

Portable Air Condition (AC) Units

A limited number of AC units are available for check out for \$50/semester. To reserve an AC unit, the \$50 rental fee must be paid in advance or charged to the resident's college account at Business Services or by calling 406-756-3831 during business hours. The rental fee is non-refundable once the AC unit is delivered. AC units will be delivered within two business days up receipt of payment.

The Maintenance Staff will provide AC units for residents' bedrooms and collect AC units beginning on the dates listed below.

	AC Installation Begins	AC Collection Begins
Fall Semester 2018	August 20	October 19
Spring Semester 2019	March 18	May 17
Summer Semester 2019	May 20	August 2

The AC unit must be returned in good condition. If the AC unit is stolen or damaged, a replacement cost of \$250 will be assessed to the resident. A hold will be placed on the resident's college account and future registrations and/or transcripts will be held until the replacement cost has been paid. FVCC may use a collection agency for the collection of any unpaid charges.

Should a resident switch apartments during the course of the semester, it will be the resident's responsibility to submit a maintenance request for the AC unit to be moved to the new location. Only FVCC-issued AC units are allowed in Founders Hall. Other AC units, swamp coolers or humidifiers are not permitted. AC units should be set at 72 degrees or warmer.

AC Unit Reservation Form

By submitting/ signing this form to Business Services or Residence Life, I agree to the conditions listed above.

Name: _____ **Apartment:** _____ **Date:** _____

Semester(s) AC Unit Is Reserved For: Fall 2018 Spring 2019 Summer 2019

Form of Payment: Cash Credit Card Check Charged to My Account

Student Signature: _____ **Date:** _____

For Office Use Only:

Date Payment or Posted to Resident's Account: _____
 AC Unit # _____

Date of AC Delivery	Date of Collection