



Summer Intern Housing Contract 2019

The following agreement is hereby entered into between Grand View University (the UNIVERSITY) and the undersigned intern (the RESIDENT). This document and those referred to within it, which are incorporated by reference, constitute the Grand View University Summer Intern Housing Contract. This contract covers all university housing areas, specifically the building, bedroom, and common space to which the RESIDENT is assigned and RESIDENT participation in foodservice plans.

1. Terms of Agreement

The RESIDENT is eligible for a living space in University housing (UNITS) during the term of this agreement. The term of this AGREEMENT is for the time beginning on the **start date** listed on the application form and ending on the **end date** listed on the application form. The AGREEMENT is with the named parties and is not assignable, saleable or transferable. UNITS may not be sublet.

Applicants are hereby notified that Grand View University does not unlawfully discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation, national origin, ancestry or disability in admission or access to, or treatment or employment in, its programs and activities, services or practices. Any person having inquiries concerning the UNIVERSITY's compliance with the regulations implementing Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act is directed to contact the Vice President for Administration and Finance, who has been designated as the equal employment opportunity and affirmative action officer. Any person also may contact the Department of Education, regarding the UNIVERSITY's compliance with regulations implementing Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act.

The completion and submission of this online application constitutes acceptance by the RESIDENT of all regulations pertaining to UNITS at the UNIVERSITY. **Room assignment is based on the date the \$200 deposit and the contract are received.**

2. Rates and Payment

The rates stated in this contract are the rates that will apply to this contract. **Charges are on per day basis correlated to your start and end date indicated on your application.** Charges for rooms will be billed on the **start date** listed on your application for the entire summer. The RESIDENT agrees to pay Grand View University the established charges for the room as assigned by the Residence Life Department. **Payment for each month is due by the 1st of each month.** Failure to make payment on time may result in the termination of this contract or late charges. See Section 10 for information regarding contract termination.

Room and Board

Intern Apartment Housing

Rate Charged

\$17/day

No adjustment in charges will be made for RESIDENTs who move in later than the **start date** listed above. **No changes to the contract may be made after the first day of summer housing which begins on Thursday, May 9th, 2019. This contract is a binding lease agreement; therefore after May 9th, 2019, the resident is financially responsible the entirety of their signed contract.**

Summer RESIDENTs agree to pay the **total cost for summer housing** whether they move out or not. **Summer residents will be charged for extra days until properly checked out of summer living space by Residence Life Staff.**

3. Room Transfers

The UNIVERSITY reserves the right to reassign any RESIDENT to another room at any time in order to make the most efficient and effective use of residential facilities. The UNIVERSITY also reserves the right to reassign a RESIDENT to another room in the event of a situation beyond UNIVERSITY control or in the event of irreconcilable roommate conflicts. All such reassignments shall be at the sole discretion of the UNIVERSITY.

Room transfer requests are contingent upon space availability and approval of the Director of Residence Life. Unauthorized room changes will be considered to be a policy violation and will be subject to the UNIVERSITY judicial process and the contract may be terminated per Section 10.

4. Services Provided

All UNITS are furnished and include utilities (water, heat, electricity, cable television, and a connection to the campus network and internet). All RESIDENTs must comply with requirements of the University Information Technologies Department in order to utilize campus network and internet service. The UNIVERSITY and/or Residence Life staff shall have the right to temporarily interrupt such utilities or services where it is necessary due to accidents, repairs, emergencies, alterations or improvements, which in the judgment of the UNIVERSITY, are necessary. Connection to the campus network shall be interrupted for non-compliance with University Information Technology Policies regarding use of such services. No reduction of room charges or any other compensation shall be allowed, nor shall this agreement or any part of the obligation to the RESIDENT hereunder be affected or reduced by such interruption or curtailment.

5. RESIDENT Responsibilities

RESIDENTs are responsible for reading, understanding and abiding by the University *Student Code of Conduct* and all additional rules and regulations regarding living in campus residential UNITS. Failure to abide by the *Student Code of Conduct* shall be cause to terminate this agreement. The *Student Code of Conduct* is published in the Student Handbook, available in the Residence Life Office and online at grandview.edu.

The RESIDENT is responsible for keeping his or her assigned room and fixtures clean and free from damage. The UNIT exits shall not be blocked at any time.

RESIDENTs are responsible for the maintenance and upkeep of their computers. The UNIVERSITY does not provide maintenance for RESIDENT-owned computers. Computers running the Windows operating system must have the latest security patches applied, automatic updates configured and up-to-date anti-virus software installed in-order to connect to the campus network.

The RESIDENT agrees to maintain designated quiet hours for study as set forth by the Residence Life staff, and to abide by all University and residential housing regulations and ordinances including those which may be enacted in the future. 24-hour courtesy hours are always in effect. The RESIDENT also agrees to abide by all local, state, and federal laws.

All RESIDENTs are required to evacuate the residential UNIT when a fire alarm is sounded. Any RESIDENT who fails to do so will be referred to the Associate Vice President for Student Affairs for disciplinary action, which may include suspension of residence privileges and termination of this agreement with associated penalties.

RESIDENTs may park only in lots designated for residential students and only with a valid University parking permit.

The RESIDENT accepts full responsibility for the actions of his or her guests extending to all areas of campus, and agrees to accompany them at all times while the guest is in any University residential UNIT. Guests found without accompaniment will be escorted from campus by University officials and/or security personnel.

6. Prohibited Items

The following items are prohibited in all campus residential facilities:

- Any controlled substance not properly prescribed by a physician
- Weapons (or look alike), dangerous objects or ammunition
- Incense
- Candles
- Any device with open flame or coil
- Hotplates
- Halogen lamps
- Rubber-backed carpeting and paneling
- Highway or road signs
- Alcohol signs visible by the public. In dry facilities alcohol displays prohibited
- Hazardous materials identified by the State Fire Marshall, including fireworks
- Lofts built higher than GUV-issued bunk beds
- Pets, other than fish in an aquarium 15 gallons or less
- Refrigerators larger than five cubic feet
- Air conditioners, except when issued by the UNIVERSITY to accommodate a RESIDENT's documented medical needs

Possession of prohibited items may result in termination of this agreement, assessment of penalties and further actions as determined by the Student Life Office.

7. UNIVERSITY Access to UNIT

The UNIVERSITY reserves the right of entry to all university housing facilities upon 24-hour notice to inspect the UNIT, and to effect necessary repairs and maintenance. The parties to this agreement understand that housing is provided as an incident to the University's educational mission. Notwithstanding the forgoing, it is understood that the UNIVERSITY has an interest in ensuring proper conduct in its residential facilities and the RESIDENTs do not have an expectation of privacy that would prevent the UNIVERSITY from accessing or searching rooms should the need arise.

Authorized UNIVERSITY staff, police and fire department personnel may enter UNITs without notice when necessary to inspect residential UNITs and the contents therein as deemed necessary in order to maintain UNIVERSITY regulations and property, as well as local, state and federal laws; or to respond to emergencies involving serious threat to life, property, or welfare of the RESIDENTs. Additionally, Residence Life staff and maintenance staff will enter a UNIT when one or more RESIDENT(s) checks out of the UNIT for cleaning, and upon the receipt of a maintenance request form.

The UNIVERSITY reserves the right to remove personal property from any UNIT if the property is a prohibited item as listed in Section 6.

8. Liability

The RESIDENT agrees to indemnify and hold the UNIVERSITY harmless for loss of money or valuables; for the loss of or damage to any personal property; or for personal injuries sustained on the premises by the RESIDENT or their guests. Rental insurance is recommended for RESIDENTs wanting to protect personal property from possible loss, damage, or theft.

The UNIVERSITY does not assume responsibility for damage or theft of or from RESIDENT vehicles parked on campus property; nor does the UNIVERSITY provide reimbursement or compensation of any kind for damage to such vehicles incurred while on campus property.

9. Regulation

Alcohol signs may not be displayed in the windows of any residential UNIT. Kegs are not permitted on campus at any time.

RESIDENTs sharing UNITs are jointly liable for damages, loss, and cleaning necessary due to damage in common areas. In the event of damages to campus housing facilities and/or community areas for which no one accepts responsibility and the responsible party cannot be determined, the cost will be divided and assessed to each member of the floor, hall, or house at the discretion of the Director of Residence Life.

The RESIDENT shall not move housing equipment or furniture from the assigned UNIT, from common areas of the UNIT, or from any other housing areas without prior written authorization from the Residence Life Department.

The RESIDENT agrees not to duplicate any University-issued keys or to transfer them to any person other than authorized Residence Life personnel. Lost keys or key-cards shall be immediately reported to the Hall Director or the Director of Residence Life. If missing keys are not found, RESIDENT will be held financially responsible for the replacement of keys.

Use of the campus network for illegal activity including but not limited to downloading of copyrighted material is prohibited.

To ensure safety, the UNIVERSITY has deemed that any and all potentially fire-causing practices, such as smoking and devices, such as candles or incense, are strictly prohibited in all campus residential facilities. The RESIDENT agrees to follow all such rules.

The UNIVERSITY reserves the right to make other rules and regulations as deemed necessary and proper for the safety, care and cleanliness of the premises, and for securing the comfort and welfare of all occupants, and to make such rules and regulations a part of this contract, providing the UNIVERSITY gives seven days' notice thereof.

10. Contract Termination

Housing assignments will be reserved through the **start date** listed on the application form. If the RESIDENT does not check in with Residence Life by the **start date**, or make arrangements for late arrival with the Residence Hall Director, the contract may be terminated and the \$200 deposit will be forfeited.

Written notification of contract termination must be received by May 1st, 2019. Contract termination after this date will result in forfeiture of the \$200 deposit.

Exceptions to this policy will be made only for medical reasons with physician's documentation and with approval from the Director of Residence Life. The RESIDENT must provide medical documentation of severe mental or physical health problems and show that living in campus housing is harmful to the RESIDENT or others.

Terminations are final only when written notification is issued to the RESIDENT by the Residence Life Department. Any housing contract termination must first be approved by the Vice President for Student Affairs.

The RESIDENT may request termination of this contract if the RESIDENT is to be married during the term of the agreement. The termination will be in effect no sooner than two weeks prior to the wedding date. All applicable charges will remain in effect up to date of check-out. If the marriage license is provided to the Residence Life Department within two weeks after date of wedding, housing charges will be prorated for the time the RESIDENT occupied the UNIT.

The UNIVERSITY may terminate this contract and take possession of the UNIT at any time for violation of any UNIVERSITY regulations; for failure to pay amount owed in full according to the Payment and Refund Policy in the UNIVERSITY Catalog; or for health reasons. If this occurs, the RESIDENT will be responsible for payment in full according to the original terms of the contract.

No refund or adjustment of charges shall be granted if the RESIDENT is evicted from housing. The UNIVERSITY will take possession of the UNIT within 24 hours (or sooner for any safety concerns) after the RESIDENT is evicted or the contract is terminated for any reason by the UNIVERSITY.

11. Evictions & Collections

The RESIDENT may be immediately evicted for violations of this agreement, for conduct deemed unsatisfactory by the UNIVERSITY, or for violations of the criminal laws of The United States or the State of Iowa. The UNIVERSITY shall be under no liability for such action, and will cooperate fully with civil authorities having jurisdiction in specific matters. RESIDENTs charged with misconduct have the right of appeal as allowed by the Campus Judicial Process. Any appeal of such charges must be submitted in writing to the Associate Vice President for Student Affairs.

The RESIDENT agrees to pay the cost and expenses of collection, including the collection agency fee and attorney fees in the event the UNIVERSITY finds it necessary to place any outstanding account, debt or claim with a collection agency and/or utilize the assistance of legal counsel to collect on the account, debt or claim arising from this agreement.

Appeal of housing charges must be submitted to the Residence Life Department within 14 days of checkout date. To contest charges arising from this contract, the RESIDENT must put the reason(s) in writing and send them to the Residence Life Department. Requests may be made by telephone, but doing so will not preserve the rights of the RESIDENT.

12. Check-in/Checkout

The RESIDENT must check-in between 8:15 a.m. - 4:00 p.m., Monday-Friday. The RESIDENT must complete proper checkout on the **end date** listed on the application form. Checkout times are between 8:15 a.m. – 4:00 p.m. (other times require advance arrangements with the Residence Hall Director). Any RESIDENT who moves out of a residential UNIT without proper checkout will be assessed a \$50 charge for improper checkout, a \$75 key replacement charge, and any applicable damage charges. **Summer residents will be charged for extra days until properly checked out of summer living space by Residence Life Staff.**

13. Contract Appeal

Appeals of the decisions of the Director of Residence Life may be referred to the Associate Vice President for Student Affairs.

14. Resources and Other Information

Current copies of the Summer Intern Housing Contract, the Student Handbook, the University Catalog and additional information regarding campus housing are available in the Residence Life Department or online.

15. Notices

Notices to the UNIVERSITY shall be sent to:

Grand View University
Residence Life Department
1200 Grandview Avenue
Des Moines, IA 50316

Notices to RESIDENTs shall be sent to the RESIDENT's permanent address as provided above.

16. Signature and Agreement

*By clicking "yes" at the end of the online application, I am agreeing to the terms and conditions of the Grand View University 2019 Summer Intern Housing Contract. **If I decide to terminate this contract I will do so in writing by May 1st, 2019 and understand that I will forfeit the \$200 housing deposit if I do not notify Grand View University in writing by this date. I also understand that no changes to the contract may be made after the first day of summer housing which begins on Thursday, May 9th, 2019. This contract is a binding lease agreement; therefore after May 9th, 2019, I am financially responsible for the entirety of this signed contract.***

I agree to comply with all Residence Life Department rules and regulations of Grand View University, the Student Handbook and this contract. I agree to pay Grand View University room and board charges at the rate and payment schedule as outlined above.

I also agree to conduct myself in a manner which is conducive to the educational goals of the University. Appropriate behavior includes respecting the rights of others and following University policies as enforced by University personnel.