UNIVERSITY RESIDENCES

2016

Summer Intern Housing

Agreement and Guidelines
2016 SUMMER INTERN HOUSING AGREEMENT

This document is an agreement between students working as summer Interns with companies in the Greater Lafayette area who desire to use University Residences at Purdue University for housing. When submitted to University Residences (UR) with the appropriate signatures and documentation this document becomes a formal request for the 2016 Summer Term which is available May 16 – August 5. It entitles the Intern to the use of assigned UR housing only in such a manner as set forth herein and in accordance with the regulations of Purdue University and University Residences. The rights granted by University Residences to the Intern hereunder are for a revocable license for the purpose set forth herein only and not for an easement and not for a lease, and no action by Intern in reliance upon the granting of this license or by UR shall convert the revocable license granted by this license, by operation of law or otherwise, into an easement, a lease or an irrevocable license. This agreement is effective as of the date of the acceptance by UR. Space is limited for this program. It is suggested to send applications as soon as possible for best chance at reserving a suite.

Requirements of the Summer Intern Housing Program
Interns are defined for this program as anyone enrolled and currently pursuing a degree at an institution of higher education who is participating in an Internship, summer employment position or academic summer program in the Greater Lafayette area. Participants in the housing program must be at least 18 years of age to be eligible to reside in University Residences during the summer term.

To meet the eligibility requirements, Interns must provide written proof of enrollment and employment / Internship. Evidence of enrollment in an academic program or evidence of employment or Internship should be on company letterhead and signed by a human resources officer, hiring manager or supervisor. (See Application Instructions, page 2)

This documentation must be received by University Residences at least 15 days prior to requested move-in date.

Regulations and Restrictions
Rooms will be assigned on a first-come, first-served basis. Interns and companies will be notified via email of their room assignment along with specific information regarding move-in logistics. This email will also contain the name of any roommates along with contact information.

All Interns agree to read and abide by all University Residences policies and regulations in effect for the duration of their stay. The policies and regulations are available at the University Residences website: www.housing.purdue.edu/ResidentialLife/urguidelines.html. Any violations of policies and regulations could be terms for termination of this agreement without refund at the sole discretion of University Residences.
Application Instructions
A $50 non-refundable registration fee is required for all applicants. This application fee must be in the form of a cashier’s check or money order made payable to Purdue University. All fees must be submitted with a signed Housing Agreement and completed Housing Application as well as eligibility documents (See Requirements of Summer Intern Housing Program section page 1), and mailed to:

Summer Intern Housing
Attn: Kyla Houston
Associate Director, Administration & Conferences
Smalley Center
1225 Third Street
West Lafayette, IN 47907-2008

Payment Schedule

Option 1:
$50 App fee Due with submission of this agreement and application
First 4 week payment Paid on requested move-in date
Each 4 weeks Paid on or before start of subsequent 4 week periods

Option 2:
$50 App fee Due with submission of this agreement and application
Full Payment Paid on requested move-in date

Payments at move-in and subsequent 4-week payments must be in the form of a cashier’s check / money order made payable to Purdue University or by credit card (MasterCard, Visa). These payments must be submitted at Smalley Center, 1225 Third Street, West Lafayette, IN 47907, Monday thru Friday 8AM – 4PM

Cancellation
All cancellations must be received via email a minimum of 15 days before the requested move-in date.

Cancellation Email: Internhousing@purdue.edu

In the event an Intern fails to check-in within three days of their requested move-in date with no prior written notice of a change in their arrival, their reservation will be cancelled and all payments will be forfeited. No refunds will be granted if an Intern checks-in later than scheduled or checks out earlier than scheduled.

Check-In and Check-out
Interns will be given a specific time-frame for checking into their assigned room on their requested date. This check-in time will be emailed to the Intern along with the procedures to follow once arriving on campus. Any questions regarding a scheduled time must be directed to:

Internhousing@purdue.edu
At their assigned check-in time, Interns must provide a photo ID (valid driver’s license, passport or student ID). A room key and University Residences access card will be issued at check-in. This access card will also be used for entry at the Dining Courts and Recreational Sports.

Check-out must be on or before the date requested in the application. Check-out times will be scheduled during the check-in process. Any requested changes to scheduled check-out times must be sent to:

Internhousing@purdue.edu

At check-out, Interns must return their room key and access card. Interns will receive a receipt of check-out and University Residences property.

Any damages noted during the check-out inspection **MUST** be paid at time of check-out.

**Things to Bring**
- Alarm clock
- Bathrobe
- Laundry basket
- Toiletries
- Pillow
- Fan (suites are air conditioned)
- Linens & blankets for regular twin bed (36” X 78”)
- Towels & washcloths
- Umbrella
- First aid kit
- Flashlight

**Things to NOT Bring**
- Candles, incense or anything that burns
- Halogen lamps
- Empty alcohol bottles for decoration
- Hoverboards
- Fireworks
- Paintball guns
- Grills
- Pets
- Toaster oven or any cooking equipment other than a hot pot or small microwave
- Weapons

**Failure to Vacate**
If for any reason this agreement is terminated, the Intern must vacate their space on the effective date of termination. Failure to vacate in accordance with this agreement will cause University Residences to repossess the Intern’s room, pack and remove all items and property and move it to storage at the expense of the Intern. University Residences has the right to change the lock of this room and bill the Intern for this expense. University Residences will not be responsible for the Intern’s furnishings and property.

**Room Assignments**
All room assignments will be determined by the University Residences’ Central Assignments Office. All attempts will be made to satisfy specific roommate requests, provided the requests are made in writing from each roommate at the time of application. If no specific roommate is requested at the time of application, the Intern will be assigned to their requested room type with another Intern as roommate.

Summer Intern Housing is not available to married couples and University Residences will not be able to accommodate mixed gender roommate or suite-mate requests.
Room assignments are made without regard to race, creed, color, age, veteran’s status, or national origin. University Residences reserves the right to assign applicants to available space, alter any assignment at any time and deny or revoke the privilege of housing to any Intern who disrupts the residence hall environment or violates any provision of this agreement.

Rates

Double Room in a 2-bedroom suite - $270 / Week*
  • Two Interns will occupy each bedroom

Single Room in a 2-bedroom suite - $370 / Week*
  • One Intern will occupy each bedroom

Included with Room Cost:
  • 5 Meal / week dining plan with $25 Dining Dollars (see Dining Plan section page 7)
  • Use of Recreational Sports facility (www.purdue.edu/recsports/index.php)
  • Parking
  • Cable TV hook-up (TV not provided)
  • Wi-Fi

Interns must rent rooms by the week (7 nights) or 4 week time period. Daily/nightly rentals are not available. A week is Sunday through Saturday and no weeks will be prorated for cost.

*Note: - Due to Indiana state law, any stays less than 30 days will incur Innkeepers tax (5%) and sales tax (7%)
  - Sales tax (7%) will be charged to all meal plans regardless of length of stay

Residence Hall
Interns will be housed in:

Third Street Suites
1196 Third Street
West Lafayette, IN 47907
www.housing.purdue.edu/Housing/Residences/ThirdStreetSuites/index.html

Opened in 2014, Third Street Suites is designed to meet the needs of today’s and tomorrow’s students. Planning for the facility took several years and included input from students, staff, faculty, and administrators. The final design provides students with a variety of atmospheres in which to study. From quiet study to group study, it can all happen in this vibrant atmosphere.

Each suite has two bedrooms, a shared bathroom, dual sinks, small storage lockers and a storage closet. Each suite will also have a living room furnished with a sofa, chairs, side tables, and a small dinette set. Windows in the building stretch from floor to ceiling providing occupants with an abundance of natural lighting.

Note: There are NO phones provided in any suites or bedrooms
Visitor Policy
Under all circumstances and at all times, the privacy of your roommate will take priority over a guest. Visitors must be escorted by an Intern at all times with no exceptions.

Keys / Access Cards
All Interns will be assigned a key which allows them access to their assigned suite and an access card that allows them access to the residence hall, recreational facility and dining courts. You are responsible for keeping your room key and card with you at all times. NEVER give either to anyone. Lock your door and take your key and card with you whenever you leave your room/suite. If your key or card is lost, report it immediately to your residence’s main office. A fee will be charged for replacement locks, keys and cards (see Lost Keys/Access Cards below). Keys and cards MUST be turned in when you move out of your suite.

If you accidentally lock yourself out, the residence’s main office will let you borrow a key so you may gain access to your room/suite. Check the procedure for your residence, which may have other options including staff members who can unlock your door. Please do not abuse this service.

Lost Keys / Access Cards
If a key or access card is lost it is important to report this immediately. These losses are reported to:

Brooke Turner,
bcharles@purdue.edu
(765) 494-0926

Each incidence of lost key or access card will incur a $35 replacement fee.

Room Access
University Residences staff has the right to enter residents' rooms with or without prior notice for cleaning, maintenance, to repair University property or in emergencies and other situations involving health or safety concerns.

Suite Condition
Suites must be kept in a clean, safe and undamaged condition throughout the Interns’ stay. All Interns assigned to the suite will be jointly responsible for maintaining neat common areas.

When vacating the space at the end of the agreement, Interns shall remove all personal property and leave the room and any furnishings clean and in the same condition as they were when occupancy began. It is agreed University Residences may promptly dispose of any personal property left in the suite after the end of the scheduled stay. Any cleaning, repair and disposal charges due to damage or misuse will be assessed equally among the Interns assigned to the suite. Damages charges for individual bedrooms will be charged to the Intern(s) assigned to that bedroom.

Bathroom Cleaning
Bathrooms in each suite will be cleaned once per week by the residence hall custodial staff. It is important that bathrooms be kept neat to facilitate this cleaning schedule. Failure to meet this standard could result in additional charges to cover extra work performed by custodial staff to complete their cleaning responsibilities.
Termination of Occupancy
University Residences reserves the right, at any time, to terminate this agreement, to suspend an Intern from housing, to postpone or cancel the assignment of any space, or to postpone the commencement of the Intern’s stay for any of the following reasons:

- Failure to pay any sum due under this agreement, at the time it is due, violates any other terms of this agreement, or failure to occupy or improperly vacate the assigned space.
- For any other reason that University Residences deems to be a good cause. If this agreement is terminated due to Intern’s failure to perform to any obligations under this agreement, the Intern will continue to be responsible for all fees, paid and unpaid as agreed, for the duration of the entire scheduled stay.

Personal Property
University Residences does not carry insurance covering the loss, theft or damage of Interns' personal effects. Check your family’s homeowner’s insurance to see if your room is covered. If you need such coverage, you must obtain it at your own expense.

Smoking
**IS PROHIBITED** on the West Lafayette Campus, except in designated smoking areas. University Residences prohibits use of e-cigarettes (personal vaporizing instruments) in the facilities the same as traditional tobacco products.

Drug & Alcohol Policy
Interns are prohibited from consuming, transporting, and distributing alcohol, possessing or being in the presence of alcohol; or exhibiting disruptive behavior influenced by the use of alcohol. Alcohol found by staff will be disposed of immediately.

All illegal drugs as defined by Indiana state law and any type of recreational drugs are strictly prohibited from University Residences’ facilities and property. Drugs that fall into this category include, but are not limited to, the following: marijuana, hashish, hash oil, cocaine, crack, LSD, inhalants, stimulants, depressants, hallucinogens, narcotics, designer drugs, anabolic steroids and other substances that alter one's mental state. Interns are prohibited from possessing, consuming, transporting, dealing, being in the presence of or exhibiting disruptive behavior influenced by the use of the aforementioned substances. Also prohibited is possessing paraphernalia with evidence of illegal drug use such as bowls/pipes, grinders, one-hitters, vaporizer, blunts, etc.

Anyone found in violation of these policies may have his or her housing contract terminated and may be subject to possible arrest, imprisonment or fine according to state and federal laws.

Dining Plans
The weekly cost includes a meal plan. The meal plan includes five meal swipes per week. Unused swipes from these plans expire on Sunday evenings each week and reset for the following week. Swipes from these plans can only be used by the Intern, not for swiping in guests. The swipes will be loaded on the access card received at check-in along with the Dining Dollars.
Each Intern will have $25 of Dining Dollars as part of the meal plan. These can be used anytime over the course of each Interns stay and do not reset on a weekly basis. Dining Dollars can be used to buy snacks, beverages, or extra meals for themselves or guests in any of the residential dining courts or retail operations on campus.

See: dining.purdue.edu/ResidentialDining/mealplans/DiningDollars.html

Note: There will be no refund for unused meal swipes or Dining Dollars

Behavior as Resident of University Residences
(www.housing.purdue.edu/ResidentialLife/urguidelines.html)

Interns are required to maintain a high level of professionalism in their conduct while residing in the residence hall, eating in dining courts or utilizing the facilities of Recreational Sports. Compliance with behavioral policies is critical to a successful and enjoyable stay on the campus of Purdue University. Interns are not to engage in behaviors of disorderly or disruptive nature at any time of day or night that is not in keeping with the healthy functioning of the residential community. The following policies MUST be followed:

Harassment:
• It is and has been the policy of Purdue University to maintain the campus as a place of work and study for faculty, staff and students, free of sexual harassment and harassment on the basis of color, religion, sex, national origin, sexual orientation or other protected status. University Residences prohibits behavior that violates this policy and appropriate authorities will be notified.

Hate Crimes:
• Acts that manifest evidence the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity or disability and will be reported to the police.

Obscenity
• Lewd, indecent or obscene conduct on University property or in connection with a University Residences’ activity is prohibited.

Threatening/Endangering Behavior
• Intimidation or any conduct that threatens or endangers the health or safety of another person or oneself is prohibited.

Self Care
• While living in the residence halls, all Interns are responsible for their own self-care including appropriate personal hygiene, management of medical conditions or illnesses including mental health and/or disability-related personal needs.
Safety
Maintaining a safe environment is every Intern’s responsibility. Actions that jeopardize the safety of other residents include but are not limited to the following and are explained in more detail on the Student Guidelines website: www.housing.purdue.edu/ResidentialLife/urguidelines.html

Consumption of alcohol or illicit drugs, possession of a weapon, discharging fire extinguishers when there is no fire, propping doors open that should be closed or locked, removing screens from windows, or any form of vandalism will not be tolerated. These actions may result in the Intern being removed from the premises immediately, with no refund of any paid fees.

Fire Protection
Starting fires of any sort in or around the residence halls is not permitted. If an Intern is found to be starting a fire, tampering with any fire alarm mechanism, fire extinguisher, or refusing to vacate a building in the event of a fire alarm may result in the Intern being removed from the premises immediately with no refund of fees.

Disclaimers:
• Each party represents and warrants that the person whose name appears as signatory is at least 18 years of age and is fully authorized to enter into this agreement.
• The provisions of this agreement are severable, and if any one or more provisions may be determined to be illegal or otherwise unenforceable, in whole or in part, the remaining provisions shall nevertheless be binding and enforceable.
• This agreement and application MUST be signed, dated and submitted along with the application fee ($50) to confirm your reservation. In addition, Interns must provide evidence of enrollment/internship/employment when submitting the signed form.
• The rights granted to Intern in this agreement are personal, and may not be assigned or transferred to another person.