



# Campus Residences Summer Sponsored Housing 2025 Memorandum of Understanding

## Campus Residences Summer Housing Terms

This document serves as an agreement between Campus Residences Summer Housing, hereinafter referred to as “Campus Residences,” and the Stony Brook University Summer Sponsored Housing Department/Office/Unit listed below, hereinafter referred to as “Client,” to utilize residential housing spaces. The Client acknowledges they must execute this agreement on behalf of all participants in their group. If a Client has multiple groups within a similar time frame, one agreement can be completed for all groups. All times listed in this document are based on Eastern Standard/New York time.

Group placement in buildings and room assignments are subject to change based on building/facility needs. Placements may be mixed with other summer housing students as needed. General options are below:

- 16 & 17-year-old Students: Non-Cooking, Meal Plan Required, Air Conditioned, Double Occupancy Suite Style Rooms with a shared bathroom.
- Students 18 years of age and older: Air-conditioned single or double rooms in a single-gender apartment with two shared bathrooms, living room, and kitchen (cooking utensils not provided).

Groups interested in sponsoring summer housing for any students should contact [crch@stonybrook.edu](mailto:crch@stonybrook.edu) [benjamin.saraydarian@stonybrook.edu](mailto:benjamin.saraydarian@stonybrook.edu) by **February 28, 2025**, with the dates and approximate group size.

**Group Number:**

**Group Name:**

**Group Coordinator Name:**

**Group Coordinator Title:**

**Phone:**

**Email:**

**Address:**

## Group Information, Housing Estimate, and Payment Information

### Billing Method (highlight all that apply):

- Billed to Department/Unit
- Billed Directly to Student Account

### Payment Type (highlight all that apply):

- ACH (Automated Clearing House) or Wire Transfer
- Credit Card
- Check via Certified Mail
- SB Materials & Services Requisition (State)
- SB Materials & Services Requisition (Research)
- AVID Stony Brook Foundation

### Student Type (highlight all that apply):

- SBU Student
  - Enrolled in a course as a condition of sponsorship
  - Course enrollment is not a condition of sponsorship
- 16/17 Year Old Enrolled In College Credit
- Visiting Student/Scholar
- Intern for Campus Department/Office/Unit

Client's Initials: \_\_\_\_\_

**Programs/Group Types & Billing Method:**

<b>Program Name</b>	<b>Student Type</b>	<b>Billing Method</b>
	Please Select ▾	Please Select ▾
	Please Select ▾	Please Select ▾
	Please Select ▾	Please Select ▾
	Please Select ▾	Please Select ▾

<b>Program Name</b>	<b>Arrival Date</b>	<b>Departure Date</b>	<b>Room Type</b>	<b>Number of Participants</b>	<b>Number of Nights</b>	<b>Rate*</b>	<b>Total</b>
*Rate is per person per night. **This is an estimated cost, <u>not</u> a final invoice.					<b>**Total estimated cost:</b>		
Minimum bill based on variance:							

**Additional Authorized Group Contacts (if applicable):**

<b>Payment &amp; Billing Items:</b>	<b>Day to Day Concerns</b>	<b>Rosters &amp; Participant Lists</b>
Name: Title: Email: Phone:	Name: Title: Email: Phone:	Name: Title: Email: Phone:

**Primary Residential Education Contacts:**

<b>Overall:</b>	<b>Day to Day Concerns</b>	<b>Rosters &amp; Participant Lists</b>
Name: Title: Assistant Director Email: Phone:	Name: Title: Residence Hall Director Email: Phone:	Name: Title: Area Office Manager Email: Phone:

<b>Staff Check-in</b>	Date: _____	Time: <u>1 pm-4 pm</u>	<b>Notes:</b>
<b>Participants Check-in</b>	Date: _____	Time: <u>1 pm-4 pm</u>	
<b>Staff Check-out</b>	Date: _____	Time: <u>9 am-11 am</u>	
<b>Participants Check-out</b>	Date: _____	Time: <u>9 am-11 am</u>	

Client's Initials: \_\_\_\_\_

## Participant Age & Impact on Housing:

- Students who are 18 years of age or older by **June 15, 2025**, may be housed on campus if they fit one of the following criteria:
  - They are a visiting student enrolled in a Stony Brook University course
  - They are a Stony Brook University student who is enrolled for summer courses
  - They are pre-registered for Fall 2025 courses at Stony Brook University
  - They were a Spring 2025 graduate who will move out after the summer session
- For students without a Spring 2025 housing agreement, arrival dates cannot be earlier than **May 26, 2025**. Students with spring housing agreements may have a spring extension and summer move-over from **May 26 to May 27** as part of your request.
- Participants with Fall 2025 on-campus housing are required to move to their Fall 2025 assignment on **August 10, 2025**. Participants who do not have Fall 2025 housing will be required to vacate by 4 p.m. on **August 11, 2025**, unless your program involves a summer session II class component in which the final date is **August 15** at 4 p.m.
- Participants who will be 18 by **June 16, 2025**, who will have housing costs sponsored by a department, do not need to complete a summer housing application:
  - Campus Residences will email students reminders about the Terms of Occupancy.
  - Participants will automatically be booked for the agreed-upon dates specified earlier in this MOU.
  - Students only complete a summer housing application if they require on-campus housing for any period within the summer housing dates not covered by this MOU. These days will be billed on a self-pay basis.
- Students who are 16 or 17 years of age and will not turn 18 by **June 16, 2025**:
  - May be housed in on-campus housing if, and only if, they are enrolled in a Stony Brook University course for the summer session they are residing on-campus. Students may be enrolled for zero credit hours in the course as long as the course is eligible to grant credits to a matriculated student.
  - Participants cannot arrive more than one day before their program begins and no earlier than **June 16**. They cannot stay later than one day after their program ends and no later than **August 9 at 4 p.m.**
  - Participants are required to have a meal plan and pay a summer student health service fee.
  - Before being allowed to move into campus housing, they must complete an acknowledgment form with their legal guardians and an online module to review important information about minors in on-campus housing unless they are part of a bridge program providing chaperones during the stay.
- Students who are not part of summer bridge programs, are 16 or 17 years old, and will not turn 18 before **June 16, 2025**, must complete a summer housing application in the housing portal.
  - Departments are responsible for providing Campus Residences with the Major Codes associated with their visiting students before **April 30, 2025**, to ensure that the housing portal can accept applications.
  - Departments/Units must fill out this form to report the major codes of their program's participants:  
[https://docs.google.com/forms/d/e/1FAIpQLSfZU0V8Dj-oqdMzrdrZR5PL7KS7IVzm7fJLLFtuZkRH9TrKlg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfZU0V8Dj-oqdMzrdrZR5PL7KS7IVzm7fJLLFtuZkRH9TrKlg/viewform?usp=sf_link)
- All Participants must be term-activated at least three (3) weeks before the group's requested arrival date.

## Timeline

### By March 31, 2025:

- The client will commit to on-campus summer housing and begin the MOU process.
- The client must provide the number of students the office will sponsor for on-campus housing.
- The client can expect a draft MOU by April 15, 2025.

### By April 30, 2025:

- Return this signed and dated MOU to the Campus Residences by email, mail, or hand-delivery.
- The client will be charged an additional 10% for any increase in bedspaces after April 30, 2025.

Client's Initials: \_\_\_\_\_

**No later than 30 days before arrival:**

- Any additional accommodations or requests must be submitted. Requests for housing based on medical accommodation must be submitted and processed through the Student Accessibility Support Center (SASC). This documentation needs to be submitted to best meet an individual's needs. We cannot house a participant outside the group's housing location, which may limit the available accommodations.
- Campus Residences will provide the Roster template for the client to list participants.
- Participants need to be in PeopleSoft with their SBU ID and summer term activation, which will enable their information to be accessed in our housing database.
  - We cannot allow a student participant to check in unless:
    - They are term-activated
    - All applicable steps for the group & student are completed.

**No later than 14 days before arrival:**

- The Latest client's list of participants can be modified or returned to Campus Residences.
- Arrival information, including check-in information and policy reminders, is sent to Campus Residences participants 5 to 7 days before the group's arrival.

**During the Client's group stay:**

- The Client must be accessible and responsive to Campus Residences and participants' issues and needs.
- The Client must communicate any early departures from the program and indicate if that participant still needs a general summer housing assignment pending availability.

## **Policies**

### ***Participant Registration, Payment, & Billing***

- The Client can have a 20% variance from the total cost outlined in the signed MOU. Therefore, the Client is liable for 80% of the total cost specified in the MOU.
- Participants' registration (rosters) must be submitted using the roster template provided **by noon 14 days before arrival**. Late rosters will be assessed a **\$200 late fee**.
- An additional **\$50 late fee** will be assessed for each roster day late until day 10, after day 10, and before day 7; a **\$25 per person** charge will be added. Rosters cannot be accepted **after day 7; your group will be canceled at the cancellation rate**.
- Additions, changes, or removals to the housing roster after the final roster date will incur a \$25 fee per change transaction.
- Students will need to obtain IDs for building access if they do not already have one. Temporary access cards may be given for a short duration upon the first arrival while your students obtain temporary access cards.
- Students may be billed directly for damages to the facilities or loss of university-issued keys/access cards.
- The client will receive a group invoice for the participants' stay based on the housing cost unless the cost is directly billed to the student's account. The final invoice could change from the original housing estimate to incorporate damage fees, lost keys/cards, etc.
- Damage fees will be billed at the published rate in the Minimum Price Index.
- Campus Residences charges on a continuous billing cycle. All participants will be billed from their arrival date until their departure date. Breaks in booking reservations are not permitted.
- Campus Residences will provide an invoice within 14 business days after the departure date.
- The Client is expected to pay their charges in full within 30 days of the invoice. Groups who do not pay on time are subject to a late fee equal to 1% of their total outstanding charge for every 30 days payment is late. If, after 90 days, payment has still not been received, Campus Residences reserves the right to refer the matter to the State Attorney General Collections Bureau. Unexpected delays in payment that are communicated before the 30-day deadline may not be subject to a late fee.
- Disputes of charges or adjustments must be submitted by email within ten days of the invoice date.

Client's Initials: \_\_\_\_\_

### ***Cancellations***

- Cancellations and early move-outs are eligible for credits and refunds as long as the client authorizes it. If this drops the client below their variance, the client will make up the difference. To cancel a reservation for a participant before arrival, the Client must provide written notice to Campus Residences no later than two business days before the scheduled arrival. Cancellations less than 14 days prior to the arrival date will be charged a \$25 fee.
- The client is required to notify Campus Residences if any participant is removed or leaves early.
- For any participant who leaves without properly checking out, billing will continue until the end of the program, and notification of departure is not provided in writing.
- Within two business days of check-in, Campus Residences will provide the Client with a list of participants who failed to check-in. The Client must provide an update on the participant's status within 48 hours, or the Client will continue to be billed for all participants regardless of check-in status for the days used.
- Last-minute cancellations or failed arrivals may cause participants to be reassigned to new rooms.
- Participants who check-in, receive their room key, and subsequently choose to check out early will only be eligible for unused nights of their stay if the minimum number of participants is still met.
- A registered participant who ends affiliation with their group is required to vacate within 48 hours unless they are eligible to remain in summer housing and are transitioned to a self-pay option, which may require reassignment.

### ***Housing Assignments***

- Campus Residences will attempt to meet the Client's assignment requests; however, specific spaces or pairings of participants cannot be guaranteed.
- The Client's participants may be split between multiple floors or buildings or on the same floor.
- Assignment locations available to students may depend on whether they have fall 2025 housing on or off campus to permit the optimal utilization of summer housing spaces.
- Campus Residences reserves the right to change assignments based on the needs of Campus Residences and the University.

### ***Terms of Occupancy***

- All participants must adhere to the Campus Residences Terms of Occupancy.  
[https://www.stonybrook.edu/commcms/studentaffairs/res/safety/staying\\_safe.php](https://www.stonybrook.edu/commcms/studentaffairs/res/safety/staying_safe.php)
- Any violations of the terms of occupancy will be referred to the Office of Residential Conduct & Community Standards. Campus Residences reserves the right to dismiss any participant engaging in inappropriate or destructive behavior. Refunds are not provided for individuals or groups removed from Summer Housing for behavioral issues.

### ***Facilities***

- Participants must bring their own linens and toiletries.
- Interruptions of any facilities temporarily for maintenance, repair, or catastrophe will not be considered a breach of this agreement. Campus Residences assumes no responsibility for damages such as food spoilage. If an interruption does occur, Campus Residences agrees to restore the service in a reasonable time.
- If there is a facilities issue, it should be reported to the area office or building staff within 24 hours or less. Students may also enter a work order through the online work order system, [FixIT](#). For emergency-type work orders (i.e., floods, electrical outages, etc.), students should contact the area office or on-call area staff for their community to report the work order.
- Campus Residences reserves the right to enter rooms/suites to conduct weekly inspections for the purposes of, but not limited to, occupancy verification, health and safety checks, cleaning and maintenance, Fall room readiness, etc.

Client's Initials: \_\_\_\_\_



## Agreement

I have carefully read this Summer Sponsored Housing Memorandum of Understanding and fully understand its contents. If the Client violates any terms of this agreement, Campus Residences may terminate this agreement. I voluntarily agree to the terms and conditions stated throughout.

\_\_\_\_\_  
Print Name of Client (Group Coordinator)

\_\_\_\_\_  
Print Name of \*Authorizing Agent

\_\_\_\_\_  
Signature of Client (Group Coordinator)

\_\_\_\_\_  
Signature of \*Authorizing Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*\*Authorizing Agent signature may be included as per the discretion of the Client.*

\_\_\_\_\_  
Print Name of Assistant Director of Conference and Summer Housing or designee

\_\_\_\_\_  
Signature of Assistant Director of Conference and Summer Housing or designee

\_\_\_\_\_  
Date

### **A signed Conference Housing Memorandum of Understanding must be sent to:**

Benjamin A. Saraydarian  
Assistant Director of Conference and Summer Housing  
100 Circle Road  
Campus Residences  
Stony Brook, NY 11794-4444

[crch@stonybrook.edu](mailto:crch@stonybrook.edu)  
[benjamin.saraydarian@stonybrook.edu](mailto:benjamin.saraydarian@stonybrook.edu)