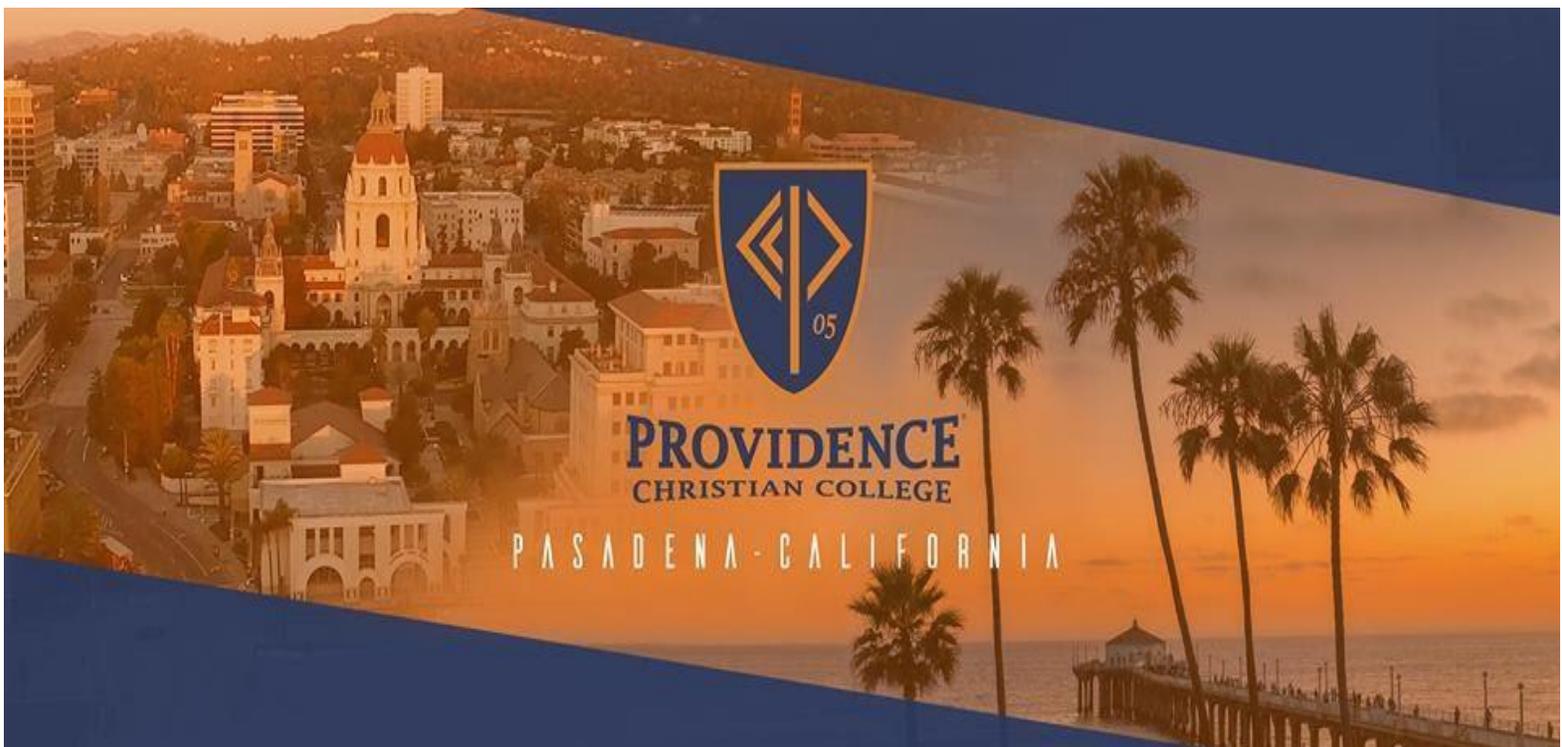


LAIntern

2019 Resident Handbook

LA Intern is a program of Providence College, Pasadena



The Intern Experience

Internships are a formative part of the college experience; real world experience accelerates personal development. LA Intern seeks to provide a living environment that helps you maximize your internship experience. Ultimately, the success of your living experience depends on each individual resident. If interns encourage one another, follow all the policies, and consider how they affect other residents, the experience will be positive.

It is the responsibility of all our residents to become familiar with and comply to the policies in this Resident Handbook and the Housing Contract.

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.

Criminal background check

We run a standard criminal background check on all potential residents. For this we require a valid social security number for US citizens. If you are not a US citizen, please upload a scan of your passport and visa. Any person applying to live in LA Intern housing must provide this information.

LA Intern reserves the right on a case-by-case basis to deny the requests of any person(s) to reside in LA Intern housing or to involuntarily remove any person already admitted to LA Intern housing due to the conviction of any felony or misdemeanor offense which, in the judgment of LA Intern, indicates that the person who has been convicted of such an offense has the potential to disrupt the normal functioning of LA Intern housing, engage in conduct that may endanger the health or safety of any person residing in LA Intern housing, including self, or otherwise negatively impact the residential community.

Application

In order to be considered for housing in our facilities, a complete application and nonrefundable \$150 application fee must be submitted. The online application can be accessed [here](#).

Information provided regarding the Intern's personal and student status on the application must be true and correct. If it is determined that any of this information is not true and correct, LA Intern reserves the right to terminate the Housing Contract without refund of any term fees. 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.

LA Intern Staff & Contact Information

Interns have the most contact with the LA Intern Program Coordinator, who assists with apartment issues, roommate conflicts, and other concerns that arise during an intern's stay.

Specifically, the LA Intern Program Coordinator:

- Helps interns understand LA Intern housing policy
- Works to develop a healthy community by encouraging open, genuine communication between roommates
- Assists with roommate mediation, confrontation, and conflict resolution

Elizabeth Siri, LA Intern Program Coordinator

Email: Elizabeth.siri@providencecc.edu

Office Phone Number: 626-696-4050 (24-hour monitoring)

LA Intern Housing Email Address: LAIntern@providencecc.edu

Compliance

Interns must comply with any reasonable requests of LA Intern, Providence College, or building representative(s). Residents and guests who harass or threaten staff will be dismissed from housing with no refund of any term fees.

HOUSING CONTRACT/ADMINISTRATIVE POLICIES

Housing Contract

A signed Housing Contract, along with any and all required fees and payments, is required of each Intern whose application is approved in order to secure housing.

Primary Residence Requirement

The assigned apartment must be an intern's primary place of residence during the contracted term. If it becomes clear that the intern's apartment is not his/her primary residence, the intern will forfeit his/her place in the apartment.

Extensions

Occasionally, term extensions become available. However, these are extremely limited, and you will be notified of extension availability as they become available. Please do not contact LA Intern for extension requests unless otherwise notified.

NOTE: 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.

Renter's Insurance

LA Intern and Providence College are not responsible for lost, stolen, or damaged items. 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.

Moving

Interns must comply with the moving regulations of the building. For more information contact the LA Intern Program Coordinator.

Check-in

Prior to arrival, interns should email LAIntern@providencecc.edu and complete a check-in request. Upon arrival, interns should call (626) 626-4050 to check-in and receive room keys. Either prior to or during check-in, a staff member will complete a Room Condition Report or RCR (which records the condition of shared apartment items and the condition of personally assigned items e.g. bed, desk, chair).

Interns are not permitted to move in until they have submitted their required housing payments.

Room inspections are performed when an intern moves in and moves out. The required forms are a record of the condition of the room upon check-in and check-out, and they are used to assess charges for any damage or loss in a room. Upon move in, interns should notify the staff member of any existing damage to be noted on the RCR by emailing LAIntern@providencecc.edu. Any damage incurred during the term, beyond normal wear and tear, will result in a fine up to an amount deemed appropriate to the damage incurred.

Check-out

Check-out and complete move-out must be completed on or before 12pm (noon) the last day of the housing term. Interns should email LAIntern@providencecc.edu and complete a check-out request at least 24 hours ahead of time. Interns must remove all personal belongings and clean the apartment (see details below) for the check-out. The intern must relinquish their keys at the designated check-out time. The room should be left in the same or better condition than it was found.

If an intern moves out of housing before their term end-date, he/she will continue to be responsible for all housing charges. Interns who fail to complete a check-out appointment with LA Intern staff will incur a \$200 fine.

Check-out Procedure

Vacating interns shall:

- Clean shower/tub, toilet, sinks, stove, oven, floor, microwave, and refrigerator.
- Remove all personal belongings from the apartment.
- Sweep and dust the apartment and clean floors thoroughly.
- Remove marks from walls, ceilings, floors, carpet, furniture, counter tops, etc.
- Return the furniture to its original condition and location.
- Request a check-out appointment with the LA Intern Program Coordinator at least 24 hours prior to departing.
- Return both room and mailbox keys and fob (if applicable) to the LA Intern Program

Coordinator.

- Complete a change of address form at the U.S. Post Office. The LA Intern Program takes no responsibility for Intern mail.

Interns failing to check-out by the agreed-upon deadline will be removed immediately with fines.

Housing Fees

Lockout fee:	Varies by building (\$25-\$200)
Lost or non-returned key:	\$25
Lost mail key:	\$25
Failure to check out:	\$200
Room cleaning:	\$150
Lost fob:	\$35

Damage/Billing Policy

- A. 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.
- B. 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.
- C. 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.
- D. Intern agrees to pay for any damages caused by acts or omissions of the Intern or Intern's guests. 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.
- E. 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.

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 (less \$500 deposit) 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 additional 50% rental cost 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 LA Intern.

- 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 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.

Payment Plans

- A. A payment plan is available. See the Housing Contract for details.

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 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.

Damage Assessment

- A. Each intern is responsible for the room in which he/she resides. Residents are responsible for loss or damage to any property within housing that results from their own, or their guests, negligence or vandalism.
- B. Apartment damages will be billed jointly unless one individual takes full responsibility for the damage. Interns who have room damages will receive a bill from the College. All charges billed must be paid no later than the date indicated on the billing letter.

Keys and Lock-outs

- A. Interns are expected to carry their key cards at all times and must not lend them to anyone.
- B. If an Intern is locked out and unable to gain access to their apartment in another way, the Intern should immediately contact the LA Intern Program Coordinator at 626-696-4050. Lockout fees will apply.
- C. Keys are not to be duplicated by anyone. If a key is lost, it should be reported missing immediately so that the key can be replaced in a timely fashion. There will be a replacement charge for keys and, if necessary, lock cores.
- D. Lost mailbox keys are also subject to replacement fees.
- E. Losing or failing to return keys will result in a \$25 charge per key.

Lockout Policy

- A. Interns may be locked out of their rooms by LA Intern, the College, or building authorities for the following reasons:
 - Overdue housing payments (after proper notice has been given)
 - Dangerous condition present in room
 - Failure to vacate room as required
 - Revocation of housing contract due to a serious handbook infraction

Room Assignments and Room Changes

- 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 housing rights 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 originally assigned 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.

PROVIDENCE VILLAGE APARTMENT FURNISHINGS

Each apartment has its own bedroom(s) (except studios), living space, kitchen area, and bathroom(s). Every apartment has the following appliances and furniture:

Couch, 2-furniture cubes

Kitchen table and chairs

At least one desk and chair

Full-size refrigerator, stove, oven, dishwasher, washer/dryer combo unit

Split AC/Heat unit

Twin XL beds (38" x 80"), closets, storage cabinets

Interns may not bring any of the following furniture items into LA Intern housing: couches, love seats, futons, large chairs, recliners, or other large upholstered furniture. The LA Intern Program reserves the right to ask interns to remove any personal furniture from College housing.

INTERNS RIGHTS AND RESPONSIBILITIES

Interns have the right to:

- Live in a clean and secure environment.
- Copies of housing rules and regulations, and individual building policies which govern individual and group behavior.
- The respect and safety of personal property.
- Study or work without interruption or interference.
- Be free of intimidation or harassment.
- Direct access to staff that provide assistance, guidance, and support as needed.

Interns have the responsibility to:

- Confront and/or report violations of rules and regulations.
- Monitor and accept responsibility for behavior of guests.
- Meet expected payment schedules.
- Respect the rights and privacy of others, as stated above.
- Keep noise levels to a minimum.
- Comply with reasonable requests made by staff or college officials.

LA Intern reserves the right to define all of the above terms with exception of those already defined by California state law.

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 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.

HOUSING POLICIES

Respecting the Rights of Others

Interns are expected to conduct themselves with proper respect for the rights, property, and privileges of other residents. Within the framework of community living, interns are expected to abide by all policies and procedures as outlined in this handbook. Individuals whose behavior violates these expectations may be subject to disciplinary action and/or removal from housing. An intern's college supervisor or company supervisor may also be notified. Interns whose behavior presents an imminent threat to themselves 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. Appeals and final disposition in judicial matters shall be the responsibility of the LA Intern Program Coordinator or chosen designee. Interns are responsible for maintaining a safe environment.

Guest Visitation Policy (Not overnight)

A guest is a person who does not live in the apartment building, and who will be in the company of his or her host at all times. If an intern wishes to have a guest as defined above, he/she must make sure that the guest's visitation will not interfere with his/her roommates' time of study or rest. Guests are only permitted during visiting hours. If an intern wishes to have an overnight guest, he/she must follow the procedure for overnight guests.

Privacy Hours

To ensure privacy for all residents, guests are not permitted during the following hours:

Monday through Friday	1:00AM to 8:00AM
Saturday & Sunday	2:00AM to 9:00AM

Overnight Guest Policy

Having guests in LA Intern housing is a privilege, not a right. The following procedures and rules must be followed to host an overnight guest.

- A host must fill out an overnight guest form at least 24 hours in advance.
- No person of the opposite sex will be permitted to stay as an overnight guest.
- Only two overnight guests per room are allowed at one time.
- Overnight guests may not stay in any room more than 4 nights consecutively.
- Before committing to host a guest, each of your roommates must give their consent. Guest arrangements should be agreed upon with roommates at least 24 hours in advance.
- No guest may spend more than 6 nights cumulative per summer in LA Intern summer housing.
- Interns may not allow guests to use their room if they are not present.
- Residents are responsible for the actions of their guests and must insure the guest's compliance with building and college regulations. They also must show proper concern for the rights of roommates.
- Inappropriate behavior on the part of the host or guest may result in disciplinary action such as revocation of guest and visitor privileges.

Party Policy

No parties or gatherings of more guests than reside in your apartment are permitted (i.e. if three people live in your room you can have no more than three guests at one time).

Drug-Free Schools and Campuses Act (DFSCA)

LA Intern housing on the campus of Providence Christian College, under the direction of the Drug-Free Schools and Campuses Act (DFSCA), maintains a drug-free and alcohol-free campus. Possession, use, or distribution of drugs and/or alcohol is prohibited by anyone on College property.

Drug Policy

In compliance with federal law and institutional behavioral standards, LA Intern housing is part of a drug-free campus, and prohibits the possession, use, and/ or sale of controlled substances within LA Intern housing. Any violations of these laws will not be tolerated. Any resident found to be using, in the possession of, selling or assisting in the sale of a controlled substance will be subject to disciplinary action which will include immediate dismissal from LA Intern Housing.

Smoking Policy

Smoking of any kind (including hookah and electronic cigarettes) is not permitted anywhere in housing leased or owned by LA Intern. This includes stairwells, laundry rooms, rooftops, and other common areas.

Alcohol Policy

No alcohol is permitted anywhere in housing owned or leased by LA Intern. This includes stairwells, laundry rooms, and other common areas. Interns under the age of 21 are expected to follow all state, local and federal laws, concerning the use, possession, and

purchasing of alcoholic beverages.

Noise Policy

LA Intern may share residential space in apartment buildings with non-intern tenants. Interns and their guests are expected to be respectful of their neighbors. Interns are encouraged to remain sensitive to the residents living around them and to respect their neighbor's right to a quiet and peaceful living environment.

LA Intern has a quiet-hours code between 10:00 p.m. and 7:00 a.m. Residents should be especially mindful of their noise levels during these hours.

Interns are encouraged to be good neighbors by practicing the following:

- Refrain from playing loud music or musical instruments during quiet hours
- Keep audio, radio, and television noise to a minimum
- Refrain from talking on cell phones in common areas or lingering in building hallways

Dangerous Activities

Residents shall not engage in any behavior or participate in any situation, which intentionally or recklessly endangers the mental or physical health of others. Specifically, the following guidelines apply:

- No sports of any kind (i.e. throwing of balls or Frisbees, rollerblading, skateboarding, etc.) are allowed in apartments, the roof, courtyards, or the hallways of the building.
- Water, food, or other types of "fights" are prohibited.
- Hanging out of, hanging objects out of, and throwing things from windows or balconies is prohibited.
- Congregating in public areas such as hallways or stairwells where the presence of a group disrupts others is prohibited.

Personal Health Insurance and Safety

While LA Intern does not require interns who are permanent U.S. residents to have proof of insurance to reside in LA Intern housing, it is highly encouraged that all interns obtain health insurance.

Protecting Freedom of Movement

No possessions shall be left in hallways, stairwells, or other public areas.

LA Intern Judicial Process

If an intern violates any building, LA Intern, city, state, or federal regulation, that intern can be reported to the appropriate authorities.

Room Change Requests

LA Intern reserves the right to change room assignments. If an intern wants to change room assignments during the term, the intern may request to do so through a written request via email. The request must include:

- The reason the intern feels a change is needed
- A date when the requestor would like to see the change become effective

If the room change is requested due to roommate conflict, the requesting interns shall provide:

- Examples of attempts made to resolve conflicts or issues
- A brief summary of the conclusion of those discussions

Written requests must be emailed to the LA Intern Program Coordinator (LAIntern@providencecc.edu). Room changes will only be considered if space permits.

If LA Intern approves a change room request, the requesting intern must:

1. Schedule room change time with LA Intern Program Coordinator.
2. Relinquish old keys/receive new keys via the LA Intern Program Coordinator.
3. Move belongings to the new room.
4. Submit to a room check-out procedure for old room and room check-in procedure for new room.

Room Decorations

LA Intern encourages residents to create a comfortable living environment by adding personal touches to their rooms. However, LA Intern asks that all decorations, posters, photographs, etc. be in good taste. LA Intern prohibits residents from hanging pornographic or highly suggestive materials on walls. The following are not permitted:

- Painting anywhere in an intern apartment
- Making any permanent alterations to window coverings, furniture, etc.
- Wallpaper, contact paper, or other strong adhesives
- Large screws, large nails, or concrete anchors in walls, ceiling or doors. Pushpins and small finishing nails are acceptable but must be removed prior to check-out.
- Removing window treatments, screens and/or locks.

Cleaning

LA Intern does not provide complimentary cleaning services. Interns must regularly clean their assigned living areas. Please complete the following at least once a week:

- Collect and dispose of all trash
- wipe/scrub the top of the stove and counters
- sweep all floors, mop up spills or other matter on floors
- clean and disinfect the toilet, sinks, and tub
- wipe out the refrigerator and dispose of any stale food
- clean the inside windows with glass cleaner
- clean the inside of the oven and the microwave

Apartment Inspections

Apartments will be checked periodically for cleanliness and safety. If an apartment is deemed unsanitary by LA Intern staff, the room will be professionally cleaned with charges billed directly to the intern(s).

Apartment Entry and Search

LA Intern reserves the right to enter rooms at any time without notice for the following reasons:(a) general maintenance, (b) when it is believed that an intern's health and safety are at risk, (c) when there is reasonable suspicion that a violation of City, State, or LA Intern policy has been committed or is in progress, (d) when evaluating the condition of the room, (e) periodic inspections.

Prohibited Items

LA Intern will confiscate any of these items found in intern housing:

- Fireworks and explosives
- Gasoline and any other flammable liquids (including oil burning lamps)
- Automobile batteries
- Illegal drugs and/or chemicals
- Drug paraphernalia
- Alcohol containers (full or empty)
- Firearms of any kind and/or offensive or defensive weapons
- Pets/pet equipment or supplies
- Homemade or modified electrical wiring
- Traffic and street signs
- Substances with offensive odors
- Candles of any kind

Confiscation of Prohibited Items

Prohibited items that are found in an apartment will be confiscated and disposed of. If prohibited items are found a second time, an additional sanction will be imposed (which can include monetary fines and dismissal from the program).

Room Use Policy

Interns shall use their room only for residential purposes and shall not permit any other person to use the room for any purpose without the prior written approval from the LA Intern Program Coordinator. Interns will be immediately removed from the program if they receive payment, in any form, for use of their room. (i.e. Renting out the room through Airbnb.)

Pets

No pets, of any kind, are permitted in apartments or premises at any time for any reason.

FACILITIES AND SERVICES

Intern Mail

Intern residents will be issued keys to mailboxes associated with their apartment. All mail and packages should be addressed to the address, including specific apartment unit number that is assigned. LA Intern does not take responsibility for any mail or packages.

Security

The Providence Village is equipped with security cameras, and keyless entry for gates, external laundry rooms, and the apartment units.

Contracted security services patrol the areas of the Providence Village each night. Fuller Seminary Campus Safety officers also patrol the N. Oakland residential areas.

If Interns observe suspicious behavior, they should inform the LA Intern Program Coordinator. For urgent matters when the LA Intern Program Coordinator may not be immediately available, Interns may contact Post Alarm at 800-654-7678. In the event of a life-threatening emergency, students should call 911.

Students should be sure that doors and gates close securely behind them. Apartments should only be accessed through front entrances and parking lots. To maintain security for all residents, apartment doors and gated entrances should never be propped open.

Maintenance and Repairs

Room maintenance requests should be requested by completing the maintenance form on the LA Intern website under "[Resources](#)." In an emergency, an intern should contact the LA Intern Program Coordinator by calling (626) 696-4050. LA Intern and building staff reserve the right to enter rooms for needed maintenance.

Extermination/Pest Control Procedures

Exterminators make regular visits to all residences. To request pest control services fill out a Maintenance Request.

Garbage

Large shared garbage receptacles (dumpsters) are located at the back of every apartment building. Interns should place their apartment garbage securely in garbage bags, then in these receptacles. Garbage may not be stored or allowed to pile up in intern apartments, porches, patios, or other common areas.

Linens

Interns are responsible to provide their own pillow, sheets, blankets, and mattress pad for a XL twin size bed. Bath towels are not provided by LA Intern.

Kitchenware

Each kitchen is supplied with minimal basic kitchenware.

Internet Access

Each room comes equipped with wireless internet access. LA Intern expects that all interns will use the internet with a high level of integrity. Secure access information will be provided to each Intern by the LA Intern Program Coordinator. Accessing sexually explicit material or illegally downloading material (including movies, music, pictures, and intellectual property) is prohibited. Repeat violations of this policy can result in immediate dismissal from the LA Intern program.

Telephone Connection

LA Intern does not provide any type of phone service in its buildings.

Vandalism, Misuse of Facilities, Trespassing

Interns are prohibited from entering restricted areas of the apartment building without the necessary authorization. This includes the mechanical and maintenance rooms of all buildings.

Vandalism, including but not limited to marking or defacing walls, floors, ceilings, or other surfaces; tampering with any equipment, appliances or fixtures; and littering is prohibited. The use of any facility or area for activities other than its intended purpose is considered trespassing and is prohibited. Interns engaging in vandalism, misuse of facilities, and/or trespassing may face criminal prosecution, notification of college or company supervisor, and/or eviction from housing.

POLICE CONTACT INFORMATION

The Pasadena Police Department (PPD) protects the LA Intern Program at Providence College.

Contact information for local law enforcement:

Pasadena Police Department
207 Garfield Ave, Pasadena, CA 91101
Main contact: 626-744-4501

Crime (non-emergency) [Report](#)

Using this online system allows you to submit a report immediately and print a copy of the police report for free.

Register for NIXLE (Police Alerts) [Find](#)

Nixle is the primary system for the Police Department. Residents, visitors and businesses are encouraged to register at "nixle.com" to receive trusted alerts at no cost by cellphone text message, e-mail and/or the web. Registration is fast and easy and users set their personal level of notification and geographic areas.

FIRE SAFETY

LA Intern reserves the right to make periodic room inspections for compliance with fire safety codes.

Use of the items listed below is prohibited due to the potential risks and hazard related to them:

- Candles of any kind
- Incense
- Any open flames
- Halogen and/or oil lamps
- Hot plates (or any movable open-coiled appliances)
- Live holiday decorations, e.g. trees and cut wreaths

Important Emergency Response Tips

If safely exiting the apartment or building is not possible:

- Call 911 and specify: Address including floor and/or apartment number Number of people
- Unless smoke and/or flames are visible, open windows 2" at top and bottom (if possible)
- Do not break any windows
- Seal all apartment doors to your room with wet towels or sheets
- Seal air ducts or other openings where smoke may enter

If conditions appear life-threatening, then:

- Open a window and wave a towel or sheet to attract firefighters' attention
- Retreat to a balcony or terrace and move away from the source (e.g. smoke, heat, fire)
- Get close to the floor and take short breaths through the nose

If your building is evacuated for an emergency situation, like a fire, please go to the following locations:

EVACUATION FROM PROVIDENCE VILLAGE: Go to Witherspoon Hall

Located South/West of the Providence Village down N. Oakland Ave. at 464 Walnut St.

