

SUMMER ART & DESIGN INSTITUTE 2026 HOUSING TERMS & CONDITIONS

THIS PACKET IS DUE PRIOR TO JUNE 1, 2026.

Email your completed packet to studentservices@moore.edu.

**Failure to complete will result in denial of student program entry, inability to reside in Moore's residence halls and
YOU WILL NOT BE PERMITTED TO ATTEND THE PROGRAM.**

The purpose of this document is to establish an agreement between Moore College of Art & Design and an individual for summer housing accommodations.

College housing by its communal nature requires residents to respect differing lifestyles and at the same time imposes certain restrictions on individual freedom which other living conditions may not. Individuals residing in college housing are required to respect the rights of all residents to cleanliness, security, privacy, space, and quiet hours for study and sleep.

SADI participants are expected to comply with the rules and regulations relating to appropriate conduct established by the College and Residence Life/Student Affairs Staff. Violation of these terms and conditions or any other applicable rules, policies or procedures incorporated by reference herein, may subject the resident to termination of this agreement.

SUMMER PROGRAMS STAFF

The Office of Residence Life and Housing manages all aspects of housing for summer programs. There is one full-time staff member, the Director of Residence Life and Housing (DRLH) who employs a graduate Summer Residence Life, Conferences, & Events Coordinator for the SADI program and Moore students to work as Resident Assistants (RAs). The RAs are available to assist with maintenance issues, to help guests become acquainted with the city, and to provide help if an emergency arises.

TERMS AND CONDITIONS

The following terms and conditions apply to all individuals and conference group participants who secure housing at Moore College of Art & Design during summer 2026.

HOUSING ASSIGNMENTS

Housing assignments for SADI participants are based on the gender the student identifies with. Students will be placed in suites with peers who share their gender identity. Families seeking additional considerations may contact the Director of Residence Life prior to arrival.

Room assignments are made by the Residence Life team; **no room changes** are permitted except in cases of emergency or accessibility need, determined by staff.

HOUSING PERIOD, OCCUPANCY, AND USE

The housing period varies depending on individual needs and dates for participation in the various conference groups.

- SADI Student Orientation: Sunday, July 12, 2026 in the Great Hall at 11:00 am EST
- SADI On Campus Program: July 13, 2026 – August 7, 2026
- Move-In: Sunday, July 12 in the Main Lobby, 9:00 am - 1:00 pm
- Move-Out: Friday, August 7 in the Main Lobby/Stahl Hall, 1:00 PM – 4:00 PM

Your assigned space shall at all times be occupied only by you. **Participants will be unable to arrive earlier than the designated arrival time or check-out later than the designated check-out time.**

CONDITIONS OF PREMISES/DAMAGES AND EXPENSES

By taking occupancy of a space, you accept its condition “as is” at such time and assume responsibility to maintain the space and any common areas in which the assigned space is located in a clean, safe, and undamaged condition at all times. Common areas including kitchens, bathrooms, and lounges are the responsibility of all community members.

When you vacate the assigned space, you must remove all your personal property and leave the room, any common areas, and any furnishings clean and in the same condition they were in when you assumed occupancy. Any personal property left in the room or the common areas will be promptly removed at your expense. Cleaning, repair, and disposal charges for common areas will be assessed equally among all occupants of the room/suite/floor unless individual responsibility is established before departure.

Residents shall reimburse the College upon demand for all damages or expenses that the College may suffer or incur for repair of a room or other housing facilities.

COMPLIANCE WITH APPLICABLE LAWS AND COLLEGE POLICIES

Residents are required to comply with all federal, state, and local laws as well as all rules and regulations established by the College and Residence Life Staff, including, but not limited to: A) rules contained in the Moore College Student Handbook and Summer Housing Guide; B) rules concerning sanitary conditions, prevention of fires, and protection of the safety of other residents and guests; and C) rules concerning the conditions under which a residence facility may be visited by residents or others. Rules

and regulations are subject to periodic change. Please be aware that Summer Residents are to abide by the following regulations and policies:

Alcoholic Beverages

Guests who are under legal drinking age (21 years of age) and guests over the legal drinking age may not drink or possess alcohol anywhere on college property. Providing alcohol to underage individuals may subject a guest to housing termination. Residence Life Staff will require all individuals violating the alcohol policy to pour their alcoholic beverages down the sink. Any person who violates the College's alcohol policy or the Pennsylvania law regarding the use of alcoholic beverages may be subject to being barred from the campus. Any alcohol may be confiscated by the College, and anyone who violates these regulations may be subject to other penalties including any requirements the College may have to report such violations to the appropriate Pennsylvania authorities.

Compliance with Staff

Guests are required to follow all reasonable directions issued by authorized representatives of Residence Life Staff or other College officials. Non-compliance will result in immediate contract cancellation.

Cooking

Because of reasons related to health, sanitation, insurance and fire hazards, cooking is NOT permitted in residence hall rooms. Toaster ovens and hot plates are not permitted. Preparation of hot beverages by use of appliances with enclosed heating elements and automatic shut off will be permitted in residence hall rooms. A micro-fridge is provided for each room. Stahl Hall residents are permitted to use the kitchen in the Penthouse.

Destruction of Property

Summer residents are obligated to report to the summer staff any destruction they witness or in which they are involved. Damage and destruction costs will be recovered through the security deposit and/or additional billing to the Purchaser. Excessive damage to a residence hall room or to common areas may result in termination of the contract. Summer residents are responsible proportionately for damages sustained to common areas.

Electrical Appliances

The following electrical appliances are authorized for use in guest rooms providing they have the Underwriters Laboratories, Inc., approval (U/L label) on the appliance as well as the cord are in good working order: radio, television, desk lamp, stereo equipment that draws less than 15 watts per channel, coffee maker with enclosed heating element and automatic shut off, clock, fan, computer, and hair tools with automatic shut-off built in.

Fire

Tampering with fire equipment, including the fire extinguishers, exit signs, smoke detectors, fire alarms and fire doors is a serious violation of Pennsylvania law and College regulations. Any individual found responsible for pulling the alarm without an emergency occurring can be charged a minimum \$200 fine and can be removed from College housing immediately in addition to civil or criminal liability.

Unauthorized use of fire extinguishers will result in an automatic fine of \$50 charged to the group and possible disciplinary action for the individual. Failure to evacuate during a fire alarm or emergency will result in a \$25 fine charged to the group and possible disciplinary action for the individual. Tampering with fire alarms, smoke detectors, and fire extinguishers may also constitute criminal violation of the Pennsylvania fire regulations and subject the violator to other civil and criminal liability.

Fireworks

Firecrackers, cherry bombs, smoke bombs, and other similar devices are strictly prohibited in the Pennsylvania and anywhere on the College campus.

Furniture Removal

Summer residents may not place furniture from their rooms in hallways, bathrooms, study rooms or lounges. A \$25 fine will be billed to the individual who moves furniture from his/her room. The individual will also be billed for the replacement value for pieces of furniture not present at check-out.

Illegal Drugs & Gambling

The use, possession or sale of dangerous illegal drugs or controlled substances (as defined under applicable federal and local law) is strictly prohibited. Violations of this regulation will result in contract cancellation and may be referred to the Philadelphia Police. In accordance with Pennsylvania law, gambling is not permitted.

Insurance

The College is not responsible for theft or destruction of guests' personal property, including packages received at the College. It is recommended that all guests' valuables be covered by a homeowner's insurance policy.

Keys and Locks

Each summer resident/guest is issued a key that permits access to their assigned building and room. The key is given for that particular person's personal use and are not transferable. Guests should lock-up whenever they leave their room as they are responsible for their personal security and college property. Residents/guests who lose keys must immediately report the loss to Residence Life Staff and be prepared to pay for a lock change. **Lock changes cost \$100.**

Leaving the Premises

Students are permitted to leave the residence halls to explore the city of Philadelphia during scheduled free time, however they are not permitted to leave campus alone at any time for any reason. SADI

students must leave in groups of 3 or with a SADI Program Staff member and must sign-out saying where they are going and by when they plan to return. However, SADI students living in the residence halls are not permitted to leave the program completely at any time without prior written permission. All permissions need to be granted PRIOR to the start of the program. Students are not permitted to go home for weekends and/or overnights. All requests received prior to the start of the SADI program will be reviewed by the Managing Director of Continuing Education and the Coordinator for Residence Life and Housing.

Pets

Animals are not permitted, for any reason, in residence hall facilities.

Reporting Incidents

Summer residents and staff are mutually responsible for reporting and documenting incidents that occur. If you are made aware of an incident, please inform Student Affairs or Residence Life staff and fill out an incident report.

Reporting Maintenance

Summer residents are responsible for reporting items that need repair to Student Affairs or Residence Life staff. This includes items in the rooms, common areas and bathrooms. If summer residents do not report broken items in the room when they occur, they may be billed for those items at checkout.

Roof Access

Since the roofs are unprotected areas and are not designated for use, guests are not permitted to use the roofs for any reason.

Smoking

Smoking of any kind is prohibited in the housing facilities. Violators should be reported to Student Affairs or Residence Life staff.

Solicitors and Canvassers

Solicitation is prohibited in the housing facilities. Violators should be reported to Student Affairs or Residence Life staff.

Sports

Playing any type of sports in housing facilities is not permitted.

Student Handbook

The Student Handbook is incorporated by reference and conference and summer programs participants are expected to comply with its provisions. The Student Handbook is available at <http://moore.edu/for/current-students/student-handbook>

Termination

Moore reserves the right to require removal of any summer residents and/or guests and terminate the contract of any group upon violation of any of the provisions set out in this agreement or failure to satisfy financial obligations due Moore.

Violent Behavior

Behavior of a violent nature cannot be tolerated in a community living situation. Summer residents who commit actions of a violent nature including, but not limited to, fighting, physical and verbal threats, and vandalism to his or herself or others may be immediately removed from housing.

Weapons

Weapons of any kind or instruments used in a dangerous fashion are not permitted in residence hall areas or on College property.

Windows

Due to endangerment of self and others and possible destruction of property, residents may not throw or drop items from windows, or tamper with window restrictions.

VISITORS & CURFEW HOURS

For reasons of safety and security, there are strict restrictions pertaining to visitors and there are also curfew hours in effect for the Summer Art & Design (SADI) participants. With the exception of check-in and check-out days, visitors of any kind (including family) are not permitted into Stahl residence hall, Wilson Building, or Sarah Peter Building. Overnight guests are not permitted under any circumstances. Curfew is 9:30pm.

SADI students will have opportunities to see the City of Philadelphia as a group and during free time in groups of three or more. For reasons of personal safety, SADI students may not leave the college without two other people or a SADI Program Staff Member. When leaving, students must indicate where they are going and the estimated return time in the sign-out/sign-in book at the front desk. This information is only used in emergency situations. There will be check-in times during weekend free time – RAs will inform SADI residents of where/when to check-in throughout the day. SADI students are not allowed to leave the city of Philadelphia, outside of prior approval by the Managing Director of Continuing Education and the Coordinator for Residence Life and Housing.

COLLEGE RIGHTS

The College may exercise the following rights:

- To enter any room for the purpose of inspection, repair or emergency.
- To reassign residents within a residence hall, after timely notification, in order to accomplish necessary repairs and renovation to the building.
- To revoke campus privileges including residency in or utilization of any of its buildings of any occupant whose conduct, in the absolute and sole discretion of the College becomes injurious or potentially injurious to the health, welfare or safety of any person in the College community.
- The College also may exercise other rights as identified at other points in this agreement.

PARENTAL/GUARDIAN RELEASE

Purchaser agrees that every minor child, unaccompanied by a parent, shall present to the College, before or upon arrival, a medical release for hospital treatment by a physician, signed by one or both of the child's parents, to allow for treatment should accident or injury occur.

LIABILITY AND INDEMNITY

The resident covenants and agrees to indemnify, and defend the College from any and all liability, damages, expenses, causes of action, suits, judgments and claims of any nature arising out of or in any manner connected with injury of death to persons and/or damage to or loss of any property and services as provided in this agreement.

The College accepts no responsibility for loss or damage to a resident's personal property, and advises that residents insure personal property against loss, damage or destruction arising from any cause, including but not limited to, fire, theft, water damage and the elements. In the event of damage by fire, water, steam, or other causes which renders an assigned room unfit for occupancy, the College reserves the right to re-assign the occupant or occupants to alternate College housing. If alternate housing is not available or if resident rejects the offer of alternate housing, the College shall not be liable thereafter.

ACKNOWLEDGEMENT AND AGREEMENT

Individuals who will be residing at Moore College of Art & Design during Summer 2023 must sign the attached "Acknowledgement and Agreement" form. This sheet must be returned to the Coordinator for Residence Life and Housing at the College in order to secure housing.

RESIDENCE HALL BUILDING FACILITIES

SADI students will live in Stahl Hall. All rooms are arranged in two bedroom suites with an adjoining bathroom in the middle. Each room is equipped with built-in dressers and closets, two twin beds, two desk units and chairs, and a micro-fridge (microwave and refrigerator/freezer unit). Two students share each room, 4 students share a suite. Each room includes:

- Room dimensions: 12' x 13'
- Functional windows (130"x 55") + blinds
- Window Unit Air Conditioner
- 2 Twin XL bed frames + mattresses
- 2 desks + 2 chairs
- 2 built-in dressers & closets
- 1 built-in mirror
- Landline Telephone
- Tile floors
- Micro-fridge (refrigerator/ freezer/ microwave combo)
- Penthouse student lounge (includes full kitchen and two TVs)
- FREE laundry located on each floor
- Food & drink machines are located in the Dining Hall
- Administrative offices (Student Affairs, Nurse) on the 1st floor of Stahl Hall

RESIDENCE HALL CLEANLINESS & CLEANING

Residents are responsible for expected to attend to the cleanliness of their room and bathroom clean. **Please discuss cleaning habits and responsibilities with your roommates early and often.** Please note: Moore does not provide housekeeping for individual rooms and bathrooms, but housekeeping staff cleans community spaces within the residence hall daily.

DINING HALL & DIETARY NEEDS

SAGE Dining will be providing food service during Summer Art & Design Institute. Please contact SAGE Dining General Manager, Michele O'Neill at moneill@sagedining.com to discuss any special dietary needs.

STAFF AND SECURITY

Resident Assistants live in the building, along with the residents. The live-in staff members are Moore students and are supervised by the Summer Residence Life, Conferences, & Events Coordinator. In addition to the student staff, there is 24-hour security coverage 7 days per week. Residents will receive a summer housing guide and Moore ID upon check-in. The summer housing guide will cover hall policies and procedures. You will need your ID to enter the building and must carry your ID at all times when in the building.

SADI PACKING LIST

If you have questions, please email ce@moore.edu or call 215-965-4030.

- Cell phone + charger
- A range of daily clothing, *shoes, + PJ's
- Twin XL Bedding + Pillows + Blanket
- Laundry bag + detergent
- Towels + washcloths
- Personal hygiene products
- Light rain jacket + umbrella
- Sunscreen
- First-aid kit + basic pain reliever
- Heavy-duty extension cord (thin white/brown cords not allowed)
- Paper towels & tissues
- Basic cleaning supplies for bathrooms
- High-capacity thumb drive
- **Optional:** Laptop, tablet, personal gaming device(s), or book(s) for downtime after curfew

* **DON'T FORGET!** Pack at least one pair of comfortable sneakers for walking around the city!

CLOTHING RECOMMENDATIONS

There is no dress code at SADI, but students are encouraged to bring a range of clothes that make them feel good, authentic, and comfortable in the summer heat! Due to the intense level of required studio hours for all students, please bring clothing appropriate for getting messy in. Smocks, aprons, and old clothing are strongly recommended during studio time.

ABOUT ART SUPPLIES...

Art supplies and materials needed for SADI are covered by your tuition and provided by Moore!

However, students are welcome to bring along a digital drawing tablets or a few of their favorite art supplies to experiment with. 35mm analog cameras and 35mm film will be provided for students enrolled in Photography, but students may bring their preferred camera(s). (Digital, 35mm, polaroid, and disposable welcome!)

NOT PERMITTED – PLEASE DO NOT BRING:

- Pets
- Toaster/Toaster Oven
- Candles & Incense
- Space Heaters
- Halogen Lamps
- Two-prong extension cord

Questions about other types of appliances?

Please email Rose Apostolakis at rapostolakis@moore.edu



SUMMER ART & DESIGN INSTITUTE (SADI) 2026

HOUSING TERMS & CONDITIONS ACKNOWLEDGEMENT & AGREEMENT

THIS SIGNED AGREEMENT IS DUE PRIOR TO JUNE 1, 2026.

Email your completed agreement to studentservices@moore.edu.

Failure to complete will result in denial of student program entry, inability to reside in Moore's dorms and

YOU WILL NOT BE PERMITTED TO ATTEND THE PROGRAM.

It is the responsibility of each resident to read and be familiar with the College Housing policies as stated in and in the Housing Terms & Conditions, the Summer Housing Guide (provided at check-in), and the Moore College of Art and Design Handbook. These policies are for the benefit of the residents and will be enforced by the Residence Life Staff. A Handbook can be obtained from Student Affairs [online](#).

I acknowledge that I read and understand the Summer Programs Housing Terms and Conditions and that I agree to abide by all the terms, conditions, regulations, and procedures outlined or those that are subsequently adopted and published before or during my residency at Moore College of Art & Design in Summer 2026.

I understand that signing this document constitutes an agreement between Moore College of Art and Design and myself for the housing period specified below.

Name: _____

Date of Birth: _____

Permanent Address: _____

Permanent Phone: _____

Student Cell phone: _____

Student Email Address: _____

Signature

Date

Guardian Signature (required if under 18)

Printed Name of Guardian

SUMMER ART & DESIGN INSTITUTE (SADI) 2026

EMERGENCY CONTACT FORM

This form is required of all students and to be completed by the Parent/Guardian. This information will be kept on file in the Residence Life Office. The information will be kept confidential and is to be used in emergency situations.

STUDENT INFORMATION

First Name: _____ Last Name: _____ Cell Phone _____
 Address: _____
 City: _____ State: _____ Zip: _____ Country: _____
 Date of Birth: ____ / ____ / ____ Height: _____

INSURANCE INFORMATION

Company Name _____
 Company Address _____
 Policy Number _____
 Physician's Name & Number _____

DOES THIS STUDENT HAVE ANY ALLERGIES? NO/ YES, PLEASE LIST: _____

IN THE EVENT OF AN EMERGENCY SITUATION, PLEASE CONTACT:

1st Contact Name: _____ Relationship to student: _____ Cell Phone: _____
 Work Phone: _____ Email: _____ Are they near the Philadelphia area? YES / NO

2nd Contact Name: _____ Relationship to student: _____ Cell Phone: _____
 Work Phone: _____ Email: _____ Are they near the Philadelphia area? YES / NO

As the parent/guardian of _____, I hereby consent to the following:

- I authorize the release of the forgoing information to any appropriate employees of Moore College of Art & Design/SADI to ensure the health and/or safety of this student.
- In the event of a medical emergency, I authorize this student to be taken to the nearest medical facility for care.
- In the event of a medical emergency, I authorize Moore College of Art & Design/SADI to give the medical facility access to this student's medical and insurance records.
- In the event of a medical emergency, I authorize Moore College of Art & Design/SADI to contact this student's physician via the information provided on this form.
- If this student is self-medicating, according to the information on this form, I hereby give permission for them to continue to self-medicate throughout their stay at Moore College of Art & Design/SADI.

By signing below, I declare these statements to be true and correct to the best of my knowledge.

Parent/Guardian Name: _____ Date: _____
 Parent/Guardian Signature: _____

Directions to Moore College of Art & Design

1916 Race Street
Philadelphia, PA 19103
215-965-4000 ext. 0 for front desk

From New Jersey and New England:

Take the NJ Turnpike South to Route 73 North (Exit 4). Follow 73 North to Rte. 38 West to Rte. 30 West and continue over the Benjamin Franklin Bridge towards Philadelphia (\$5.00 toll). Stay to the left, follow signs for 676 West, which travels under the city street level. Take the exit marked "Museum Area" & "Ben Franklin Parkway" (one exit after Broad St. Exit). Take a right off of exit and make your first right at the light onto Ben Franklin Parkway. Take a right onto 21st St. At your second light, make a left onto Race St. At next light, Moore will be across the street from you on the right on the corner of 20th and Race Streets.

From Washington, Philadelphia Airport and South:

Take I-95 North to Philadelphia. Go past the Philadelphia International Airport and follow signs to I-76 West (Schuylkill Expressway). Follow signs for Center City (Central) Philadelphia and exit at 30th St. At top of exit ramp, turn right onto Chestnut St. and travel all the way to 20th St. Turn left onto 20th and travel 5 blocks (you will go past Market St. and JFK Boulevard) to Race Street. Moore is at the corner of 20th and Race on the right-hand side.

From Allentown and North:

Take the PA Turnpike South (N.E. Extension Rte.476) and continue after tolls on 476 South. Take Exit 6 marked I-76 East, Philadelphia, towards Center City. Follow signs for 676 East and quickly merge onto 676 East. You will be on 676 for not even 1/8 of a mile. Make sure to stay in right hand lane and take the 23rd St. Exit. Follow 23rd St. straight to Race St. (2 blocks). Turn left on Race St. and follow to 20th Street. Moore will be across the street from you on the right on the corner of 20th and Race Streets.

From Pittsburgh and West:

Take the PA Turnpike (I276) East to Exit 24, I-76 East, the Schuylkill Expressway. Take 76 East towards Center City (central Philadelphia) and follow signs for 676 East and quickly merge onto 676 East. You will be on 676 for not even 1/8 of a mile. Make sure to stay in right hand lane and take the 23rd St. Exit. Follow 23rd St. straight to Race St. (2 blocks). Turn left on Race St. and follow to 20th Street. Moore will be across the street from you on the right on the corner of 20th and Race Streets.

Parking:

You may park at one of the meters around the College. If you do, please look at the signs because parking tickets can be quite expensive. There is parking available at the Franklin Institute (entrance on 21st St.) and a parking lot at the corner of 19th and Arch Streets (two blocks away from the College). There is also a parking lot behind the College on Cherry St., between 19th and 20th Streets.