

2019 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: Your application is not confirmed until you receive an emailed invoice via lodging@unm.edu. If you do not receive an invoice within 10 business days, please contact us.

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 the 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.



Office Use Only	RCVD	_____	
DATES:	_____		
PKNG:	_____	PM PL: _____	
PAID:	_____		
OTHER:	_____		
STH:	Spring	Fall	NO
MB?	_____	RVA	SRC

UNM RLSH Summer Intern Housing Program 2019 Application and Contract

All payments applicable to your stay with us are due when you receive your invoice. Your payment will reserve your room.

Please indicate your preferred payment method:

- Credit Card
 Check
 A UNM Department will make payment for my intern housing.

_____ Agency at 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					Age: _____
_____ 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

2019 Summer Intern Housing Program (SIHP) dates are from May 18th to August 3rd. Short Term Housing (STH) is available before and after these dates at a rate of \$26/night. Intern housing contracts require a minimum of 4 weeks. During the SIHP, full weeks (from Saturday to Friday) are calculated at the \$165/week rate. Partial weeks before or after your first or last full week are calculated at \$30.00/night. Interns with arrival dates prior to 5/18 and/or departure dates after 8/3 may be required to change rooms at some point during their stay. Summer 2019 intern housing will be at Redondo Village and at the Student Residence Center Apartments. A non-refundable application processing fee of \$50.00 is charged and due with your payment.

Please indicate your arrival and departure dates below.

Check-in date: _____ Check-out date: _____

Hall Preference: Please note that we will honor hall preferences based on available space, date of application and reservation dates. SIHP will honor your request whenever possible.

- Redondo Village Apartments Student Residence Center Apartments

Additional Amenities

Parking Passes and Mailboxes

You may purchase parking permits in advance of your stay by indicating your preference below on this application. Permits purchased in advance will be in your check-in packet. Any additional permits needed, can be purchased at UNM Parking and Transportation Services (PATS) during your stay. Monthly permits are good for 30 days and are the best value. Permits may not be returned for refund. To receive mail during your stay via mailbox, indicate Yes or No below.

Type of Pass	Number of passes needed	Mailbox
<input type="checkbox"/> Daily	\$8.00 _____	<input type="checkbox"/> Yes: \$10.00
<input type="checkbox"/> Weekly (7 days)	\$24.00 _____	<input type="checkbox"/> No
<input type="checkbox"/> Monthly (30 days)	\$61.00 _____	

Payment Plan (Optional)

Payment plans require a separate signed agreement and must be pre-approved **before submitting an application**.

- Plan 1 -\$30.00 Plan 2 -\$35.00 Plan 3 -\$40.00 (Unavailable after May 1st)

Requesting a Roommate

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 and Internship Program

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 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)		
_____	_____	_____
Approved by:		Date

Summer Intern Housing Program Application and Contract Terms and Conditions

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 intern.
- 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 Program Information Sheet which is made a part of the on-campus RLSH 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. Room assignments for the applicable summer session will be furnished at check-in.
- 5. FAILURE TO OCCUPY ASSIGNED ROOM:** Occupancy begins and ends on resident's reservation dates. Residence hall reservations must be claimed by 10:00 pm on the start date of resident's 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. If unable to claim room by said time, contact RLSH Conferences Office.
- 6. AMENITIES:** UNM RLSH provides housekeeping services for cleaning and sanitation of public areas only. Residents 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, dishes and cookware. 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/dining area.
- 7. PARKING:** Parking permits are required for on campus "R" lot 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 intern; or, for violation of any law, ordinance, or regulation, located in the RLSH Residence Hall Handbook and/or in University policy.
 - B. By Resident:** Resident may terminate this agreement at the beginning of the applicable summer session by delivering written notice of termination to UNM SIHP 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 provided by UNM SIHP. 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 email 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 SIHP Policies and Guidelines and the Residence Hall Handbook, available on the UNM RLSH website. 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.