Summer Intern Housing Agreement

This document, when submitted to Shippensburg University with the appropriate signature(s) and documentation, is a request to use and occupy Shippensburg University residence hall accommodations for the 2020 Summer Term, which is available from May 18 – August 7, 2020. This is an agreement between the individual user (“Intern”) and Shippensburg 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 and shall not be construed as a lease. University housing is defined as traditional residence halls and suites. 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 Shippensburg area (Franklin, Cumberland, Adams, Dauphin, Perry, or Washington Counties). 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 Housing and Residence Life. 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

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 Swataney, the student handbook, which can be found online at: The Swataney.

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 available at www.ship.edu/housing. Documents can be mailed or e-mailed to Housing and Residence Life.

E-mail address: Housing@ship.edu

Mailing address: Housing and Residence Life
1871 Old Main Drive
Shippensburg, PA 17257
Payment Information

$200 deposit - Due with completed application. The deposit will be applied to the total amount billed. Interns can pay for the entire term, monthly, or bi-weekly based on the payment due dates below.

Payment Due dates:

May 18; June 1; June 15; June 29; July 13; July 27

Full payment of all amounts that will be payable as a result of the Intern’s use of University Housing facilities (including, without limitation, room damage charges, parking, etc.) is due 2 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 check made payable to “Shippensburg University” or credit card.

Cancellation

If notice of cancellation is received by the University within three (2) 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 (2) weeks in advance of the requested move-in date, the cancellation penalty is the amount of the housing deposit ($200).

In the event that the Intern does not check-in within two 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:

May 18 – August 7, 2020
Daily from 8am until 8pm

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 Housing & Residence Life Office. The Housing & Residence Life 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 room based on availability and will pay the associated rate. Please note that Summer Intern Housing is not available to married couples however we do have a gender inclusive housing policy.

Housing Rates are weekly to rent as follows: $150 a week per student

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. Housing & Residence Life 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 one guest at any one time, unless otherwise permitted by a designee of the Shippensburg University Housing & Residence Life office.

D) Any exceptions to the visitor policy may be requested by contacting Housing & Residence Life at Housing@ship.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.

Upon check-out, all keys must be returned to the front desk express check out box and/or a Housing and Residence Life staff member. Failure to do so will result in a fee based on the cost of a lock change for that respective room type. Interns who lose their keys during the course of their stay must report the loss to Housing and Residence Life.

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 bathrooms or other common areas.

When the Intern vacates the space, they 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 Shippensburg University 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. 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 50 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, such as vape devices, 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.

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
- Extension cords
- Flammable liquids, gases or other substances
- Halogen lamps
- High wattage electrical appliances
- Hot plates or indoor grills
- Incense and incense holders
- Lofts
- Wireless routers
- Portable space heaters; electrical appliances with a heating element
- Sandwich makers
- Toasters or Toaster ovens
- Weapons

**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. Furthermore, fees associated with damaged devices will also be assessed to the Intern.

**Parking**

If an Intern requires a parking permit, they must notify the order a temporary parking pass for the summer through Shippensburg University Police Department (SUPD) once the intern arrives on campus.

**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 two weeks 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 natural disasters.

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 and provide 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.