



## **Summer Intern Housing Contract**

*This agreement must be signed and submitted along with your deposit to confirm your reservation.*

This document, when submitted to the Central Housing Office with appropriate signature(s), is a request to use and occupy University of Illinois at Chicago residence hall accommodations. This is an AGREEMENT between the Individual Intern and the University of Illinois at Chicago signed and returned prior to arrival. 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. This AGREEMENT, unless otherwise provided, shall be binding for the dates of: \_\_\_\_\_ through \_\_\_\_\_.

### **Requirements for Summer Intern Housing Program**

The individual Intern must be participating in an Internship or Summer Employment Position in the Chicago area which is pertinent to the Intern's educational and professional goals. Interns must be at least 18 years of age to live in Thomas Beckham Hall.

### **Check-In / Check-Out**

All Interns will check-in of housing between the hours of 10AM and 10PM, 7 days a week at the Thomas Beckham Hall front desk. All Interns will complete a keycard request upon arrival, and be given keys to their apartment. Interns will be provided with written instructions regarding proper check-out procedures. All checkouts must occur by noon on the scheduled departure day.

### **Pre-Payment**

The Intern will be required to submit a pre-payment of 10% by credit card via an online payment link (which will be provided after your application is processed). Non- Refundable

### **Cancellation**

(A) To cancel a reservation, written notice is required by UIC prior to occupancy. If notice of cancellation is received after an intern moves in, a charge of 50% of the remaining housing fee will be assessed. [50% of the remaining housing charges will be cancelled.]

(B) If the Intern does not check in within three days of their scheduled arrival and has not given prior written notice of their late arrival to Housing, their housing reservation will be canceled.

(C) If the Intern vacates the room prior to the end of the scheduled stay without submitting a cancellation request to Housing and checking out and returning their keys at the residence hall desk, they will not receive a refund.

### **Termination of Occupancy**

UIC reserves the right at any time, in its sole discretion, to terminate this Agreement, to suspend the Intern from student housing, to postpone or cancel the assignment of any space, or to postpone the commencement of the Intern's summer stay (A) if the Intern fails to pay any sum due under this Agreement when due, violate any other term of this Agreement, or fail to occupy or improperly vacate the assigned space; (B) if the assigned space is unavailable for dormitory use or unusable due to any damage, construction, renovation, or repair; or (C) for any other reason that UIC, 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 entire original stay.

## **Room Assignments**

Specific room assignments will be made by the Intern Coordinator. The Intern Coordinator will attempt to accommodate roommate requests, provided it receives the request in writing from each roommate. Room assignments are made without regard to race, creed, color, age, veteran's status, sexual orientation, or national origin. The Intern Coordinator 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. If a vacancy occurs in an apartment, the remaining Intern(s) will accept an assigned apartment mate. Where there is a vacant space, the apartment must be maintained by the Intern(s) in a manner that will allow another Intern to move in immediately.

## **Regulations**

The Intern agrees to review and abide by all policies and regulations of UIC and Housing that are or shall become effective during the duration of Intern's stay. These policies and regulations are included in the Resident Student Handbook found online at [housing.uic.edu/handbook](http://housing.uic.edu/handbook). If the Intern violates any such policy or regulation, they may be subject to disciplinary action and/or termination of this Agreement without refund by UIC, in its sole discretion.

## **Security**

Interns who enter or leave by locked security doors are responsible for leaving them in a locked position. Doors must not be propped open at any time. Keys should be carried at all times, and are not to be loaned. Interns should report anyone or anything suspicious or any lost or stolen articles to the building front desk immediately. In case of emergency, contact our UIC Police at (312) 355-5555. The University does not assume responsibility for loss or damage to personal items or for personal injury.

## **Keys**

All Interns in the Summer Intern Housing Program are assigned keys for access to their building and apartment. Under no circumstances are these keys to be loaned or given to anyone else. Upon check-out from University housing, all keys must be returned. Failure to do so will result in a replacement fee of \$350 which includes the changing of the lock head. Interns who lose their keys during the course of their stay on campus must report such loss to the building front desk immediately and pay the same charge as above. If there is a police report verifying that the keys were stolen and not lost there will be no charge. Interns may also be assigned mailbox keys, which the Intern agrees to return at check-out. Failure to do so will result in a fee of \$25 for the mailbox key.

## **Amenities**

Each apartment will be supplied with a coffee maker, toaster, set of pots and pans and a set of cooking utensils. In addition, each bedroom will be provided with one dinner plate, one bowl, one coffee cup, one glass, as well as a fork, spoon and knife. All of these items must be in the apartment upon check out. If all items are not accounted for, all Interns will be held responsible for the replacement fee.

## **Visitors**

Interns are responsible for the conduct of their visitors. All visitors must check in at the front desk and check out before they leave. Guests are allowed to stay up to 72 hours. No more than three visitors per Intern are allowed at any one time.

## **Room Access**

UIC 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, or building codes or with UIC policies or regulations; or because of any situation that UIC, in its sole discretion, deems to be a danger to health, safety, or property.

## **Apartment Condition**

(A) The Intern shall maintain the room in a clean, safe, and undamaged condition at all times. Interns assigned to the room shall be jointly responsible for cleaning and maintaining all kitchens, bathrooms, and

other common areas. (B) When the Intern vacates the assigned space, they shall remove all personal property and leave the room and any furnishings clean and in the same condition they were in when the Intern commenced occupancy, ordinary wear and tear excepted. Interns agree that UIC may promptly dispose of any personal property left in the room after the end of the scheduled stay. UIC will assess cleaning, repair, and disposal charges equally among all Interns assigned to the room, unless individual responsibility is established before departure. (C) Charges for damage to any public area or furnishings in a housing facility may be assessed, in UIC's sole discretion, against any or all of those assigned to the apartment.

### **Responsibility for Personal Property**

The University does not assume responsibility for and Intern hereby expressly releases 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 surge protectors.

### **Responsibility for Common Areas** (*hallways, stairwells, elevators, lounges, studies, etc.*)

Interns are expected to take every precaution to assure that common areas are not abused.

Removal of common area furnishings or equipment from their proper location constitutes theft of University property.

### **Move Out Procedures**

Interns shall vacate their assigned space, and officially check out and return all keys, by noon on the final day of the scheduled stay (immediately upon cancellation or termination of this Agreement). If the Intern does not officially check out, return keys, and vacate the space by that date, UIC reserves the right to change the locks for the room and not allow the Intern to enter the room or the facility in which it is located. Interns shall also be responsible for all costs and direct or indirect damages suffered by UIC in connection with an Intern's failure to check out and vacate by that date, including, without being limited to, the cost of accommodations for each person who would otherwise have occupied the assigned space and all legal and other expenses incurred by UIC in connection with removing Interns from the space.

### **Drugs and Alcohol**

The use, possession, or distribution of narcotics, cannabis or any illegal drugs is strictly prohibited on campus and in the residence hall. The unauthorized use, possession, or sale of any drugs, including those sometimes prescribed for medical purposes will not be tolerated at any time. Interns under the age of 21 who purchase or knowingly possess any alcoholic beverages violate State law. In addition, any Intern who furnishes an alcoholic beverage to a person who is under 21 years of age violates state law. Alcohol is not allowed in common areas of the residence hall. Any violation of this Section will be grounds for **immediate termination** of this AGREEMENT.

### **Smoking**

All UIC residence halls are non-smoking facilities. This includes all types of electronic cigarettes, vaporizers, cannabis as well as hookahs.

### **Firearms, Explosives and Candles**

Firearms, fireworks, ammunition, explosives, weapons of any sort, flammable liquids, incendiary devices, Bunsen burners and torches are not allowed on campus. Setting a fire, or using any type of open-flame (including candles) or open filament device (including incense) within the residence halls is strictly prohibited. This is strictly enforced in the residence hall. It is against Illinois law to possess or use fireworks.

## **Fire Protection**

The University will not tolerate Interns starting fires of any sort in or near the residence hall, or elsewhere on campus, unless it is in a designated place like a BBQ. If an Intern is found tampering with fire alarm mechanisms and/or fire extinguishers and/or refusing to vacate a building in the event of a fire alarm, may result in the Intern being removed from the premises immediately and no refund of fees will be made. The Central Housing Office may assess Interns either collectively or individually for false alarms and/or damage to alarm mechanisms or extinguishers. Candles, incense, and other combustible materials may not be used in University buildings including Intern apartments.

## **Pets**

No pets (excluding designated service animals approved through our Office of Disabilities) are allowed.

## **Internet and Cable TV**

Interns will be provided with complimentary internet access and cable TV. Interns must provide their own computers, televisions, and cables for both. Please be aware that there is a combined 6 GB upload/download data transfer limit on Res-Net network connections per 24-hour period starting at midnight of each day. As we have a limited amount of bandwidth available for Res-Net users that must be shared, we have to impose a limit to prevent abuse. If you do exceed the 6 GB limit, you will be sent only one warning email that applies to your entire stay at UIC. If you once again exceed the 6 GB limit during the stay, your Res-Net account will be suspended for a period of time determined by the amount of upload/download data transfer. To check your Res-Net GB usage, log onto [bandwidth.uic.edu](http://bandwidth.uic.edu). Using Res-Net means that you understand and agree to abide by the above policy statement in order to continue receiving network access. For a full listing of internet usage policies and procedures, feel free to visit the ACCC website at [acc.uic.edu/policy/wireless](http://acc.uic.edu/policy/wireless). Interns that would like to access the internet must complete a University Netid request form and return it to our office to be processed. Please allow 5 - 10 business days for processing.

## **Additional Policies**

- A)** Radio, television antennas and satellite dishes of any sort may not be installed on the exterior of the residence hall.
- B)** Objects may not be dropped or thrown from the windows and/or balconies and screens may not be removed.
- C)** Vehicles with combustion engines may not be stored in the residence hall.
- D)** All Interns are expected to maintain a reasonable sound level in their apartments at all times.
- E)** Interns are expected to uphold all University policies
- F)** Interns are expected to be respectful to our buildings, staff, and all other residents within our buildings.

## **Assignments-Medically Related Needs**

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 UIC in writing at least 30 days before their scheduled arrival on campus of any disabilities that may require reasonable accommodation. Note: some accommodations may require medical documentation.

**This agreement must be signed and submitted along with your deposit to confirm your reservation.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_