The SAREC co-ed Congregate Residence is reserved for use by University of Wyoming students, visiting faculty and staff with a direct connection to SAREC and official College of Agriculture business. Priority will be given to UW students.

1. Please contact Kelly Greenwald, 837-2000 or kgreenwa@uwyo.edu, M-F 7:00am – 4:00pm, at your earliest convenience for room availability and to arrange check in.
   a. We need to know the dates and length of your stay.
   b. There are 4 bedrooms.
      i. Two with one double bed
      ii. Two with two twin beds
   c. Please try to check in and out during normal operating hours to enable us to perform a walk through inspection with you.

2. Please make payment arrangements prior to check in.
   a. We will accept cash, check or IDR.

<table>
<thead>
<tr>
<th></th>
<th>Daily Rate</th>
<th>Weekly/Monthly Rate</th>
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<tbody>
<tr>
<td></td>
<td>Semi-Private Room per person</td>
<td>Private Room</td>
</tr>
<tr>
<td>University Students</td>
<td>$8.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>University Faculty/Staff and their guests</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Other Government Entities</td>
<td>$24.00</td>
<td>$32.00</td>
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<tr>
<td>Others approved by SAREC Director of Operations</td>
<td>$30.00</td>
<td>$40.00</td>
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</tbody>
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3. Residence and Room key charge, if not returned, is $20.00 each.
4. No Pets.
5. No Smoking.
6. No Alcohol.
7. Illegal activities are NOT tolerated. Fireworks or firearms are NOT allowed at SAREC.
8. Fully equipped kitchen: oven, microwave, refrigerators, toaster, dishwasher, coffee maker, etc.
   a. Please rinse dishes before putting them in the dishwasher and run the dishwasher when full. Please wash non-dishwasher items and put them away after use.
   b. Please wipe off the stove top and counter tops after every use.
   c. Please wipe out microwave after every use.
   d. Please keep the refrigerator clean.
e. Please label your food.
f. Throw away unwanted food. Do not leave unwanted items in the refrigerator.
g. Please sweep or vacuum the floor daily.
h. Cleaning supplies are under the sink.
i. Please place dirty kitchen towels on the laundry room floor.
j. Place any garbage or trash in the dumpster as needed and empty all trash before leaving.

9. Two co-ed bathroom facilities
   a. If you have a long-term stay, please clean the bathroom and sweep or vacuum at least weekly and before you check out. If you have a short-term stay, please clean the bathroom and sweep before you check out.
   b. Cleaning supplies are under each bathroom sink.
   c. We do have towels and wash cloths if needed. Please place dirty towels on the floor in the laundry room.

10. One congregate living room
    a. Please vacuum rugs and sweep at least weekly or if you have a short stay, before you check out.
    b. Please be considerate of the wants/needs of others in regards to the television and VCR/DVD.

11. Four bedrooms
    a. Please note the rate schedule. If you reserve a room with two twin beds, be aware that if demand is high, you may have a roommate.
    b. Please vacuum at least weekly, or if you have a short stay, before you leave.
    c. Please place dirty linen on the floor in the laundry room.

12. Laundry room
    a. Please use common sense when operating the washer and dryer.
       i. Do not overload
       ii. Please soak heavily soiled clothing and coveralls before laundering! Remember, this is where you will wash your clothes and towels.
    b. Please use common sense when operating the vacuum. Change the bag or empty the canister if needed. Do not try to vacuum rocks, seeds or mud clods.

13. General Items:
    a. Please be considerate of your neighbors. Respect the rights of others.
    b. Please turn lights and appliances off when not in use.
    c. Please maintain the thermostat at 72 degrees.
    d. Empty trash as needed and before checkout.
    e. Long-term stays are subject to periodic walk thru by SAREC office personnel.
    f. Please inform the SAREC office if something is out of order, broken, leaking, etc.
g. Please inform the SAREC office if conditions are not up to par WHEN YOU ARRIVE. Waiting until you check out is not acceptable, and may result in you taking responsibility.

h. Renters are responsible for the conduct and damages caused by any guests they may have.

i. Please remove shoes in the entry room before entering the residence.

j. PLEASE KEEP THE HOUSE DOOR CLOSED!!!

14. Failure to follow the above guidelines or cooperate with fellow renters may result in termination of your stay and denial of future reservations.

15. Any damages beyond routine wear and tear will result in fines up to the equivalent of replacement charges.

16. Cleaning fee equivalent to $20.00 per hour will be assessed if residence is left unclean.

17. Please Note: There is NO telephone in the congregate residence.

18. Please Note: There is only WIRELESS internet available in the congregate residence.

____________________________________ (renter)  ________________________________ (date)

____________________________________ (UW)  ________________________________ (date)