



WESTERN
ILLINOIS
UNIVERSITY

MICROFRIDGE REQUEST FORM AND RENTAL AGREEMENT

Addendum to the Residence Hall Application/Contract

University Housing and Dining Services
Western Illinois University
Macomb, IL 61455

Contract Beginning: Fall & Spring (Academic Year) _____ Spring Term _____ Summer Term _____

YOU MAY CANCEL YOUR RESERVATION FOR THE ACADEMIC YEAR AND RECEIVE CREDIT FOR THE RESERVATION FEE BY NOTIFYING UNIVERSITY HOUSING AND DINING SERVICES IN WRITING BY THE DATES INDICATED IN PARAGRAPH 3 ON THE REVERSE SIDE OF THIS CONTRACT.

Print Full Name _____

Identification Number _____

Room Number/Hall (If known) _____

Phone Number (If known) _____

Your university account will be charged the reservation fee of \$30.00 and for the balance due. The reservation fee will be applied toward the rental charge. **Both roommates must request a unit for the expense to be shared. Only 1 unit per room will be installed.**

RATES

Fall/Academic Year: A total of \$130.00 (balance due will be \$35.00 if expenses are shared with a roommate or \$100.00 if in a single room or if expense is not shared.)

Spring: A total of \$65.00 (balance due will be \$2.50 if expenses are shared with a roommate or \$35.00 if in a single room or if expense is not shared.)

Summer: A total of \$60.00 (the reservation fee will be applied toward the rental charge of \$60.00 for the term.)

Every effort will be made to have the unit in your room prior to your arrival; however, there is a grace period of 10 days into a new semester for a unit to be installed. WIU assumes no responsibility for the loss of perishable items in such an instance, as the unit **IS NOT** in your room.

I HEREBY AGREE TO THE ABOVE METHOD OF PAYMENT AND TO THE TERMS AND CONDITIONS AS STATED ON THE REVERSE SIDE OF THIS FORM.

Signature

Date

SEND THIS FORM TO:
UNIVERSITY HOUSING AND DINING SERVICES
WESTERN ILLINOIS UNIVERSITY
1 UNIVERSITY CIRCLE - SEAL HALL
MACOMB, IL 61455

STUDENT: (RETAIN THE YELLOW COPY FOR YOUR RECORDS.)

PHONE: (309) 298-3321



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Lease Period: Academic Year or balance thereof. The academic year commences with the first day of registration Fall Semester and concludes 24 hours after the student's last final examination Spring Semester. A separate contract is necessary for Summer School accommodations.

The LESSEE hereby agrees to rent one MicroFridge multipliance from Western Illinois University, the LESSOR, according to the following terms:

1. Students who withdraw from the University during the first ten (10) days of the semester shall forfeit the reservation fee and receive a credit for the proportionate share of the balance due. Any student withdrawing after the 10th day shall forfeit the reservation fee and forfeit their proportionate share of the balance due.
2. Due to room changes after the first (1st) day of the semester, an adjustment/refund of the MicroFridge rental charge may be granted at the discretion of University Housing and Dining Services. In the instance of a shared unit, the unit needs to remain in the assigned room. The student moving out may be assigned another unit if he/she wishes to assume the pro-rated additional cost of the unit if going to a single room or if going into another double room where the roommate does not have a MicroFridge contract. The student remaining will be charged the pro-rated individual cost for the remainder of the year unless another student comes into the room and either has or signs a MicroFridge contract.
3. **Cancellations: Fall/Academic Year:** All students (i.e. returning/transfer/new) will be able to cancel without penalty on or before May 1st. A \$30 reservation fee forfeit will be applied to **ALL** students who cancel their order after May 1st and on or before July 1st. After July 1st a breakage fee of \$80 will be assessed which includes the forfeit of the reservation fee. If students are withdrawing from the University they will not be assessed the breakage fee if cancellation occurs on or before July 1st. The breakage fee will be applied to withdrawals if the cancellation occurs after July 1st. Students will be able to cancel online on or before August 1st, however, cancellations after August 1st must be done in writing (i.e. via letter or email at Microfridge@doss.wiu.edu). **Spring:** Cancellations must be done in writing on or before December 1st. After December 1st a breakage fee of \$80 will be assessed. **Summer:** Cancellations must be done in writing on or before May 15th. After May 15th a \$30 reservation fee forfeit will be applied until June 1st. The total cost of the unit (\$60) will be applied if the cancellation occurs after June 1st.
4. To keep and maintain the MicroFridge multipliance in good working condition. The unit may not be disassembled or altered in any way. University will, at its own expense, replace or repair any unit should said MicroFridge multipliance fail to operate normally, except those which are damaged through misuse, negligence, carelessness or irresponsible use by the Lessee. Lessee is responsible for contacting the Residence Hall Clerk should the equipment malfunction. The University is not in any way liable for the loss of or damage to food items placed in the MicroFridge unit.
5. To accept full responsibility for the MicroFridge multipliance at the time of delivery to the Residence Hall room. If two individuals are sharing the expense, both shall be singularly and collectively responsible for returning the unit at the end of the leasing period. Should the Lessee withdraw from school or leave the Residence Halls, responsibility for the MicroFridge multipliance may be transferred to another student in the Residence Hall by completing the appropriate transfer forms in the Hall Clerk's office and/or at Seal Hall as part of the Residence Hall check-out process.
6. **Do not move the MicroFridge multipliance from the above named Residence Hall room without written permission from the University.** Written permission may be obtained from the Residence Hall Clerk (i.e. Microfridge Move And/Or Disposition Form). Upon written approval, Lessee may move the Microfridge multipliance within the building. However, only University personnel are authorized to move the MicroFridge multipliance between buildings. A penalty charge of \$25 will be assessed to any student moving a multipliance between buildings.
7. To reimburse Western Illinois University for any and all loss of damage to said property from any cause whatsoever. Replacement costs for the MicroFridge multipliance shall be \$550.00.

8. To thoroughly clean, defrost, dry and make ready for storage at the end of the lease period. (There is a minimum \$25.00 charge for improper cleaning.) The MicroFridge multipliance must have all parts as received. After you move out of your room, it will be checked by a MicroFridge staff member and you will be billed for damages which have not been listed on the MicroFridge condition report.
9. Corbin Hall Suite—One complementary unit included in the center room. Students occupying suite rooms will be assessed charges for any damages occurred to the complementary unit at Check Out.

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