

# LAIntern

## Housing Contract, Terms and Conditions

### **I. Parties Involved**

- A. This is a contract between the Intern and (if required) his/her parent, guardian, or guarantor (hereafter referred to collectively as "Intern"), and the LA Intern Program of Providence Christian College (hereafter referred to collectively as "LA Intern" or "the College"). This Housing Contract is for residential use of an assigned space in a room in any residence facility of the College.

### **II. Consideration**

- A. The Intern will pay Providence Christian College fees for occupancy of space in housing provided by the College. The College reserves the right to make all housing assignments, and to change assignments as necessary.

### **III. Eligibility**

- A. Occupancy of LA Intern Student and Intern Housing is limited to undergraduate or graduate students enrolled at a college or university with an internship or job for the term of the housing contract. Proof of employment and student enrollment is required and will need to be provided on the housing application.
- B. The contract period begins at 12pm on the first day of the Housing Contract term and will end at 12pm on the last day of the Housing Contract term.

### **IV. Multiple Occupancy**

- A. Each resident of an apartment is jointly and severally liable for the terms and conditions of the Housing Contract for the apartment. If there are any damages or fines owed when the apartment is vacated, all roommates of that apartment will be equally liable and Providence Christian College dba LA Intern may, at its sole discretion, pursue collection from one or all roommates.
- B. Interns should be concerned with the condition and treatment of apartment property including property found in individual and common areas. Interns should likewise encourage fellow residents to ensure that apartment property is not damaged or stolen. If an intern notices damages in his/her room or anywhere else in the apartment building, or if he/she is aware of the person responsible for specific damages, he/she is expected to contact the LA Intern Program Coordinator with this information immediately.

### **V. Intern's Personal and Student Status**

- A. A condition precedent to this Housing Contract is a true and correct statement on Intern's housing application of Intern's student and employment status. Intern warrants such information to be true and correct as of the beginning date of this Housing Contract. Intern agrees that if this information is

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subsequently determined by LA Intern to not have been true and correct at the beginning date of this Housing Contract term, LA Intern may terminate this housing contract. In the event the Housing Contract is terminated for such a reason, Intern shall be provided a minimum of three (3) days written notice to vacate the premises within the notice period specified.

## **VI.** Utilities and Housekeeping

- A. LA Intern agrees to provide Intern with electricity, and hot and cold water. Wireless internet access is available in all apartments. Telephone service is not available in apartments.
- B. Regular housekeeping service is not included in your reservation, nor are linens and towels. Linens and towels must be provided by the Intern.

## **VII.** Extensions

- A. Extensions are not guaranteed; you are advised to have a back-up place of residence if your internship requires you stay beyond your term. LA Intern is only responsible for fulfilling the term dates that are selected upon application.

## **VIII.** Fees and Payments

- A. Upon submission of the application for LA Intern housing, a nonrefundable \$150 application fee must be submitted along with the application.
- B. Upon notification of acceptance for LA Intern housing, a \$500 housing deposit must be submitted to reserve housing. Your spot is not guaranteed until the deposit has been made. The deposit will be applied to the Intern's full-term fee payment.
- C. Intern agrees to pay at least 50% of the term's total rental costs at least seven (7) business days prior to the start of the Housing Contract term indicated in this agreement. This is not refundable.
- D. If for any reason your stay changes and falls short of 30 nights your rate will have the current and applicable County and City Lodging/Occupancy taxes added.
- E. Intern agrees to pay the final remaining 50% rental cost (less \$500 deposit) by the date on the statement.
- F. Interns are required to submit their term payments on time. Any payment not made when due shall bear late charges. Late payments will incur an additional \$50 charge unless an extension agreement is made between the Intern and LAIntern.
- G. Intern agrees that any invoiced charges for damages or policy violation fines will be paid within fourteen (14) days of written notification of the charge. A \$10 fee will be added to the total balance owed for each day payment is not received

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after the due date.

- H. Failure to satisfy all financial obligations accrued under this Housing Contract may result in loss of housing privileges. LA Intern further reserves the right to pursue all legal remedies for failure to satisfy all financial obligations accrued under this Housing Contract.

## **IX. Housing Contract Terminations and Refunds**

- A. It is agreed that should Intern neglect or fail to perform or observe and terms or conditions of this Housing Contract, LA Intern shall give Intern written notice of such breach of Housing Contract, requiring Intern to remedy the breach or vacate the premises on or before a given date at least three (3) days after the notice is given. If the Intern fails to comply with such notice, LA Intern may terminate this Housing Contract and pursue all legal remedies to expel Intern from the premises without refund of the rental costs.
- B. LA Intern reserves the right to terminate this Housing Contract and pursue all legal remedies to expel Intern from the premises as a result of actions by Intern or guests, which violate State or Federal law, or College policies, or the rules and regulations described in this Housing Contract.
- C. In order to terminate this Housing Contract, the Intern must provide LA Intern a minimum of fourteen (14) days written notice. Even if a minimum of fourteen (14) days written notice is given, the application fee and housing deposit will be forfeited. No refunds will be given if you terminate on or after the first day of your contract.
- D. Refund requests must be submitted through a Refund Request Form available on LA Intern's website. Request will be reviewed by a member of the LA Intern staff and a decision will be emailed to the Intern. This request does not guarantee a refund will be issued.
- E. If Intern fails to take possession of the premises described in the Housing Contract within the first five (5) days of the Housing Contract or notify LA Intern in writing of a later arrival date, such failure shall be construed to be a notice of termination of this Housing Contract and Intern shall be liable for the full rental payment of the Housing Contract term.
- F. Intern agrees to vacate the premises upon termination of this Housing Contract and deliver the key/key card and check-out form/envelope to LA Intern by 12:00pm on the check-out date set unless an extension has been granted in writing by LA Intern.
- G. This Housing Contract terminates at 12:00pm on the last day of the Housing Contract term. Failure of the Intern to vacate the premises shall make the Intern liable for damages, including up to twice the rental value of the Housing premises.
- H. Upon expiration or approved cancellation of this contract under any of the above provisions, LA Intern shall have the right to re-enter the premises and remove the Intern's property there from. The Intern expressly waives the

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service of any notice to re-enter, notice to terminate the tenancy, notice to quit or demand for possession. Breach by the intern of any of the duties established by this contract authorizes the use of any remedy available in law.

## **X.** Room Assignment and Occupancy

- A. Intern agrees that he/she is the only person who may live in the assigned room on the Housing Contract, with the exception of other Interns who have signed separate Housing Contracts. In no case may the occupancy of the apartment be increased by the Intern. The Intern will be assigned to an apartment with others of the same gender.
- B. Any vacant space may be assigned to another intern/student selected by LA Intern and Providence Christian College without prior notification to interns in same apartment. Interns shall not interfere with any new occupant's use or enjoyment of the assigned space or common areas in the room.
- C. Transfer or assignment of any rights under this Housing Contract may not be made to any other person.
- D. Interns shall use their apartment in which the assigned space is located only for Residential purposes and shall not permit any other person to use the room for any purpose without the prior written approval of LA Intern and Providence Christian College.
- E. LA Intern reserves the right to assign another apartment with the same type of bedroom occupancy if the one specified on the Housing Contract is not available in time for occupancy.
- F. LA Intern reserves the right to perform necessary renovation and/or reassign Intern to another apartment due to renovation by giving the Intern at least three (3) days written notice.
- G. LA Intern reserves the right to immediately remove from on-campus housing any Intern found to violate College policies.

## **XI.** Access, Safety, and Security

- A. LA Intern and Providence Christian College reserves the right, at any time and for any reason, in its sole discretion, to enter the room without prior notice to Intern to make repairs; to inspect for compliance with health, fire or building codes or with Providence Christian College policies or regulations; or because of any situation that Providence Christian College deems to be a danger to health, safety, or property.
- B. The Intern will be informed as soon as possible after such an entry is made and advised if authorized staff has discovered any violations.
- C. LA Intern and Providence Christian College reserve the right to remove from the premises any item(s) which violate College regulations.
- D. The Intern must assume responsibility for maintaining the security of the building and individual rooms. Keys are the property of the College, and may not be loaned, transferred, or duplicated. Seeking replacement for all lost or

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stolen keys is the responsibility of the Intern. The Intern is responsible for keeping his/her room door locked at all times. Further, it is expected that the Intern will comply with all requests to show proper identification upon entering the building and at any time as requested by College personnel. Further, the Intern agrees to escort all guests at all times while they are in the building.

## **XII.** Damages

- A. The LA Intern program of Providence Christian College is not responsible for theft, loss, or damage to the intern's personal property, and encourages all Interns to carry appropriate insurance. All guests who occupy the housing and use Providence Christian College facilities shall do so at their own risk. The College does not accept any liability for personal injury or loss or damage of any personal belongings left in any facilities or personal vehicles. The College does not assume financial responsibility for medical care. Should an Intern require medical attention, payment is the responsibility of the Intern.
- B. Intern agrees to pay for any damages caused by acts or omissions of the Intern or Intern's guests. Liability charges for damage done in common areas of the apartment and/or building will be divided among all residents living in the building unless the responsible person or persons are determined. Intern should immediately report to LA Intern any needed repairs to furniture, the apartment, or the building. If service or repairs are required because Intern or Intern's guests were careless or negligent, Intern will be responsible for the cost.

## **XIII.** Renter's Insurance

- A. Renter's insurance can be purchased from most insurance agencies for a nominal charge. LA Intern recommends NSSI Student Insurance. In some instances, an intern's belongings may be covered by his/her parent's homeowner's policy. Interns are responsible to research and arrange any desired insurance coverage for their belongings.

## **XIV.** Room Condition and Furnishings

- A. The Intern should note the condition of the room and its furnishings upon check-in. Interns may not bring any additional furniture with them upon move-in. It is the Intern's responsibility to ensure that the Room Inventory accurately reflects the condition of the room at check-in time. The student shall be held responsible for any and all damages to the room, its fixtures, or its furnishings, which cannot be attributed to normal wear-and-tear. The cost of repair or replacement for any damages will be deducted from the housing deposit. Furnishings cannot be removed from the room at any time. Residents will be charged for replacement of all lost or stolen furniture.

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## **XV.** Laws, Rules, Regulations, and Procedures

- A. Rules, regulations, and procedures appearing in this contract, the LA Intern Handbook, and in all memoranda, postings, or other publications released by The LA Intern Program of Providence Christian College, in addition to all applicable federal, state, and local laws and ordinances are made a part of this contract by reference. Residents are responsible for complying with all lawful directives of LA Intern and College staff acting in accordance with their duties.
- B. Interns are expected to conduct themselves with proper regard for the rights, property, and privileges of other residents within the framework of community living, and to abide by all policies and procedures as outlined in the LA Intern Handbook. Individuals whose behavior violates these expectations may be subject to disciplinary action and removal from Providence Christian College Housing and from the LA Intern program itself, in accordance with program rules and regulations. Interns whose behavior presents an imminent threat to self or others or represents an egregious and willful affront to the rights of others, may be removed from the LA Intern housing without prior notice. Final disposition in judicial matters shall be the responsibility of the LA Intern Program Manager or his/her designee.
- C. Intern agrees not to paint their rooms or make permanent alterations to furnishings. In addition, window treatments and window screens and/or locks may not be removed.
- D. Intern acknowledges that candles and incense, even for decorative purposes, are prohibited from all apartments. Intern agrees not to attach decorations or light strands from light fixtures or fire-safety equipment.
- E. Intern agrees to use only U.L. approved appliances and extension cords in apartment. Intern acknowledges that fog machines, halogen lamps, and mercury thermometers are prohibited anywhere in housing premises.
- F. Intern agrees to abide by the "apartment guest" policy located within the LA Intern Handbook.
- G. Intern agrees to not play loud music or musical instruments that are obtrusive to other members of the apartment community.
- H. Intern acknowledges that pets of any kind are not permitted in apartments or on premises at any time or for any reason.
- I. Intern agrees to abide by "Quiet Hours", which are between 10pm each night and 7am the next morning. During this time, noise in apartments should be kept to a minimal level and not heard in common areas or other apartments.

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- J. Intern agrees that accessing the roof, overhang areas of the apartment building, attic or crawl spaces, or any other unauthorized areas is prohibited.
- K. Intern agrees not to loan a room key card. Intern must report a lost key or key card to the LA Intern office immediately. If appropriate, a replacement will be issued. A \$25 fee will be charged for any lost key or key card.
- L. Intern agrees to not smoke in any area of the apartment or building premises. Smoking is prohibited within 30 feet of any College building.

## **XVI.** Parking

- A. Parking is available onsite at a cost of \$50 per week. Neither LA Intern nor the College is responsible for the ticketing or towing of any vehicles. Interns and guests must abide by all parking regulations and park their vehicles at their own risk.

## **XVII.** Apartment Inspection

- A. When Intern vacates the apartment due to Housing Contract termination or expiration; an inspection will be completed by a LA Intern or College representative. Intern agrees to leave the apartment clean and in good condition, which includes removing all personal items and disposing of all trash before vacating. Intern agrees that they will be charged for any additional cleaning fees or damage repair required upon move-out.

## **XVIII.** Amendments: This contract may be amended as deemed necessary by the College, and such amendments become an integral part of this contract.

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\*\*\*\*\*THIS AREA INTENTIONALLY BLANK\*\*\*\*\*

## **XIX.** Housing Contract Rental Details

- A. By signing your name, you are acknowledging that you have understood and agreed to the terms and conditions written in this Housing Contract as well as the LA Intern Resident Handbook and are fully subject to them. This contract may be signed by a parent or internship provider, in the understanding that this information has in fact been forwarded to and agreed upon by the resident Intern.

\_\_\_\_\_  
Intern Name (PRINT)

\_\_\_\_\_  
LA Intern Rep (PRINT)

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
LA Intern Rep Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed



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## EXHIBIT 1

### HOUSING CONTRACT ASSIGNMENT FORM

A. Housing Contract Term and dates agreed upon (check one):

1. Term A: May 18, 2019 – August 10, 2019 (12 weeks)
  2. Term B: May 18, 2019 – August 3, 2019 (11 weeks)
  3. Term C: May 18, 2019 – July 20, 2019 (9 weeks)
  4. Other term as approved by LAIntern: \_\_\_\_\_
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B. Housing Contract Term begin date is 12:00 p.m. on \_\_\_\_\_

C. Housing Contract Term end date is 12:00 p.m. on \_\_\_\_\_

D. Type of Apartment/Room: \_\_\_\_\_

E. Total Rental Price for Housing Contract Term: \_\_\_\_\_

F. The application fee is \$150. Date received: \_\_\_\_\_

G. The housing deposit fee is \$500. Date received: \_\_\_\_\_

H. First half of total Rental Price is due on or before: \_\_\_\_\_

I. Second half of total Rental Price is due on or before: \_\_\_\_\_

\_\_\_\_\_  
Intern Name (PRINT)

\_\_\_\_\_  
LA Intern Rep (PRINT)

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
LA Intern Rep Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed