

2018 Summer Intern Housing Program COMPLETE HOUSING APPLICATION AND CONTRACT

Applications can be emailed to lodging@unm.edu, Attn: Rebecca Colón

Applications can be mailed to:

Residence Life and Student Housing
Attn: Rebecca Colón, Summer Intern Program
2700 Campus Blvd. NE
Albuquerque, NM 87106

Please note: A follow-up call or email is required to confirm receipt of applications *mailed* to UNM Residence Life & Student Housing.

Before signing agreement to the housing application and contract, make sure that you have read and understand the Summer Intern Housing Program Information Sheet and Terms and Conditions. Please retain them for your records. Questions can be directed to Rebecca Colón, Program Coordinator, via email at lodging@unm.edu or by calling 505-277-2660. This publication may be made available in alternate format upon request.



UNM RLSH Summer Intern Housing Program 2018 Application and Contract

All payments applicable to your stay with us are due upon approval of application and receipt of invoice.

Please indicate your preferred payment method: Credit Card Check Money Order

A UNM Department will be making payment for my intern housing

Agency with which you have an Internship	Name of Administrative Contact at Agency
Administrative Contact Phone	Administrative Contact Email

Guest Information

Last Name	First Name	Middle Init	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> GN
Address			Date of Birth: ___ / ___ / ___		
City			Age: _____		
State	Zip	Country			
Home Phone Number	Mobile Number	Email Address			

Emergency Contact Information

Per federal regulations, you are required to identify a confidential contact whom the University of New Mexico will notify in the event that you are missing. The contact person you designate may be your parent, guardian or someone else. The name of your contact person will be kept confidential and disclosed only to authorized campus officials and law enforcement. If you are reported missing, local law enforcement will be notified as will the contact person you designate. If you are under 18 years of age, the University will notify your parent(s) or guardian that you are missing as well as any other contact persons you designate.

Last Name	First Name	Middle Init.	Relation to you
Address			
City	State	Zip	Country
Home Phone Number	Mobile Number	Email Address	

Please do not release my name or contact information to prospective roommates.

Please list any special needs or disability pertaining to your room assignment:

Contract Information

2018 Summer Intern Housing Program dates are from 5/19 to 7/30 (Rainforest) or 8/4 (RVA). Short Term Housing (STH) is available before these dates and requires a separate Short Term Housing Contract. If you have been approved by UNM RLSH for STH before May 19th, select the Spring STH option as well as the weeks you are requesting for the Intern Housing Program. Intern housing contracts require a minimum of 4 weeks. Weeks run Saturday through Friday, with check-ins and checkouts on Saturdays. Like a hotel, if you check out before 12:00 pm, you do not need to pay for the day that you check out. If you select lodging at the Rainforest but space is not available, you may be assigned to Redondo Village Apartments.

Please select all weeks that you intend to lodge with us. You must select at least 4 weeks.

- | | | | |
|--------------------------------------------------|---------------------------------------|---------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Spring STH through 5/18 | <input type="checkbox"/> 6/9 to 6/15 | <input type="checkbox"/> 7/7 to 7/13 | <input type="checkbox"/> Fall STH (<i>Wait List</i>) |
| <input type="checkbox"/> 5/19 to 5/25 | <input type="checkbox"/> 6/16 to 6/22 | <input type="checkbox"/> 7/14 to 7/20 | <i>Please note:</i> |
| <input type="checkbox"/> 5/26 to 6/1 | <input type="checkbox"/> 6/23 to 6/29 | <input type="checkbox"/> 7/21 to 7/27 | <i>Rainforest contracts end on 7/30. All LRF</i> |
| <input type="checkbox"/> 6/2 to 6/8 | <input type="checkbox"/> 6/30 to 7/6 | <input type="checkbox"/> 7/28 to 8/3 | <i>guests must checkout on or before 7/30.</i> |

- Check-in date: _____ Extra nights preceding your first full week of intern housing: _____
- Check-out date: _____ Extra nights following your last full week of intern housing: _____
- I have selected STH prior to May 19th. I have also submitted a separate application for Spring Short-Term Housing at and acknowledge that I may be required to move to Redondo Village on May 19th to begin my intern housing contract.

Calculating your charges:

	On Campus (RVA)	Rainforest	
Number of weeks selected: _____	X \$160.00 = _____	X \$180.00 = _____	\$ _____
Number of extra nights selected: _____	X \$30.00 = _____	X \$30.00 = _____	\$ _____

Johnson Gym Membership (on campus)

- Full Summer Semester - \$40.00 Monthly - \$25.00 \$ _____

Parking Passes

- Daily - \$8.00 Weekly - \$24.00 Monthly - \$61.00 X # of passes _____ \$ _____

Payment Plan (Optional)

Payment plans require a separate signed agreement and must be pre-approved before submitting any payments.

- Plan 1 -\$20.00 Plan 2 -\$20.00 Plan 3 -\$25.00

Payment Plan Administrative Fee:	\$ _____
Non-Refundable Application Fee:	\$ 50.00
Total charges:	\$ _____

Requesting a Roomate

Roommate matching is not available, but you may request a roommate here. RLSH can honor only *mutual* roommate requests. Requests will be granted based on your application date, dates of contract and space availability.

Print Name	Internship Program
1. _____	_____
2. _____	_____
3. _____	_____

Contract Agreement

I understand that when I sign this form it becomes a binding offer to contract for a residence hall for the Contract Term indicated. I also understand that, if and when I receive written notice of an assignment from UNM, it becomes a binding housing contract for the Contract Term indicated. I understand that UNM might not approve this application. The applicable rate will be as provided by UNM at the time of my assignment. I have read and accept that the UNM Summer Intern Housing Program Terms and Conditions are fully a part of this application and contract. If this application is accepted by UNM and therefore becomes a binding contract, the terms and conditions will be part of the contract. NOTE: If you are under the age of 18, guarantor, parent, or legal guardian signature is also required.

_____	_____	_____
Print Guest Name	Guest Signature	Date
_____	_____	_____
Print Parent/Guardian Name	Parent/Guardian Signature	Date
(If under 18 years of age)		

**Summer Intern Housing Program
Terms and Conditions
UNM RLSH Application and Contract**

ELIGIBILITY: All student interns must be registered for an internship that directly correlates to the pursuit of their educational degree. Exceptions to these eligibility requirements may be granted by the UNM RLSH Office in its sole and absolute discretion.

- 1. NON REFUNDABLE APPLICATION FEE:** The UNM residence hall application will not be considered without payment of the non-refundable application fee. The non-refundable application fee shall not be refunded to the student.
- 2. TERM:** The term of this agreement is one applicable summer session for room.
- 3. RATES:** Room rates are published by the UNM RLSH Office Summer Intern Housing Information Sheet which is made a part of the on-campus student housing Summer Intern Housing Program application and contract.
- 4. ROOM ASSIGNMENT:** Insofar as space and availability allows, consideration will be given to an applicant's choice of residence hall room. Student room assignments will be furnished upon arrival and check-in for the applicable summer session.
- 5. FAILURE TO OCCUPY ASSIGNED ROOM:** Occupancy begins and ends on the published residence hall operating dates. Residence hall reservations must be claimed by 10:00 pm on the start date of your contract. Failure to claim the space by such a time may constitute an automatic termination of the contract, and a \$200 No Show Fee to be applied per the Summer Intern Housing Information Sheet.
- 6. AMENITIES:** UNM RLSH provides housekeeping services for cleaning and sanitation of public areas only. Students are required to keep their living areas clean, safe and sanitary. Each resident must furnish his/her own pillow, blanket, personal towels and bed linens. UNM RLSH furnishes each resident with utilities, a bed, chest of drawers, desk, chair, night stand and closet space. In the residence hall apartments, furniture is also provided for the shared living area and kitchen/dining space.
- 7. PARKING:** Parking permits are required for on campus parking and can be purchased with application or in person through UNM Parking and Transportation Services.
- 8. TERMINATION:** The following shall govern termination of this agreement.
 - A. By UNM:** UNM RLSH Office may terminate this agreement at any time and take possession of resident's room: if resident fails to make any payment when due; for breach of this agreement; if resident fails to take occupancy by 10:00 pm on the first day of their contract; as a consequence of any disciplinary action against the student; or, for violation of any law, ordinance, or regulation, located in the Residence Life and Student Housing Living Guide and/or in University policy.
 - B. By Student:** Resident may terminate this agreement at the beginning of the applicable summer session by delivering written notice of termination to UNM RLSH Office for the following: 1) If such notice is received prior to their first day of contract, any room and board payments received will be refunded to resident, less a cancellation charge as specified in the Summer Intern Housing Information Sheet. 2) If such notice is received after the first date of contract, resident shall be liable for contract release charges/forfeitures as specified in Summer Intern Housing Information Sheet.
- 9. CHECK-OUT PROCEDURES:** Upon the expiration of this contract, the resident must vacate his/her room no later 12:00 pm on their scheduled check-out date. Upon the expiration or early termination of this agreement, resident shall follow the check-out procedures as outlined in the UNM RLSH Community Living Guide or as otherwise instructed by. Failure to do so will result in an improper check-out fee of \$100.00. If resident fails to remove his/her personal property from the residence hall upon the expiration or termination of this agreement, UNM RLSH may remove the belongings and any such items will be disposed of by UNM RLSH Office.

10. **INFORMATION DISCLOSURE:** The UNM RLSH Office will make resident's telephone number and address available unless instructed otherwise in writing by student.
11. **REGULATIONS:** Resident shall observe all laws, regulations, ordinances and University polices. University policies governing residence hall living are contained in the UNM RLSH Community Living Guide, which shall be provided to resident upon check-in to the residence halls. Resident acknowledges and unconditionally agrees that: (a) the University shall have the right to inspect all rooms, without prior notice or consent, if necessary for inventory, fire protection, sanitation, health, safety, maintenance, or policy enforcement; (b) the University may control, by medical direction, the use of rooms in the event of an epidemic; (c) the University has the right to vacate a resident's living area and to require resident to move to other residence hall accommodations; (d) the University has the right to require non-disabled assignees of space adapted or designated for use by the disabled to move to other campus accommodations.
12. **LIMITATION OF UNIVERSITY LIABILITY:** In addition to any other right, limitation or provision available to the University, resident agrees that the University shall not be liable for any failure, delay, or interruption in performing its obligations due to causes or conditions beyond its control, or which could not be prevented or remedied by reasonable effort and at reasonable expense. Neither the University nor its regents, officers, agents, or employees shall be liable for the loss, theft, disappearance, damage, nor destruction of any property belonging to, used by, or in the possession of any resident, no matter where such property may normally be kept, used, or stored.
13. **DAMAGES:** Resident is responsible for any University property missing from his/her room or damaged beyond normal wear and use. Residents, individually or as a common group, may also be responsible for any University property damaged or missing from their residence hall community common spaces if no responsible individual is identified.