

2020-21 Institute of Buddhist Studies Dormitory Policy, Procedures, and Contract

2717 Haste Street, Berkeley, California
Contractual Agreement and Notification to Dormitory Residents
Regarding Policies and Procedures

1. The IBS Dormitory is a community with a shared commitment to Shin Buddhist principles. It is not simply a rooming house or residence hall. Harmoniously working together with all residents, each person examines their own actions and attitudes first whenever disharmony or conflict may occur. This also means a commitment to maintaining open communication. Since the time of Śākyamuni Buddha, it has been recognized that the failure of communication is destructive to community life, and it is our community life that supports our individual quests for awakening.
2. The IBS Dormitory Manager has the responsibility and authority for daily oversight of the dormitory. This includes but is not limited to enforcement of contract terms, residence hall rules, and scheduling any needed maintenance. Cooperation with the dormitory manager is expected.
3. Term of the contract is ordinarily from August 1 through May 31, that is, for a full academic year. Payment is due monthly, payable on the first of each month. Checks are to be made payable to “Institute of Buddhist Studies.” **Subletting is not permitted.**
4. A \$200 security and cleaning deposit is required. This is refundable, less a \$50 room cleaning fee, when the room is left clean and tidy, and all keys are returned.
5. Residence is renewable by application. There is no assumption that past residence will guarantee renewal of contract, or use of the same room as previously contracted. Applications for residence are due by **May 15** for the following academic year or Fall term, and **October 15** for the following Spring term. Replies to applications will be made by **July 1** and **December 1**, respectively.
6. Contract entitles each resident to a private dorm room, with common access to kitchen, bathrooms, living room, study room, and use of washer/dryer.
7. IBS Dormitory will provide:
 - utilities, wireless internet service, washer/dryer, trash/recycling collection, repairs and maintenance, and light cleaning service for common areas. Residents are responsible for cleaning their own rooms and common area usage.
 - toilet paper, hand soap, paper towels, and basic cleaning supplies
 - kitchen access and supplies, including dishes, cookware, utensils, dishcloths
 - rice and soy sauce for shared use
 - other supplies may sometimes be purchased for shared use as a convenience for residents
8. No additional storage space (e.g., in basement, downstairs rooms, common areas or hallways) is included in this agreement. Personal items may not be stored or left unattended outside of the resident’s room or assigned kitchen space at any time.

9. A mandatory resident meeting will be held at the beginning of each semester to discuss dorm policies, questions, and determine shared resident responsibilities. Typically, groups take turns managing trash/recycling and keeping the common areas tidy, especially the kitchen. All residents are expected to participate in these mutually agreed upon duties.

10. Residents will be notified (via Slack chat, posted bulletins, and/or email notifications) of scheduled events that may impact residents (orientation, meetings, maintenance and repair, etc.). When feasible, major repairs will be scheduled for winter or summer break to reduce inconvenience; however, it may be necessary to schedule repair work at the earliest date possible. In an emergency or for urgent repairs, it may be necessary to access resident's rooms without notice. By signing this agreement, you give management permission to do so.

11. Any substantive complaints regarding the management of the dormitory are to be made in writing and directed first to the Director of Student Services. If necessary, complaints will be elevated to the IBS Dean of Students and Faculty Affairs.

I have received and been given an opportunity to examine and ask questions about the terms of this contractual agreement, along with the attached policies and procedures, and accept the terms and conditions as set out herein.

Resident's Name: _____

Room Number: _____ Monthly Rate: _____

Dorm Contract Start Date (move-in): _____

Dorm Contract End date (move-out): _____ Extension: _____

Student Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Registrar Signature: _____ Date: _____

Amount Received at Move-In:

Deposit: _____ 1st Month Rent: _____ (If prorated, Daily Rate _____ x _____ days)

*Dorm Manager will make 3 copies of contract: (1) Resident, (2) Director of Student Services, (3) Dorm Manager

DORM ROOM / APARTMENT DEPOSIT CHECKLIST

Room Number: _____

Deposit Amount: _____

Room Item	Move-In Status	Move-Out Status
Carpet		
Windows		
Furniture		
Refrigerator Space		
Kitchen Space		
Sink (If 2A, 2E, 2G, 2H, or 2I)	All room sinks out of order	
Walls		
Molding		
Ceiling		
Lights		
Bathroom (If APT or 2C)		
Ventilation		
Electrical Outlets		

To be completed upon move-out:

Student Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Registrar Signature: _____ Date: _____

*Dorm Manager will make 3 copies of checklist: (1) Resident, (2) Director of Student Services, (3) Dorm Manager

INSTITUTE OF BUDDHIST STUDIES Dormitory Policies and Procedures

APPLICATION TO THE IBS DORMITORY

Applications for residence are on a first come first served basis, subject to the priorities listed below. Decisions regarding residence applications and room assignments are made by IBS administration in consultation with the dormitory manager. Decisions are final. Residential term is ordinarily one academic year (August through May). You may also apply for a one semester term (Fall or Spring), although academic year terms are given priority. **You must reapply annually for dormitory residence.**

PRIORITIES FOR RESIDENCE

The IBS Board of Trustees has determined the following dorm resident priorities:

- 1) IBS degree program students
- 2) IBS certificate program and special students
- 3) GTU students
- 4) visiting scholars
- 5) IBS alumni/ae
- 6) UCB graduate students having BCA connections
- 7) UCB undergraduate students having BCA connections
- 8) any others having IBS, GTU, Ryukoku, BCA, or Hongwanji connections
- 9) any others having Buddhist connections

1. Annual and Semester Leases: The normal rental term is a full academic year (August through May). Applications for full year leases will be filled first. Applications for single semester (Fall or Spring) leases will then be filled based on remaining space.

2. Medium-Term: Dorm rooms may be made available for monthly periods shorter than the academic year or semester. Rent will be charged for the monthly room rate plus a non-refundable \$100 cleaning fee due at check-in. Facilities access will be the same as for longer leases. Adjustments from the monthly term (i.e. resident wishes to stay for 6 weeks) must be approved in advance of check-in and may be pro-rated upon agreement.

3. Short-Term: Short-term visitors to IBS are encouraged to contact the Jodo Shinshu Center for assistance. Rooms with private or shared bathrooms may be available at daily rates.

4. Exceptions may be made with the approval of IBS.

MOVE-IN/MOVE-OUT

Residents may move into the residence hall as of August 16, approximately one week prior to Fall Student Orientation, unless other arrangements have been made in advance. Charges are monthly and continuous for the lease term, including winter and spring breaks. **Subletting is not permitted.**

Upon check-in, the resident will be issued two keys: a front door key and room key. **A \$100.00 per key replacement fee will be charged for lost keys. Do not make duplicates.** Residents will also receive a copy of dormitory policies and procedures, and a walk-through of evacuation routes and fire extinguisher locations. Residents must sign a dorm contract and pay a \$200 cleaning deposit. A non-refundable cleaning fee of \$50.00 will be deducted from the cleaning deposit upon move out.

Residents are not permitted to move any furniture out of their assigned rooms without dorm manager approval. Residents will be held responsible and must pay for replacement of missing items.

Residents have until May 31 to move out (December 31 if on a Fall semester contract). Extension of contract over the summer is possible by separate agreement. Any adjustments to contracted move-out date must be requested at least 30 days in advance and approved by IBS. Additional rent will be charged monthly or pro-rated daily by agreement. If resident requests an extension with less than 30 days notice, IBS may add a \$50 daily surcharge to any rent charged for the extension. This surcharge applies to all residents, including international exchange students. IBS is not obligated to approve any extensions beyond contracted move-out date.

Upon move-out, the dormitory manager will inspect the room for cleanliness and any damage. The resident will be responsible for damage that is clearly beyond what is considered normal use. If repairs or additional cleaning/disposal services are necessary, the expense will be deducted from the resident's deposit. The resident's room and any assigned kitchen space must be completely empty, with the exception of prior furnishings. Resident is responsible for proper disposal and recycling of all discarded personal items. Items may not be left behind in the resident room, common areas, storage areas, or exterior/curb of the IBS Dorm. Keys must be returned, and forwarding addresses left with the manager. Be sure to notify organizations that send you mail of your new address, as the postal service cannot forward mail from the IBS Dorm.

RENT COLLECTION

Rental fees are due **to the IBS Student Services office** on the **FIRST OF THE MONTH**. If rent payment is over 5 days late, a late fee of \$25.00 is due in addition to the monthly rent unless prior arrangements have been made with IBS. A \$30.00 fee will be charged on any returned checks. **Rent is for the entire month.** Monthly rental checks will be made out to "Institute of Buddhist Studies". If rental payment is over 15 days late and deferred payment permission is not obtained from IBS, the resident may be subject to eviction.

INSTITUTE OF BUDDHIST STUDIES
Residence Hall Rules

SAFETY AND SECURITY

1. **Visitors are not allowed in the house unless escorted by a resident.** Visitors are not allowed in a resident's room unless accompanied by the resident. Residents may not have visitors or guests stay overnight in their room or in any part of the IBS Dormitory. When entertaining guests, please notify residents via group Slack chat in advance, and be considerate of other residents.
 2. **Lock your room** whenever you leave or go to sleep. **Secure your valuables** within your room and never leave them in common areas unattended.
 3. **Close the front door at all times.** Do not let any non-resident into the dorm unless a resident has directly confirmed them as a guest. Watch your surroundings when you are walking into/from the dorm at night.
 4. Each resident must **be familiar with building evacuation routes** and locations of first-aid kits, fire extinguishers, and emergency telephone numbers. You will be given a walk-through of these routes and locations at check-in.
 5. Each room has a working smoke alarm. Familiarize yourself with the warning sound of the smoke and carbon monoxide alarms. See the dormitory manager for alarm battery replacements.
 6. **NO SMOKING in the building or within fifty feet of the building.**
 7. NO PETS in the building at any time.
 8. **Use and/or possession of firearms, weapons, or illegal drugs are strictly prohibited.** Under no circumstances are these items permitted at the dormitory. Violation will result in immediate termination of rental contract and eviction.
 9. Students who are over twenty-one years of age may possess and consume alcohol in a responsible manner. Any resident who has been irresponsible in their personal consumption or storage of alcohol will be given a warning by the dormitory manager. Three such infractions will constitute grounds for termination of the rental contract and eviction.
 10. **Any alcohol in the IBS dormitory must be secured to prevent its consumption by underage residents or guests.** Violation by any dormitory resident who makes alcohol accessible to underage residents or guests will result in immediate termination of rental contract and eviction.
- IBS is not liable for property theft, damage, or personal injury on these premises. IBS recommends that residents obtain renter's insurance to protect against loss or damage.**

GENERAL

- 1. Respect your fellow residents and treat dormitory facilities with care.**
- 2. Communicate via Slack chat and/or the main hall bulletin boards.** Residents are expected to read and be aware of these messages, including any requests made by the dorm manager.
- 3. Personal items are not to be stored or left unattended in the common areas.** All common areas, including kitchen, lounge, study room, hallways, bathrooms, etc. are to be kept free of items that may inhibit safe exit during emergencies. The common areas are shared spaces and should not be monopolized or treated as personal living space.
- 4. Do not move or borrow shared items,** equipment, or supplies from the common areas without dorm manager approval.
- 5. Personal mailboxes located in the study room.** Please distribute the mail if you find it unsorted. When you receive/bring in a package for a resident, inform them via Slack chat.

KITCHEN

Community living requires everyone to maintain a clean, healthy and safe cooking environment.

1. Each resident will be assigned personal refrigerator and cupboard space for food storage. At the end of each semester, refrigerators will be emptied and cleaned. Continuing residents' unclaimed food will be disposed of; departing residents must clear their food storage entirely before move-out.
2. Kitchen appliances are for shared use, including stove, rice cooker, toaster, microwave, and kettle. Treat all shared kitchenware/appliances with care. If you damage an item, we ask that you replace it.
3. Residents are solely responsible for washing and storing their dishes. Dishes are not a cleaning service or dorm manager responsibility. Items may be left to soak, but must be cleaned and stored by the next day. See dormitory manager for instructions on operating the dishwasher.
4. Return dishes to their proper storage areas in a timely fashion. Please familiarize yourself with kitchen storage upon move-in.
5. Always clean and wipe any or all units and surfaces that you use, including the table, stove, and counter areas. This is a major health and hygiene issue, especially during the winter months/cold & flu season. All-purpose cleaner, wipes, and sponges are located under the sink.
6. Do not leave food, dishes or cooking utensils on counters, tables, or in the sink. Unattended items on counters and tables may be cleared at the dorm manager's discretion without notice.
7. Dorm manager may ask residents to take on additional group responsibilities to maintain general kitchen cleanliness. Report abuse of kitchen privileges and responsibilities to the dorm manager.

TRASH/RECYCLING

1. Residents take turns removing the trash from the kitchen's trash, recycling, and compost containers to the exterior containers located behind the dorm. On Sunday night, residents move the exterior containers to the sidewalk in front of the dorm for Monday morning pick-up; following pick-up, containers are returned to the rear.

2. City of Berkeley trash/recycling regulations are strictly enforced. Study posted guidelines carefully to understand the correct bins to use:

- Black - Landfill trash for items that are not recyclable or compostable
- Green - Compost items such as food scraps and compostable food containers
- Blue - Plastic and aluminum recycling
- Brown - Paper and cardboard
- Red - Batteries and light bulbs. Never place these items in regular trash/recycling.

CLEANING, MAINTENANCE, AND REPAIRS

Cleaning service: Once a week, an outside service cleans and vacuums the common areas, restrooms, and hallways. Cleaning service is not responsible for washing any items left in the sink or picking up trash from common areas.

Dorm supplies: Inform the dorm manager if a ceiling light bulb is not working in your room or in a common area, or if trash bags, dishwashing liquid, hand soap liquid, toilet paper, paper towels, light bulbs, or other supplies are running low. Supplies will be replenished as soon as possible.

Office supplies: Donated by fellow residents, located in the study room desk/mailbox area for shared use. Please do not remove stapler, hole puncher, or scissors from this area.

Repair requests: Inform the dorm manager. **Do not attempt any repairs yourself.** You are responsible for injuries or damage sustained through unauthorized repair attempts.

Washer and dryer: available in the back stairwell by the kitchen. Label detergent/supplies if you leave them in a shared space; IBS is not responsible for their use by others. Remove laundry from the washer and dryer immediately as other residents may be waiting. You may reserve the washer/dryer in advance via Slack chat.

Vacuum cleaner: available in the entryway closet. Empty the vacuum cleaner when the storage container appears full and to return it to the closet after use.

Exterior maintenance: Once a month, a groundskeeper waters the plants, cuts the grass, and performs general maintenance of the yard.

If you have a request for an item you think the dormitory needs or the residents can use to make our community living more comfortable, please inform the dorm manager.

VEHICLE/BICYCLE PARKING

1. All resident and guest vehicles using the driveway must pull in as far as possible to maximize use of limited driveway space. It is the resident's responsibility to inform their guests of this rule.
2. For each car parked in the driveway, one set of car keys, marked with the owner/guest's name, must be kept on the bulletin board. We may need to move your car during your absence.
3. Unidentified vehicles will be towed away at the owner's expense.
4. IBS is not responsible for any damage or theft to vehicles. Park at your own risk. To avoid theft or damage, do not leave items in plain sight inside your vehicle.
5. Bicycles/mopeds are not permitted in rooms, common areas, on the front porch or handicap entry ramp. Residents with bicycles or mopeds may only store them locked to the bike rack behind the dormitory. This is a City of Berkeley ordinance.

RESERVATIONS/EVENTS

Residents may have social events with dorm manager approval. Requests must be made in writing to the dorm manager at least ten days in advance. Manager may seek further approval from the Director of Student Services or IBS Dean.

Reservations are required for gatherings of five or more people. The lounge, study room, kitchen, or *kodo* (altar room) may be reserved; however, all residents must have access to the kitchen during mealtimes. Upon approval, the resident-host must post a notice on Slack chat and/or bulletin board in a timely fashion to inform fellow residents.

The resident-host of a function is responsible for the behavior of their guests. The resident is also responsible for cleaning the premises, removing all trash to the exterior bins, and keeping the event at a reasonable noise level that does not disturb fellow residents. If these guidelines are not met, residents will not be allowed to host future events.

IBS may occasionally host activities in the common areas of the dormitory, including classes, meetings, religious gatherings, or visits with special guests, scholars, and alumni. Give your utmost consideration when these events are taking place. You will be notified in advance of these functions, which have priority over all other event requests.

QUIET HOURS

Quiet hours are from 10:00 p.m. to 8:00 a.m. daily. During finals week, quiet hours are observed 24 hours a day. At all times, please refrain from loud music, television, or socializing that might disturb residents. Generally, be courteous and try not to bother the other residents.

DISCIPLINARY PROCEDURES

The Dormitory Manager is authorized to uphold all regulations established by IBS.

Disregard of house rules, neglect of community responsibilities, and abusive behavior are grounds for discipline. Disciplinary procedures will in most cases include the following stages:

1. Verbal warning (once)
2. Written warning (twice)
3. Probation period of 14 days with counseling with an IBS administrator, a written record of this counseling will be made and signed by both resident and IBS administrator
4. Eviction

IBS administration may accelerate these procedures if the violation is determined to be severe and/or resident safety is compromised.

AY2020-21 ROOM RATE SCHEDULE

Room:	Monthly Rate:	Daily Rate:	Amenities:
1C	\$650	\$21	
2A	\$750	\$25	
2C	\$875	\$29	Private bath
2D	\$725	\$24	
2E	\$700	\$23	
2G	\$700	\$23	
2H	\$700	\$23	
2I	\$700	\$23	
2K	\$700	\$23	
Apartment	\$1900	\$62	Separate entrance, private kitchen and bath

Utilities, wireless internet, common area access (kitchen, study room, living room, washer/dryer), and rice/soy sauce included with all rentals