



## YOUR ROOMMATE LIVING GUIDE: APARTMENT EDITION

### **PART 1: INDIVIDUAL SECTION**

Instructions: The purpose of this Roommate Living Guide is to facilitate the discussion between roommates on how you will live together. Please fill out section one by yourself. After you have completed section one, use the information presented here to complete section two with your roommates. This guide should be used as a starting point to continue the conversation about personal preferences and living spaces throughout your time living together. Note: check boxes are not buttons; use the drawing tool on your PDF reader to mark the boxes. Text lines are fillable.

#### **Sleep:**

1. On weekdays, I generally go to bed:
  - Before 10pm
  - Between 10pm and midnight
  - After midnight
2. On weekends, I generally go to bed:
  - Before 10pm
  - Between 10pm and midnight
  - After midnight
3. On weekdays, I generally wake up:
  - Before 8am
  - Between 8am and 10am
  - After 10am
4. On weekends, I generally wake up:
  - Before 8am
  - Between 8am and 10am
  - After 10am
5. While I sleep:
  - I prefer the room to be:
    - Completely dark  Moderately light  Brightly lit
  - Computer/TV/media are:
    - On  Off
  - Phone use is:
    - OK  Not OK  OK on vibrate
  - I prefer the temperature to be:
    - Warm  Cool
  - Fans are:
    - On  Off

### Studying:

6. When I study in the apartment, it will generally be:
- In the morning
  - In the afternoon
  - In the evening
  - On the weekends
  - Other: \_\_\_\_\_
7. When I study, I prefer:
- Complete silence
  - To have music/TV on
  - To use headphones
  - To be alone
  - To be in my own room
  - To be in common space
8. During midterms, finals, or stressful academic time periods, I would like to:
- Have special rules such as: \_\_\_\_\_
  - Change the quiet/sleeping time: \_\_\_\_\_
  - Change the guest agreements: \_\_\_\_\_
  - Change the noise/lights agreements: \_\_\_\_\_

### Use of Common Areas

9. If someone comes to the apartment when I am not there and asks to use or borrow something that belongs to me, I would prefer my roommates:
- Lend it out without asking
  - Ask me first
  - Never lend anything of mine out
10. When we are home, the door is:
- Always locked\*
  - Sometimes locked
  - Never locked

\*For your safety, Residence Life strongly recommend that doors are always locked.

11. When I'm not in the apartment, I will (check all that apply):
- Make sure the door is locked
  - Make sure the windows are locked
  - Make sure the lights are turned off
  - Make sure the blinds are closed
12. If I put food in the refrigerator or kitchen:
- It is mine and should not be touched
  - Is ok for anyone to take without asking
  - May be ok for anyone to take if they ask

## Cleanliness

13. My area will be neat and orderly:
- Always
  - Sometimes
  - Never
14. I like the apartment common spaces to be:
- Neat/orderly and organized
  - Comfortable and lived in
  - Messy and disorganized
15. How frequently will the entire apartment get cleaned?
- Daily
  - Bi-weekly
  - Weekly
  - Monthly
16. Cleaning includes (check all that apply):
- Dusting/sweeping
  - Vacuuming
  - Laundry
  - Bathroom
  - Kitchen
  - Other: \_\_\_\_\_
17. The apartment will be cleaned:
- By all of us every time we clean
  - By one person at a time on a rotating basis
  - By multiple people on a rotating basis

## Guests

18. Guests may be in the apartment during:
- Study times:
- Always  Sometimes  Never
- Sleep times:
- Always  Sometimes  Never
- Other times guests are not allowed: \_\_\_\_\_
19. Overnight guests may stay:
- Weekends only
  - Weekdays
  - Other: \_\_\_\_\_
20. How much notice do I prefer my roommates to give when they would like to host guests overnight? \_\_\_\_\_
21. Do I think we should alter our agreement about guests for family members? If so, how?
- \_\_\_\_\_

## **Safety Information**

All policies: <http://www.bu.edu/dos/policies/lifebook/residential/>

\*Doors should be locked even when rooms and apartments are left for only a few minutes. Valuables should not be left where they can be easily stolen, and should be taken home during vacations and recess periods. Common sense – more than anything else – determines safety.

## **Guest Policy Information**

Full policy: <http://www.bu.edu/dos/policies/lifebook/residential/>

- Guests are only permitted with the consent of a resident's roommates(s). Students are expected to communicate with each other to work out arrangements for guests within a shared room, suite, or apartment.
- A guest is an individual who is not assigned to said resident's room, suite, or apartment. A resident host is a resident student who signs a guest into the residence to which they are assigned. An overnight guest is a guest who visits between the hours of 2am and 7am (or any fraction thereof).
- A resident may have no more than three (3) guests at a time, and guests may stay in a room, suite, or apartment no more than three consecutive nights.
- At all times, residents are responsible for the conduct and activity of their guests, including any damage caused to University property and violations of policies for student residences.
- No overnight guests are permitted during the first two weeks of the academic year, and during study and final examination periods.

## YOUR ROOMMATE LIVING GUIDE: APARTMENT EDITION

### PART 2: ROOMMATE SECTION

Instructions: Meet with your roommates to discuss this section. Refer back to the Individual Section for guidance on this discussion. This section should be completed together. Please maintain a copy in your residence to refer back to periodically. Situations may arise that will need to involve new conversations in order to update this agreement, so please revisit this tool as necessary.

#### Sleep:

1. On weekdays, sleeping time will be:  
\_\_\_\_\_
2. On weekends, sleeping time will be:  
\_\_\_\_\_
3. Quiet times in our apartment will be:  
\_\_\_\_\_
4. While we sleep:
  - Common space lights are:  
 On  Off
  - Computer/TV/media in common spaces are:  
 On  Off
  - Phone use in common spaces is:  
 OK  Not OK  OK on vibrate
  - The temperature will generally be:  
 Warm  Cool
  - Fans are:  
 On  Off
  - Windows are:  
 Open  Closed

#### Studying:

5. When studying in the apartment, it will generally be:
  - In the morning
  - In the afternoon
  - In the evening
  - On the weekends
  - Other: \_\_\_\_\_
6. When we study in the apartment (select all that apply):
  - There should be complete silence
  - Music/TV is OK
    - always  sometimes  never

- We will use headphones
  - We prefer to be alone
  - Other: \_\_\_\_\_
7. During midterms, finals, or stressful academic time periods, we will make the following changes to our agreements:
- Have special rules such as: \_\_\_\_\_
  - Change in quiet/sleeping time: \_\_\_\_\_
  - Change in guest agreements: \_\_\_\_\_
  - Change in noise/lights agreements: \_\_\_\_\_

### Use of Common Areas

8. How will we decide when we want to have alone time and how we will communicate that with roommates? \_\_\_\_\_
9. If someone comes to the apartment while a roommate is not there and asks to use or borrow something that belongs to that roommate:
- Lend it out without asking
  - Ask the roommate first
  - Never lend anything out
10. When we are home, the door is:
- Always locked\*
  - Sometimes locked
  - Never locked
11. When we are **not** home, the door is:
- Always locked\*
  - Sometimes locked

\*For your safety, Residence Life strongly recommend that doors are always locked.

12. When we are not in the apartment, we will (check all that apply):
- Make sure the door is locked
  - Make sure the windows are locked
  - Make sure the lights are turned off
  - Make sure the blinds are closed
13. If we put food in the refrigerator or kitchen:
- It belongs to the person who put it there and should not be touched by others
  - It is ok for anyone to take without asking
  - It may be ok for anyone to take if they ask the person who put it there first

### Cleanliness

14. We like the apartment common spaces to be:
- Neat/orderly and organized
  - Comfortable and lived in
  - Messy and disorganized
15. How frequently will the entire apartment get cleaned?

- Daily
- Bi-weekly
- Weekly
- Monthly

16. Cleaning includes (check all that apply):

- Dusting/sweeping
- Vacuuming
- Laundry
- Bathroom
- Kitchen
- Other: \_\_\_\_\_

17. The apartment will be cleaned:

- By all of us every time we clean
- By one person at a time on a rotating basis
- By multiple people on a rotating basis

**Communication**

18. What personal or cultural practices should roommate(s) be aware of?

\_\_\_\_\_

19. If a roommate or roommate's guest damages my belongings, how will we resolve this?

\_\_\_\_\_

20. How will we leave messages for each other? (via text, email, handwritten notes, etc.)

\_\_\_\_\_

21. How will we approach each other if we have a concern, including but not limited to violations of this agreement?

\_\_\_\_\_

22. If we want a guest to leave, how will we let each other know?

\_\_\_\_\_

**Guests**

23. Guests may be in the apartment during:

Study times:

- Always  Sometimes  Never

Sleep times:

- Always  Sometimes  Never

Other times guests are not allowed: \_\_\_\_\_

24. Overnight guests may stay:

- Weekends only
- Weekdays
- Other: \_\_\_\_\_

25. How much notice will we give each other when we would like to host guests overnight?

\_\_\_\_\_

26. Will we alter our agreements about guests for family members? If so, how?

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27. Agreements that we reached, not covered in other sections of this document:

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- A resident may have no more than three (3) guests at a time, and guests may stay in a room, suite, or apartment no more than three consecutive nights.
- At all times, residents are responsible for the conduct and activity of their guests, including any damage caused to University property and violations of policies for student residences.
- No overnight guests are permitted during the first two weeks of the academic year, and during study and final examination periods.

By signing below we accept the agreements made above. Should we need to make changes to the agreements, we will do so as a group. Should someone not follow the agreements, we will take the following steps before contacting our Resident Assistant or Residence Life Staff:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_