2022 Summer Intern Housing Program Information Sheet

UNM Residence Life and Student Housing offers single accommodations (private bedrooms) in our off-campus shared apartment-style residence halls. All apartments have a community living/dining area and a kitchen equipped with full-sized fridge, microwave, oven and stove, dishwasher, washer and dryer. A full complement of furniture is provided. Interns provide their own dishes and cookware, bed & bath linens, etc. The image below shows the apartment layout.

Lobo Rainforest Apartments (LRF)

Amenities
- Utilities and furniture provided
- Wi-Fi: Lobo Guest (unsecured)
- Mail boxes available for $10
- Extra-Long twin beds
- Private bathrooms
- Student Safety Staff
- Washer/dryer in each apartment

Parking Permits
Parking permits are required for UNM parking and must be purchased through UNM Parking and Transportation Services. UNM RLSH is not responsible for charges incurred by individuals in possession, or not in possession of UNM parking permits or for vehicle damage, theft or loss. UNM Parking and Transportation Services: 505-277-1938 or pats.unm.edu.

Johnson Recreational Center Memberships
Interns are eligible to purchase a gym membership at the Johnson Recreational Center (JRC). Gym memberships are purchased directly from the Johnson Recreational Center at the JRC main front desk. Alert the desk staff to check the Summer Intern List when you arrive. Please review the JRC website before purchasing a gym membership. [http://recservices.unm.edu/facility-info/index.html](http://recservices.unm.edu/facility-info/index.html)

Program Dates
The 2022 Summer Intern Housing Program begins on May 1st. The end date is July 31st. Interns must check out on or before this date. Interns must stay a minimum of 4 weeks.

Payment Plans
The 2022 non-refundable payment plan fee is $35.00 and allows for 2 payments. The 1st payment is due upon receipt of invoice and is required to reserve a room. The 2nd payment is due on June 10, 2022.

Applications
From our website, [http://housing.unm.edu/conferences-and-lodging/summer-interns.html](http://housing.unm.edu/conferences-and-lodging/summer-interns.html), follow the link to our online application. Submit the Summer Intern Housing Program Application and Agreement for review and approval. Once your application has been reviewed and approved, payment instructions will be emailed to you. This summer, space is very limited. We will employ a waitlist for those whose application is not initially accepted. Upon emailing your invoice, a space will be held for a period of 5 days. If your payment is not received within that time, you will be placed on the waitlist and your reservation will be given to the next in line. When your payment is received, your room will be reserved.

Rates and Fees
- Applications require a $50 *non-refundable* application fee paid upon invoice.
- Payment Plans require a *non-refundable* processing fee paid upon invoice.
- Weekly rate: $170
- Additional single nights within the program dates are available at a rate of $30.00 a night.
- Summer Mailbox rental: $10.00
Please note:
- Full payment by credit/debit card is due upon receipt of invoice. Your contract is not confirmed until your payment (or 1st payment if utilizing a payment plan) is complete. Payments made for interns by universities other than UNM are also due upon receipt of invoice in order to reserve a room.
- Because universities can take a longer time to make payments, we recommend you arrange for your university to reimburse you directly for your housing charges so you can make a timely payment and reserve your room.

Contract Cancellation and Contract Release

Cancellation prior to first day of contract: $50 cancellation fee, 20% of room charges, and all non-refundable fees.
Contract cancellations prior to the contract start date will require the submission of a Contract Cancellation Letter which can be emailed to lodging@unm.edu. All cancellations must include your full name, and your clear intent to cancel your Summer Intern Housing Contract. Emails must be received at least 21 days prior to the check-in date.

Contract Release
Contract release on or after your check-in date or refunds due to early departure are not available. Exceptions to this policy may be granted by the UNM RLSH Office in its sole and absolute discretion. All requests will be reviewed on a case-by-case basis and if granted, will mirror the UNM RLSH 8-week Summer Contract Release schedule published online at housing.unm.edu. This process applies to interns that fail to claim their room (no show).

Other Fees and Charges
- Improper Check-out Fee: $100
- Improper Room Change: $100
- Unauthorized occupancy of more than one bedroom or area within the communal space: $100 plus rent for additional room
- Additional cleaning or damage repair fees will apply to interns that leave their apartment room or community areas in a condition other than when they arrived.
- Interns will be charged for lost keys, access fobs or excessive lockouts.

Code of Conduct
By choosing to live with us, you agree to abide by all UNM RLSH policies and behavioral expectations. Please read the UNM Housing Summer Intern Contract Terms and Conditions, the SIHP Policies and Guidelines, and all items on the current UNM RLSH Residents Expectations and Conduct web page prior to submitting your application. Alcohol and smoking are prohibited within the on campus RLSH residence halls and surrounding areas. At the Lobo Rainforest, alcohol is allowed for those over the New Mexico legal drinking age of 21 years of age. This policy will be strictly enforced. Misconduct or policy violations will result in a review meeting with RLSH Management, may be reported to your Internship Program Manager, and may result in a forfeiture of your housing contract. It will impact your eligibility to live with us in subsequent summers.

Proof of Vaccination
UNM requires all who reside in residence halls to be fully vaccinated and boosted. Proof of vaccination must be submitted at the time of invoice. Interns who fail to provide proof of current vaccination including booster as per UNM’s Bring Back the PACK will not be approved. Check-in will not be allowed for any who has not produced proof of full acceptable vaccination and booster prior to their check-in date.

COVID 19 Expectations
All guests must adhere to UNM COVID-19 regulations as set forth in the "Bring Back the Pack" website, and Residence Life & Student Housing COVID-19 Expectations. Any intern exhibiting COVID-19 symptoms agrees to seek out COVID-19 testing without unreasonable delay and to immediately report any known exposure to COVID-19 per UNM guidelines, as well as to UNM RLSH management. In the instance of a positive COVID test, intern must immediately notify Residence Life and Student Housing management. Isolation lodging may be offered, at the discretion of UNM RLSH, or guest may be directed to isolate off campus at their own expense.

We are truly excited to be your host for the summer! Please feel free to email lodging@unm.edu or call Conference Services at 505-277-2660 with any questions you might have.