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

______________________________________________________________
Address

City ___________________________ 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.

☐ Spring STH through 5/18  ☐ 6/9 to 6/15  ☐ 7/7 to 7/13  ☐ Fall STH (Wait List)
☐ 5/19 to 5/25  ☐ 6/16 to 6/22  ☐ 7/14 to 7/20
☐ 5/26 to 6/1  ☐ 6/23 to 6/29  ☐ 7/21 to 7/27
☐ 6/2 to 6/8  ☐ 6/30 to 7/6  ☐ 7/28 to 8/3
☐ Extra nights preceding your first full week of intern housing: _______
Check-in date: ____________________  ☐ Extra nights following your last full week of intern housing: _______
Check-out date: ____________________
☐ 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
1. _______________________________
2. _______________________________
3. _______________________________

Internship Program

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 policies. 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.

Rev. 2/20/18