

2014

Summer Intern Housing Agreement and Application



Summer 2014 Intern Housing Agreement

This document, when submitted to Drexel University with the appropriate signature(s) and documentation, is a request to use and occupy Drexel University residence hall accommodations for the 2014 Summer Term, which is available from June 23 – September 4, 2014. This is an AGREEMENT between the individual user ("Intern") and Drexel University ("the University"). It entitles the Intern to the use of assigned University housing only in such manner as set forth herein and in accordance with the regulations of the University. It does not constitute a lease or create a landlord-tenant relationship between the University and the Intern. The rights granted by the University 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 the University 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 University's acceptance. The University's acceptance occurs when the University's authorized representative signs this document.

Requirements of the Summer Intern Program

Interns are defined by the University as any visiting student/scholar from another institution of higher education who is participating in an academic program or an internship or summer employment position in the Philadelphia area. Interns must be at least 18 years of age to reside in University owned residence halls during the summer term.

Individuals who wish reside in University residence halls must provide written proof of enrollment, employment or internship along with this agreement. Evidence of enrollment in an academic program or evidence of employment or internship should be sent on company letterhead and signed by a Human Resources officer, hiring manager or supervisor and mailed to: Anthony Dagrosa, Event Services & Conference Services, Creese 001, 3201 Chestnut Street, Philadelphia, PA 19104. This documentation must be received by the University within 2 weeks of the University's receipt of the signed agreement and application form.

Regulations and Restrictions

Applicants who are not permitted to visit or are considered persona non grata in any of the residential facilities or University facilities are not eligible for summer intern housing.

Room reservations will be done on a first-come, first-served basis. Interns will be notified via email of their summer housing assignment along with specific information regarding check-in dates/times.

The Intern agrees to review and abide by all policies and regulations of the University that are or shall become effective during the duration of the Intern's stay. These policies and regulations are included in the Student Handbook, which can be found online at: http://www.drexel.edu/studentlife/SLhandbook.htm. If the Intern



violates any such policy or regulation, they may be subject to termination of this Agreement without refund by University, in its sole discretion.

Application Instructions

All applicants must pay a \$200 non-refundable deposit. Payment must be in the form of a personal check or money order made payable to "Drexel University" or by VISA, MasterCard Discover or American Express. All payment must be submitted with a signed Housing Agreement and a completed Housing Application.

All documents should be mailed to: Anthony Dagrosa, Event Services & Conference Services, Creese 001, 3201 Chestnut Street, Philadelphia, PA 19104.

Documents can also be faxed to 215-895-0580 (Attn: Anthony Dagrosa) or scanned and emailed to conferences@drexel.edu.

Credit Card Payment can be made online at https://deptapp.drexel.edu/conferenceserviceems/registration.aspx

Payment Schedule

Due at the time of the signed Housing Agreement and Application: \$200 deposit. The deposit is refundable only in the event that Intern's application for housing is rejected by University.

Due 3 weeks before the requested move-in date: Full payment of all amounts that will be payable as a result of the Intern's use of University facilities (including, without limitation, room charges, meal ticket charges, parking, linen rental, etc.) is due not later than three (3) weeks prior to the Intern's scheduled move-in date. The payment is non-refundable and must be paid via credit card (VISA, MasterCard, Discover or American Express) or bank or cashier's check. Regardless of the method of payment for the housing charges, all Interns will be required to provide a valid credit card (VISA or MasterCard) that will be charged in the event any additional charges are incurred during the Intern's stay at the University, including, without limitation, charges resulting from damage to University property or lost keys.

Payment must be in the form of a personal check or money order made payable to "Drexel University" or by American Express, Discover, MasterCard or VISA, and must be submitted with a signed Housing Agreement and a completed Housing Application.

Checks may be mailed to: Anthony Dagrosa, Event Services & Conference Services, Creese 001, 3201 Chestnut Street, Philadelphia, PA 19104

Credit Card Payment can be made online at https://deptapp.drexel.edu/conferenceserviceems/registration.aspx

Cancellation

If notice of cancellation is received by the University within three (3) weeks of the requested move-in day, all amounts paid to the University will be forfeited as a cancellation penalty. If notice of cancellation is received



more than three (3) weeks in advance of the requested move-in date, the cancellation penalty is the amount of the application fee.

In the event that the Intern does not check-in within three days of their scheduled arrival and has not given prior written notice of their late arrival their housing reservation will be cancelled, and all payments will be forfeited. No amounts will be refunded in the event that an Intern checks-in on a later date than scheduled or checks-out earlier than scheduled.

<u>Check-In and Check-Out:</u> Interns may check-in during the following dates and times:

June 23 – September 4, 2014

Monday - Friday from 8am until 8pm

Saturday – Sunday from 8am until 5pm

Upon check-in Interns must provide photo ID (a valid driver's license, passport or student ID). Interns will be issued a key (see KEY section for more information) to their assigned room.

Upon check-out, Interns must come to the desk and turn in their key. They will be asked to fill out an "express check-out envelope" which should be completed by the Intern and signed by both the Intern and the desk staff. The Intern will keep the yellow copy, which is their receipt of check-out and key return.

Building Access: Interns will be given a "mini conference booklet" which will permit access to only the residential building to which they have been assigned. This booklet must be shown to the front desk staff member in order to get into the assigned building. This booklet does not allow access to any other University facilities (e.g., Library, Fitness Center, etc).

Failure to Vacate Space

If this Agreement is terminated, the Intern must vacate the space on the effective date of termination. In the event that the Intern does not vacate in accordance with this Agreement, the University has the right to repossess Intern's room and to pack, remove and store all of Intern's furnishings and personal property, all at Intern's expense. The University also has the right to change the lock of Intern's room and bill the Intern for the cost of the lock change. The University will not be responsible for Intern's furnishings and personal property.

Room Assignments

Specific room assignments will be made by the Drexel Conference Center. The Drexel Conference Center will attempt to accommodate roommate requests, provided it receives the request in writing from each roommate. If a specific roommate is not requested at the time of the Intern's application, the Intern will be assigned to and billed for a single room in a Traditional Style Hall. A description of a Traditional Style Hall can be found at http://www.drexel.edu/dbs/conferenceEvent/conferenceCenter/accommodations/.

Please note that Summer Intern Housing is not available to married couples.



Housing Rates are as follows:

Double Room in a Traditional Style Hall: \$220 per week per person (two Interns must occupy one room in order for this rate to apply.)

Single Room in a Traditional Style Hall: \$290 per week per person (one Intern must occupy one room in order for this rate to apply.)

Interns must rent rooms by the week (seven nights); daily/nightly rentals are not available Room assignments are made without regard to race, creed, color, age, veteran's status, sexual orientation, or national origin. The Drexel Conference Center 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.

Visitor Policy

Interns may have overnight visitors, in accordance with the following policies:

- A) Intern hosts must sign in their visitor(s) following proper procedure at the front desk. The host must escort all visitors back to the front desk to sign the guest out of the building at the end of the visit. If a guest is not properly signed out, then the guest would be considered still in the building. Interns may not sign in or sign out visitors(s) for other residents.
 - 1. Photo identification will be required for each visitor. It is the responsibility of each host to inform his/her visitor(s) that they need identification to be permitted into the residence halls. The visitor(s) photo identification will remain at the desk until the visitor(s) vacate the building.
 - 2. Acceptable forms of photo identification include: a valid driver's license, university/college/school ID or a passport. **No other forms of ID will be accepted.**
 - 3. Visitors without ID will not be allowed access into the hall, except in emergencies (See emergency ID section).
 - 4. Visitors must be at least 18 years of age.
- B) Intern hosts must escort their guest(s) at all times within the hall.
- C) Intern hosts are limited to **three guests at any one time**, unless otherwise permitted by a designee of the Drexel Conference Center.
- D) Interns are allowed to have overnight guests. An *overnight guest* is defined as anyone in the Intern host's room anytime between 3:30am and 7:00am. Overnight guests are allowed to stay in an Intern room for a period not to exceed three (3) consecutive nights. Overnight guests may stay no more than three (3) consecutive nights on campus.
 - 1. Intern hosts must check with their roommate(s) for approval before inviting a guest to the room. If the roommate(s) do not approve, the guest cannot stay in the room. Intern hosts are responsible for the actions of their visitors and will face forfeiture of their housing privileges (without refund) if their guest violates University or Residential Life policies. Intern hosts should familiarize guests with community expectations.



Keys

All Interns are assigned a key which grants them access to their assigned room. Under no circumstances are these keys to be loaned or given to anyone else. Making copies of issued keys is strictly prohibited. If an Intern returns a key(s) that is a copy, they will be charged for a lost key (\$75/key).

Upon check-out, all keys must be returned to the front desk. Failure to do so will result in a fee of \$75 being charged to the Intern's credit card. Interns who lose their keys during the course of their stay must report the loss to the front desk between the hours of 7am and 7pm on Saturday-Sunday and 7am and 11pm on Monday-Friday.

Room Access

The University reserves the right, at any time and for any reason, in its sole discretion, to enter the room without prior notice to the Intern to make repairs; to inspect for compliance with health, fire of building codes or with University policies or regulations; or because of any situation that the University, in its sole discretion, deems to be a danger to health, safety or property.

Termination of Occupancy

The University reserves the right at any time, in its sole discretion, to terminate this Agreement, to suspend the 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:

- A) If the Intern fails to pay any sum due under this Agreement when due, violates any other term of this Agreement, or fails to occupy or improperly vacate the assigned space;
- B) If for any other reason that the University, in its sole discretion, deems to be good cause. If this Agreement is terminated because of the Intern's failure fully to perform any of the obligations under this Agreement, the Intern will continue to be responsible for all fees due under or as a consequence of this Agreement for the duration of the entire original stay.

Room Condition

The Intern shall maintain the room in a clean, safe and undamaged condition. Interns assigned to the room shall be jointly responsible for cleaning and maintaining any kitchens, bathrooms, or other common areas.

When the Intern vacates the space, he/she shall remove all personal property and leave the room and any furnishings clean and in the same condition that they were in when the Intern commences occupancy, ordinary wear and tear excepted. Interns agree that the University may promptly dispose of any personal property left in the room after the end of the scheduled stay. The University will assess cleaning, repair, and disposal charges equally among Interns assigned to the room. A valid credit card number (Visa, MasterCard, Discover or American Express only) is required to function as a security deposit and will be charged for any required cleaning, repair and/or disposal charges.



Responsibility for Personal Property

The University does not assume responsibility for and the Intern hereby expressly releases the University from any and all liability related to:

- A) Loss or damage to articles of personal property that occurs in its buildings or on its grounds. Interns are encouraged to carry appropriate insurance to cover such losses.
- B) Power outages including those that result in the loss of stored computer memory, data, and/or files or voltage spikes or surges which damage computers or any appliance. Interns are encouraged to use voltage or surge protectors.

Drug and Alcohol Policies

The possession, use, distribution or sale of narcotics or drugs, other than those medically prescribed, properly used and stored in the original container, by Interns or visitors on University property or while on University business is prohibited. Off-campus possession, use, distribution or sale of narcotics or drugs by Interns or other guests are inconsistent with the University's policies and goals, a violation of local and state laws and therefore prohibited. Any and all types of drug paraphernalia including, but not limited to bongs, pipes, and any items modified or adapted so that they can be used to consume drugs are not permitted on University property.

The University's policy regarding alcohol is consistent with the laws of the Commonwealth of Pennsylvania. The consumption, distribution or service of alcoholic beverages must comply with the Pennsylvania Liquor and Crimes Code which defines the lawful consumption and service of alcohol and prescribes sanctions for violations. Any violation of the Code will be grounds for immediate termination of this Agreement.

Smoking

Smoking is not permitted in any residence hall. Smoking is prohibited within 20 feet of any entrance, exit, operable window, or air in-take of a University owned and/or operated building to include sidewalks and thoroughfares. The University prohibits the smoking or carrying of lighted tobacco products in all indoor facilities, including interior connections to buildings, covered walkways, all building stairwells, hallways, restrooms, fire escapes, parking structures, outdoor athletic/recreation facilities, and during all University-sponsored indoor or outdoor events.

Endangering Behavior

Any Intern action that may lead to physical harm to oneself or others is considered endangering behavior and will typically result in removal from University residence halls (including cost of repair and/or cleaning), and/or criminal charges.

- A) Interns are not to engage in behaviors of disorderly or disruptive conduct at any time of day or night that is inconsistent with the healthy functioning of our residential community.
- B) Interns found responsible for causing unnecessary garbage and debris in the hallway will be billed accordingly.



Hall Sports: Sports activity or any other type of physical activity that causes disruption in the residence halls is prohibited. Activities include, but are not limited to skateboarding, rollerblading, bike riding, water gun usage, ball and Frisbee tossing, boxing or wrestling.

Pets: Interns may not at any time be in possession of animals, even for short term visits, in University owned or operated residential facilities.

Non-Permitted Items: There are various items that are not appropriate for use in Intern rooms for safety reasons. Possession of one or more of these items can subject the occupant(s) of the room to a fine and possible loss of housing privileges. Examples of Non-Permitted Items (This list is not exhaustive):

- o Candles
- o Coffee makers
- Extension cords
- o Flammable liquids, gases or other substances
- Halogen lamps
- o High wattage electrical appliances
- Hot plates or indoor grills
- o Incense and incense holders
- Live or cut Christmas trees
- Lofts
- Outside antennas and/or satellite dishes for television/radio reception
- Outside routers for internet usage
- Popcorn poppers
- Portable space heaters; electrical appliances with a heating element
- Sandwich makers
- Toasters or Toaster ovens
- Waterbeds
- Weapons
- o 2.4 GHz cordless phones

Fire Protection

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

Parking

Interns must order parking permits directly through the Parking Department by calling 215-895-2813 or emailing: parking@drexel.edu.

Health Insurance

The University requires that all Interns have health insurance valid in the United States for the entire duration of his/her stay. Interns must submit verification of health insurance along with their application.



Americans with Disabilities Act (ADA)

It is the policy of the University to ensure meaningful access to qualified person with disabilities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. Accordingly, Interns must notify the University in writing at least 30 business days before their scheduled arrival on campus of any disabilities that may require reasonable accommodation. Note: some accommodations may require medical documentation.

Miscellaneous

- A. The University is not responsible for any failure of performance due to Acts of God, strike, and shortage of commodities or supplies to be furnished by the University, governmental authority or accident.
- B. 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 on behalf of the respective party.
- C. 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 binding and enforceable.
- D. This agreement must be signed and dated and submitted along with your housing deposit (\$200) to confirm your reservation. In addition to this agreement, Interns must also complete an Application, which is located on the next page and provide proof of valid health insurance and evidence of enrollment/internship/employment.
- E. The rights granted to Intern in this Agreement are personal, and may not be assigned or transferred to another person.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

Printed Name:	
Signature:	 Date:



Summer 2014 Intern Housing Application

Please Print

Full Name:	
If you are a Drexel St	udent, please provide your student ID:
If you are a non-Drex	tel Student, please indicate your home institution:
Permanent Mailing A	ddress:
City, State, Zip:	
Permanent Home Ph	one:Cell Phone:
Gender: (please circ	le) MALE FEMALE
Email Address:	
Date of Birth: (Mont	n, Day, Year)
Please explain in det	ail why you require summer housing:
Please explain your	affiliation:
☐ I am a currer during the ye	nt Drexel University student who is enrolled in classes/co-op at the University at anytime ear.
☐ I am a stude of 2014.	nt of another University who is doing an Internship in the Philadelphia area in the summer
Please check below:	
☐ My Internsh	ip is affiliated with Drexel University
Department,	Program:
Supervisor:_	
☐ My Internsh	ip is NOT affiliated with Drexel University. I am working for/interning at:
Company/In	stitution:
Name, Phon	e and Title of Supervisor or Program Manager at Company/Institution:



Room Assignments: All Interns will get a single room unless they specifically request a roommate (of the same gender). If you have a roommate request, please list their full name below:

Emerg	ency Contact Information
Full Na	ime:
Mailin	g Address:
Perma	nent Home Phone: Cell Phone:
Email A	Address:
Relatio	onship to Intern:
Dates	of Stay
I will r	equire Summer Housing for the following dates:
Arrival	Date:
Depart	ture Date:
Total V	Veeks:
(Please	e note check in/out dates and times listed in Agreement).
In orde	er to process my request for housing at the University:
1.	I hereby declare that the information I have provided in this application is accurate to the best of many knowledge.
2.	I acknowledge that the University requires that all Interns have health insurance valid in the United States for the entire duration of his/her stay. I have included verification of health insurance along with this application.
3.	I have included my signed Summer Intern Housing Agreement.
4.	I have included my non refundable \$200 Housing Deposit.
5.	I have contacted my employer/institution and instructed them to send proof of my
	employment/enrollment in class to the Conference & Event Services Office.
Applica	ant Signature: Date:

Chestnut Street, Philadelphia, PA 19104. Email: conferences@drexel.edu Fax: 215-895-0580