, they may be called upon to mediate the problem. They are good listeners and usually have many friends. One of their major motivations is to avoid offending anyone.

#### Here's how to communicate with the largest percentage.

- ⇒ Don't come on too strong
- ⇒ Earn their trust in small steps
- ⇒ Provide plenty of reassurance
- ⇒ Don't ask for big decisions right away



### THE ANALYZER

These are the 'facts and figures' people. They love details and organizing things. They tend to be thoughtful, analytical, serious, and purposeful. Because their communication style includes a need for details, they sometimes hesitate to make decisions if they feel that they don't have enough facts. They love lists, charges, and figures.

Because they pay so much attention to details, they can sometimes be seen as pessimistic. Many times they are frugal or economical.

#### Here's how to communicate with the detail oriented.

- ⇒ Make sure you are well prepared
- ⇒ Have plenty of facts and figures
- ⇒ Be prepared for skepticism
- ⇒ Answer all of their questions
- ⇒ Go relatively slow to give them time to think

## WHAT IS YOUR COMMUNICATION STYLE?

Roommate #1

\_\_\_\_\_

Roommate #3

\_\_\_\_\_

Roommate #2

\_\_\_\_\_

Roommate #4

\_\_\_\_\_

## STEP FOUR CONFLICT RESOLUTIONS

How does each roommate desire to be notified of an issue?  
(example: text, face to face, etc.)

Roommate #1

Roommate #2

\_\_\_\_\_

\_\_\_\_\_

Roommate #3

Roommate #4

\_\_\_\_\_

\_\_\_\_\_

Agreed number of hours in which an issue of conflict will be addressed before being let go and forgotten:  24 HOURS  48 HOURS  OTHER

What are your social expectations of each other (strictly roommates, meal together several times a week, planned hangout times, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### PHONE & VIDEO CALLS

Calls taken in the room will be limited to \_\_\_\_\_ hours/minutes (circle one). We also agree to use headphones for video calls at the following times:

Always  Ask First  Other

Other: \_\_\_\_\_



### ALCOHOL POLICY

Violating the College's alcohol policies are cumulative over the duration of a student's tenure at Cornell College and the sanctions listed on the website are minimums that will be imposed.

How do you agree to address your roommates if this policy is broken? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STEP FIVE STUDY & SLEEP

Lifestyle choices such as sleep and study habits are important to discuss to avoid potential conflicts. Our residence hall policies state:

- ⇒ Quiet hours are maintained to provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn from the experience of group living. **The enforcement of quiet hours is the responsibility of each student**, with assistance from Residence Life staff as needed.
- ⇒ Each floor must observe the **minimum acceptable quiet hours of 11:00 PM until 7:00 AM Sunday through Thursday evenings** and 1:00 AM until 7:00 AM on Friday and Saturday evenings.
- ⇒ **Courtesy hours are in effect twenty-four hours a day.** Therefore, excessive noise, as determined by affected students, is discouraged at all times.
- ⇒ To read more about these policies, you can learn more on our online resource *The Compass* at [cornellcollege.edu](http://cornellcollege.edu).



### STUDYING

The following days and times will be set aside for quiet study time:

MONDAY                      TUESDAY                      WEDNESDAY

\_\_\_\_\_  
\_\_\_\_\_

THURSDAY                      FRIDAY                      SATURDAY

\_\_\_\_\_  
\_\_\_\_\_

SUNDAY

\_\_\_\_\_  
\_\_\_\_\_



### IS MUSIC ALLOWED DURING STUDY TIME

Yes  Ask First  No  
Any further study time preferences? \_\_\_\_\_

\_\_\_\_\_



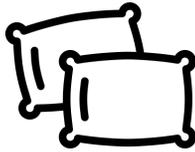
**ON SCHOOL NIGHTS, I EXPECT TO WAKE UP AND GO TO SLEEP BY THESE TIMES:**

Roommate #1  
\_\_\_\_\_AM  
\_\_\_\_\_PM

Roommate #2  
\_\_\_\_\_AM  
\_\_\_\_\_PM

Roommate #3  
\_\_\_\_\_AM  
\_\_\_\_\_PM

Roommate #4  
\_\_\_\_\_AM  
\_\_\_\_\_PM



**WHAT ARE YOUR SLEEP PREFERENCES?**

Roommate #1  
 Silence  
 Sounds / TV  
 Night Light  
 Desk Light  
 No Light  
 Other

Roommate #2  
 Silence  
 Sounds / TV  
 Night Light  
 Desk Light  
 No Light  
 Other

Roommate #3  
 Silence  
 Sounds / TV  
 Night Light  
 Desk Light  
 No Light  
 Other

Roommate #4  
 Silence  
 Sounds / TV  
 Night Light  
 Desk Light  
 No Light  
 Other

Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**We agree to address potential study/sleep related conflicts in the following way** (Example: one roommate may agree to study elsewhere after certain hours.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STEP SIX  
GUEST POLICY & PREFERENCES**

One of the most common problems between roommates lies in the area of visitation. Who visits, when, and for how long are common questions. If you discuss these issues with each other, you should be able to avoid some conflicts. Our residence hall policy states that:

⇒ Students may host guests of either gender in their residence hall rooms provided the following guidelines are met:

- All roommates have agreed upon the appropriate hours of guest visitation.
- All roommates agree who is visiting and the length of the visit.
- At no time may a roommate deny other roommates access to the room.
- At no time may a roommate force other roommates to share the room with a visitor.
- Overnight guests are not permitted to stay in their host's room longer than a three-day period.
- All roommates involved make reasonable accommodations.
- Any student approved as an "early arrival" (meaning approved to live in the residence halls before the official opening of the halls), as a "late stay" (meaning approved to live in the residence halls between the 1st closing and Commencement), or as a "summer resident" (meaning approved to live in the residence halls during the summer housing period) are not permitted to have any Cornell College student as a guest between. Those individuals are permitted to have non-Cornell students in accordance with established guest policies listed here.

⇒ Although Cornell allows for visitation of students to other rooms, the College also expects that each student lives in their assigned spaces on campus. Only Cornell students and staff are permitted to live on campus. A guest is any person who is not assigned to the room in which they are staying.



**ARE GUESTS ALLOWED IN YOUR ROOM?**

#1  Yes  No  Ask first      #2  Yes  No  Ask first  
#3  Yes  No  Ask first      #4  Yes  No  Ask first

**ARE YOU OKAY WITH GUESTS OF ANOTHER GENDER IN YOUR ROOM?**

#1  Yes  No  Ask first      #2  Yes  No  Ask first  
 #3  Yes  No  Ask first      #4  Yes  No  Ask first

**WHEN ARE GUESTS ALLOWED IN YOUR ROOM?**

<b>Roommate #1</b>	<b>Roommate #2</b>
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Evening	<input type="checkbox"/> Evening
<input type="checkbox"/> Overnight	<input type="checkbox"/> Overnight
<input type="checkbox"/> Restricted*	<input type="checkbox"/> Restricted*

<b>Roommate #3</b>	<b>Roommate #4</b>
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon
<input type="checkbox"/> Evening	<input type="checkbox"/> Evening
<input type="checkbox"/> Overnight	<input type="checkbox"/> Overnight
<input type="checkbox"/> Restricted*	<input type="checkbox"/> Restricted*

**How many guests can be in the room at one time?**

\_\_\_\_\_

**\*If visitation times are restricted, what days/times would guests be allowed into the room?**

MONDAY	TUESDAY	WEDNESDAY
_____	_____	_____
_____	_____	_____
THURSDAY	FRIDAY	SATURDAY
_____	_____	_____
_____	_____	_____
SUNDAY		
_____		
_____		



**ARE YOU OKAY WITH GUESTS OF ANOTHER GENDER STAYING IN YOUR ROOM OVERNIGHT?**

#1  Yes  No  Ask first      #2  Yes  No  Ask first  
 #3  Yes  No  Ask first      #4  Yes  No  Ask first

**If I invite overnight guests to our room, I will ask my roommates \_\_\_\_\_ days in advance.**



**IF I AM AWAY FROM THE ROOM GUESTS MAY USE MY:**

<b>Roommate #1</b>	<b>Roommate #2</b>
<input type="checkbox"/> Bed	<input type="checkbox"/> Bed
<input type="checkbox"/> TV	<input type="checkbox"/> TV
<input type="checkbox"/> Video Games	<input type="checkbox"/> Video Games
<input type="checkbox"/> Food	<input type="checkbox"/> Food
<input type="checkbox"/> Possessions**	<input type="checkbox"/> Possessions**
<input type="checkbox"/> Other**	<input type="checkbox"/> Other**

<b>Roommate #3</b>	<b>Roommate #4</b>
<input type="checkbox"/> Bed	<input type="checkbox"/> Bed
<input type="checkbox"/> TV	<input type="checkbox"/> TV
<input type="checkbox"/> Video Games	<input type="checkbox"/> Video Games
<input type="checkbox"/> Food	<input type="checkbox"/> Food
<input type="checkbox"/> Possessions**	<input type="checkbox"/> Possessions**
<input type="checkbox"/> Other**	<input type="checkbox"/> Other**

**If guests are allowed overnight, what conditions would apply?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*List possessions that guests are allowed to use:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# AVOIDING ANNOYANCES

## PET PEEVES

Sometimes there are things that one roommate will do that can really drive the other up the wall. Here is your chance to list some of those things and have a discussion about how you will work those issues out.

### IT REALLY BOTHERS ME WHEN...



ROOMMATE #1

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ROOMMATE #2

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ROOMMATE #3

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ROOMMATE #4

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If your roommate or suitemate has pet peeves, how will you address their concerns? What steps can you all take to make your room an enjoyable place for everyone? \_\_\_\_\_

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# FINAL STEP

By now you and your roommate(s) have had a chance to establish some policies and guidelines that should help you build a positive relationship — and a living and learning environment in which you both can succeed. You should have identified some problem areas and methods for dealing with them.

If, however, you should encounter any problems you have not discussed in this agreement, feel free to modify this agreement to resolve the issues. But remember, each of you must take part in that process for compromise and cooperation so that they work for both of you. If problems do occur, you and your roommate are encouraged to make every effort to address the issues together. When making revisions to this document, you may consider listing the dates you made changes at the beginning of the agreement as well as signing your initials next to the changes you and your roommates agreed upon.

Although it is best to try to resolve disputes between yourselves, feel free to contact your Resident Assistant if you feel their assistance as a mediator or facilitator would be beneficial.

**We as roommates, enter into this agreement in good faith. We fully intend to abide by all policies established and we further agree to address concerns as they occur, all in an effort to create a supportive and enjoyable living and learning environment.**

**We agree to be flexible and revise the agreement as it becomes necessary. We understand that failure to adhere to this agreement may result in appropriate responses from the College. It is assumed that all agreements made between roommates take into account all polices and regulations cited in The Compass and conform to Residence Life policies.**

## SIGN HERE

ROOMMATE #1 \_\_\_\_\_

ROOMMATE #2 \_\_\_\_\_

ROOMMATE #3 \_\_\_\_\_

ROOMMATE #4 \_\_\_\_\_