Summer 2018 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 2018 Summer Term, which is available from June 23 – September 1, 2018. 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.

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 submitted to the Event & Conference Services Office. 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/studentHandbook. 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. All payments must be submitted with a signed Housing Agreement and a completed Housing Application. Documents can be mailed, faxed, or e-mailed to Event & Conference services.

E-mail address: conferences@drexel.edu
Fax number: 215.895.0580 (Attn: Associate Director)
Credit Card Payment can be made online at https://drexel.edu/conferences/invoice

### Payment Schedule

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Due Date</th>
</tr>
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<tbody>
<tr>
<td>$200 deposit</td>
<td>Due with completed application</td>
</tr>
<tr>
<td>Remaining Balance</td>
<td>Paid on or before 3 weeks prior to requested move-in date</td>
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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 3 weeks prior to the requested move-in date.

All deposits are non-refundable with the exception that the Intern’s application for housing is rejected by the University.

Payment must be in the form of a cashier’s check or money order made payable to “Drexel University” or by American Express, Discover, MasterCard or VISA. 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.

### 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.

### Check-In and Check-Out

Interns may check-in and check-out during the following dates and times:

**June 23 – September 1, 2018**

**Daily from 8am until 10pm**

Upon check-in Interns must provide photo ID (a valid driver’s license, passport or student ID). Interns will be issued a temporary ID and 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 and temporary ID. They will be asked to fill out an “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.
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 Event & Conference Service Office. The Event & Conference Service Office 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://drexel.edu/conferences/accommodations

Please note that Summer Intern Housing is not available to married couples and we are not able to honor mixed gender roommate requests.

Housing Rates are weekly to rent as follows:

- Single Room in a Traditional Style Hall: $300 per week per person
- Single Room in a Suite Style Hall: $360 per week per person
  (one Intern must occupy one room in order for this rate to apply.)

- Double Room in a Traditional Style Hall: $230 per week per person
- Double Room in a Suite Style Hall: $280 per week per person
  (two Interns must occupy one room in order for this rate to apply.)

We have Traditional & Suite style residence hall options for you to choose from during the summer months. Here’s the difference in layout: click here! Suite style rooms accommodate up to four people and traditional style rooms accommodate two people.

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 Events & Conference Services Office 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 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. Government issued 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, 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.

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 Services.

**D)** Visitors may only visit during the day, between the hours of 7am and 11pm and must check out before 11pm. **No overnight guests permitted.**

**E)** Any exceptions to the visitor policy may be requested by contacting the Associate Director of Conference Services at conferences@drexel.edu

**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 and safety 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.

**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.

**Release**
In consideration for Drexel providing Intern the opportunity to use the premises, Intern voluntarily remises, releases, and forever discharges the University, its affiliated entities, its successors, assigns, trustees, officers, students, employees and agents from any and all personal injuries, damages, losses, claims, causes of action, or lawsuits of any kind (a “loss”) whatsoever arising out of or in any way relating to guest’s stay, including, without limitation, a loss resulting in whole or in part from the negligence of the University or its affiliated entities, trustees, officers, agents, faculty, staff or students.

**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):

- Candles
- Coffee makers
- Extension cords
- Flammable liquids, gases or other substances
- Halogen lamps
- High wattage electrical appliances
- Hot plates or indoor grills
- 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
- 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**
If an Intern requires a parking permit, they must notify the Event and Conference Services Office two weeks prior to their arrival so we can order one through the Parking Department. The cost for Parking overnight on campus is $17/day.
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 persons 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 2018 Intern Housing Application

Please Print

Full Name (First, Middle, Last): ____________________________________________________________

Are you a Drexel Student? ☐ Yes ☐ No If yes, provide student ID: __________________________________

If you are a non-Drexel Student, please indicate your home institution/school:

______________________________________________________________________________________

Mailing Address: ________________________________________________________________________

City, State, Zip: ________________________________________________________________________

Home Phone: ______________________ Cell Phone: ______________________

Gender: (please check one box) ☐ Male ☐ Female ☐ Non-binary Gender

Email: ______________________ Date of Birth: (Month, Day, Year) __________________________

Please explain why you require summer housing:
______________________________________________________________________________________

Please explain your affiliation: (check one)

☐ I am a current Drexel University student who is enrolled in classes/co-op at the University at
anytime during the year.

☐ I am affiliated with another University/College/High School who is doing an internship/summer
program in the Philadelphia area in the summer.

Please check one below:

☐ My reason for housing is affiliated with Drexel University

Department/Program: _________________________________________________________________

Supervisor/Program Director: ____________________________

☐ My Internship is NOT affiliated with Drexel University. I am working for/interning at:

Company/Institution: _________________________________________________________________

Name, Phone 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 (In order to
honor this request, we must receive a Summer Intern Housing Agreement and Application from the
individual requesting you as a roommate):
Emergency Contact Information

Full Name: _____________________________________________________________

Mailing Address: _______________________________________________________

City, State, Zip: _______________________________________________________

Cell Phone: ________________________ Email Address: _______________________

Relationship to Intern: _________________________________________________

Dates of Stay

Interns must rent rooms by the week (seven nights); daily/nightly rentals are not available. I will require Summer Housing for the following dates:

Check In Date: ____________ Check In Time: ____________
Check Out Date: ____________ Check Out Time: ____________
Total Weeks: ____________

(Please note check in/out dates and times listed in Agreement).

In order 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 my 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 Event & Conference Services Office.

Applicant Signature: ______________________________________ Date: _________________

Please mail, fax or email this document to:

E-mail address: conferences@drexel.edu

Fax number: 215.895.0580 (Attn: Associate Director)

Mailing address: Event & Conference Services
3210 Chestnut Street, Creese 001
Attn: Associate Director
Philadelphia, PA 19104