

# **INTERN HOUSING AGREEMENT AND STATEMENT OF LIABILITY**



**UNIVERSITY OF MIAMI  
CONFERENCE SERVICES**

Intern summer housing is available for students currently enrolled at a college/university participating in an internship or summer program in the Miami area over the summer.

When an individual signs a housing agreement for on-campus summer intern housing accommodations, the intern agrees to respect and adhere to all policies and regulations pertaining to University housing as outlined in this document and any other document containing University housing rules and regulations including - but not limited to - the University's Student Bulletin, the Housing Agreement, the University of Miami Student Rights and Responsibilities Handbook, and other Department of Housing and Residential Life policies and procedures.

Each intern is responsible for knowing these regulations and conducting themselves accordingly. Interns who do not adhere to the University policies and regulations, as specified in the aforementioned publications, may be subject to disciplinary action that may include the immediate termination of their housing agreement and notification to your current institution of your behavior.

The University and the Department of Housing and Residential Life reserves the right to refuse to enter into any agreement for University housing accommodations with any company or individual applying for summer intern(s) housing.

Where the health, safety, or academic environment may be compromised, the University reserves the right to make changes such as the termination of residency.

## **Residency Requirements and Eligibility**

Intern summer housing is available for those currently enrolled at a college/university participating in an internship or summer program in the Miami area over the summer. A qualifying internship can be paid, unpaid, for credit or not-for credit. A qualifying summer program needs to be sponsored by the applicant's institution of current enrollment and demonstrate a significant professional or educational experience for the participant. All applicants for summer intern housing must be 18 years of age or older by the scheduled check-in date. Applicants must currently be enrolled in a degree-seeking program and applicants must have internships with educational or professional relevance. Applicants may be required to provide proof of their health insurance when applying for housing. If you are using college or university insurance, please make sure that this will cover you during your stay at the University of Miami. Applicants will need to provide appropriate documentation to prove age and employment status. To prove that you are 18 years of age or older, an original government issued ID will be required. To prove your employment status please provide a signed letter from your company's HR department or a signed statement from your supervisor.

## **Statement of Liability**

The use of any University facility is permitted only by an agreement revocable by the University at any time without notice or cause. By signing the document below, I hereby

release and discharge the University of Miami, its employees, trustees, incorporators, students, and agents from liability, claims, demands, and actions for personal injury, death or damages to me, or my own personal property.

### **Dates and Rates**

Summer housing is available for the period stated by University. The minimum number of nights an intern can request is 5 days. Interns must adhere to their confirmed dates as communicated via email.

Check in is between 3:00pm-10:00pm, early arrivals may not be accommodated and are subject to written approval. Check out is between 8:00am-12:00pm, and late stays are not possible.

Summer intern housing costs will vary depending on the style of room that is selected and pricing listed as part of the application process.

### **Payment and Cancellations**

Full payment of your balance owed is required when submitting your application. This amount will be calculated based on the number of nights you select. We accept all major credit cards (MasterCard, Visa, Discover, and American Express).

The Privacy Statement for the University of Miami can be found here:

<http://med.miami.edu/legal/privacy-statement>.

### **Refund Policy**

You may cancel your contract, without penalty, up to 30 days before your scheduled arrival. If you cancel within 14-30 days of your arrival, we will refund 50% of your payment only. If you cancel within 14 days of your arrival, do not show, or fail to check into your space, no refund of any monies received by the institution will be given. In order to cancel your contract, you must notify the Conference Services team in writing via email. Changes to your stay may be subject to additional charges, and no refunds will be provided for shortening your stay.

Additional fees may be due within 5 days of your check-out if the room and all included furnishings are not left in the condition they were received, or if the access card is not returned.

### **Room Assignments and Accommodations**

Interns will be assigned to the style room that they specified when filling out the Summer Intern Housing Application, pending availability. If your preference is not available, you will be assigned to the next available room type. If you have a specific request for a roommate or suitemate, all interns involved must request each other for the request to be accommodated.

Each resident will have a bed, closet, desk, dresser, and desk chair. Wireless internet accessibility is also available in room.

### **Pets**

Pets, other than aquarium fish and approved assistance animals, are not permitted in any residential college room. This pertains to visiting pets as well as those of the residents of the

room/apartment. If you require an assistance animal, please email [conferences@miami.edu](mailto:conferences@miami.edu).

## **Occupancy**

Occupancy begins when the guest checks in to their assigned University provided housing accommodations. At that time no refunds will be provided. Occupancy of a room is limited to contracted residents and to the period for which the contract has been entered. Residents are not permitted to sublease space to another person. No guest is permitted to enter another guest's room or apartment without permission from the occupant. Conference Services will not provide access to anyone who is not assigned to that room (Facilities, Housekeeping, Staff aside). Guests may not change or exchange rooms without prior approval from Conference Services. Questions regarding occupancy should be directed to Conference Services.

Check-in occurs at the reception desk of the assigned residential facility. Check-out will also be done at the reception desk of the assigned residential facility. At that time, guests will return their access cards and will conduct a walk-through of their space with a staff member to complete their check out.

## **Inspections/Administrative Search and Seizure**

The University reserves the right to inspect rooms at any time. Such checks include, but are not limited to, those made to inspect for the presence of unauthorized persons, damages, verify residency, repair facilities, health and safety, and compliance with University and Department of Housing and Residential Life regulations as well as public laws.

If there are facts and circumstances that lead a reasonable person to believe that contraband items or unauthorized persons are located in a room, suite, or apartment, professional staff members from Conference Services, the Department of Housing and Residential Life and/or the Dean of Students Office have the right to initiate the Administrative Search and Seizure process. During an administrative search the possessions of all residents residing in the room, suite or apartment and all individuals present in the room, suite or apartment will be searched.

## **Guests/Overnight Guests**

In order to ensure adequate security in University housing, all guests are required to present identification upon request. Between 10:00 p.m. and 7:00 a.m. in the residential facility, interns and their guests must present picture identification and must sign in with the security assistant. Refusal to present identification may result in denial of admittance to the residential facility.

- » Guests may visit interns' rooms/apartments only by invitation, and the host or hostess shall always be responsible for the conduct of guests.
- » A host or hostess shall be permitted to entertain guests only with the express permission of their roommate(s) if the roommate(s) is (are) present.
- » In accommodations where a private or semi-private restroom is available, guests may use that facility only if the roommate and/or suitemates/apartment-mates grant permission. In accommodations where restrooms are shared by a floor, guests of the opposite sex must use restrooms on the first-floor commons area.
- » The Department of Housing and Residential Life and Conference Services staff reserves

the right to ask any guest to leave at any time.

» Overnight guests are not permitted within Intern Housing. An overnight guest is considered to be a visitor utilizing the room/apartment of a conference intern as a place of lodging.

Housing & Residential Life and Conference Services staff are authorized to impose an administrative charge upon the conference intern of a residence of \$100 per night for each overnight guest when it is determined that a resident has violated the policy for overnight guests. The unauthorized overnight guest charge may be appealed to the Conference Services professional staff.

### **Care of Rooms and Facilities**

It is expected that all interns will maintain reasonable standards of cleanliness in their room/apartment, and that rooms will be kept clear of trash and waste. Other conditions that contribute to substandard health and safety of the interns and that necessitate subsequent maintenance attention may subject the guest to immediate removal from University housing.

Each intern is responsible for the University property and furnishings in their room or apartment. Alterations of the physical structure or property of the residential facility by guests is not permitted without the written authorization of the Department of Housing and Residential Life and/or Conference Services. Placing mattresses on the floor is not permitted. Objects may not be placed on windowsills or ledges. Student interns are responsible for rule violations that occur in their respective rooms and suite/ apartment common areas, and may be subject to immediate removal from University housing for such violations.

To avoid mildew/mold growth, it is important to prevent excessive moisture build-up in your room/apartment. Failure to promptly pay attention to leaks and moisture that might accumulate on various surfaces or that might get inside walls or ceilings can encourage mildew/mold growth. It is necessary for interns to use appropriate climate control, keep their room/apartment clean, and take other measures to prevent mildew and mold from accumulating in their room/apartment. Interns should not block or cover any of the heating, ventilation or air-conditioning ducts and to report any evidence of a water leak or excessive moisture, mold or mildew-like growth. Interns should also report any failure or malfunction in the heating, ventilation, air conditioning systems as well as any inoperable doors or windows and any moldy, dank or "off-odors" in the room/apartment, even if mold or mildew is not evident. Finally, Interns are responsible for damage to the room/apartment and/or their personal property resulting from the failure to comply with the terms of this paragraph. Failure to leave the room/apartment in the condition it was found will result in charges.

### **Trash**

Residents are provided trash chutes or collection receptacles in their space. Residents shall properly and frequently deposit all trash from their rooms/apartments into these trash chutes/collection receptacles. Under no circumstances shall residents leave trash, in containers or otherwise, outside in exterior hallways, landings, or stairwells nor anywhere else other than designated trash collection receptacles or chutes. Failure to abide by these requirements constitutes a health and wellness hazard and interns may be charged for cleaning services.

## Decorations

While there is opportunity for guests to express individuality in decorating their rooms/apartments, all guests are expected to follow these guidelines at all times:

- » Combustible materials are prohibited such as: straw, hay, palm fronds, cane reeds, vines, branches, leaves, and Spanish moss.
- » The use of adhesive substances such as contact paper, glue, or decals on walls, ceilings, floors, doors, or furnishings may result in damage to existing surfaces and is prohibited. Items such as sheets, flags, tapestries, fish nets, beads and parachutes may not be suspended overhead in students' rooms, entrance ways or hallways. Hammocks and other suspended chairs are also prohibited.
- » Guests assigned to a University residence are responsible for any decorations that alter, ruin, or otherwise damage University property within that residence. Guests are prohibited from painting any part of their rooms, apartments, doors, entrance ways, or hallways.
- » Guests may provide their own refrigerator as long as it operates on no more than 1.5 amperes and 175 watts. Microwaves may not exceed 900 watts.

## Electrical Appliances

In order to comply with local fire and safety regulations, the following restrictions have been imposed:

- » Barbecue grills and other cooking utensils shall not be used or kept on balconies, terraces, bathrooms, lobbies, porches, stairwells, apartments or guest's rooms.
- » Electrical extension cords are not permitted. Guests should utilize power strips that monitor the flow of electricity (such as models made by Tripp-Lite or GoldX) for their appliances and electronic devices. (120 volt, U.L. approved; built- in manual reset; 15-amp circuit breaker; maximum length of cord six (6) feet; maximum six (6) outlets at end of cord)
- » The possession or use of gasoline or flammable petroleum products and canned heat units within University housing living units is prohibited.
- » Drums and electrically amplified musical instruments, including microphones, may not be used in student rooms/apartments.
- » If a guest violates any of the above policies, Department of Housing and Residential Life and Conference Services staff have the right to confiscate such items, which may be held indefinitely.
- » Motorcycles, motor scooters, motor bikes and petroleum powered all-terrain vehicles, including those powered by battery are prohibited in all University housing areas.
- » The possession or use of candles or incense within a student room or apartment is prohibited.

## Damage to University Property

Charges will be assessed against any individual responsible for damaging University or personal property. If the individual responsible for damages, over and above normal wear and tear cannot be identified, then the guest(s) assigned to the damaged room when the damage occurred will be assessed equally. Guests are not permitted to repair damaged University property. All damaged University property must be reported to the appropriate residential area reception desk/office, which will make arrangements for necessary repairs,

and assess charges when appropriate.

Tampering with, altering or changing any safety equipment, lock, fire alarm, smoke detector, sprinkler, fire extinguisher, other mechanical systems (including electrical or plumbing systems) is strictly prohibited. Guests will subject to immediate removal from University housing if found in violation of the above policy.

### **Access Control (Locks/Keys and Room/Building Entry)**

All locks, keys, electronic locks, and issued temporary access cards are the property of the University and are not to be repaired, changed, or duplicated except by University facilities personnel. Residents are not to borrow keys/access cards from other residents nor lend keys/access cards to anyone. If a student's key/access card is lost or stolen, or if for any other reason a student wishes to have their lock changed/re-programmed, they will be responsible for the cost of re-keying the room/apartment or re-programming the lock.

Controlled access points (doors and gates) are provided in all residential areas to control access. The access door/gate alone is not a guarantee of your personal safety or security, nor is it a guarantee against criminal activity. Residents and/or their guests should not impair the use or function of the access doors/gates. Residents are solely responsible for the control of visitor access to your room/apartment.

All residential areas are equipped with video cameras that monitor all points of entry in the community. Everyone who enters or leaves a specific building is recorded as well as other activities in the vicinity of the entry point. The cameras record 24 hours a day and 7 days a week. Images captured by the administrative video monitors may be used as evidence of activity that violates Department of Housing and Residential Life and/or University policies, which includes violations of access control policies. Residents should not in any way impair the use or function of the cameras.

### **Quiet Hours**

Residents and their guests and invitees shall, at all times, maintain order and reasonable quiet at all times in residential areas. Loud, offensive, disturbing or objectionable noises, boisterous activities or conduct that unreasonably disturbs the ability to study, sleep or the enjoyment of a residential area by other residents and their guests (including unreasonable uses of televisions, radios, stereos or other electronic equipment, amplifiers, guitars, pianos, keyboards or other musical instruments, or computers) or unreasonably disturbs the surrounding neighbors is prohibited. Residents shall comply with all local rules and regulations relating to noise and nuisances.

In cases where residents violate the quiet hours of a floor/apartment area, the Department of Housing and Residential Life and Conference Services reserves the right to make room changes or terminate residency. No drums or electrically amplified musical instruments, including microphones, may be used in rooms/apartments. Music of any type may not be directed outside of rooms/ apartments.

### **Restricted Areas/Special Living Areas**

Residents are not permitted in mechanical, electrical or other utility spaces or on window ledges or the roofs of any University buildings. In cases where special living areas have been designated, the policies and regulations governing these specific areas will be outlined and

distributed by Conference Services. Unless specifically stated, all policies in this guide shall apply to these special living areas.

### **Bicycles**

Bicycles may only be stored in student rooms or exterior bicycle racks. Bicycles stored illegally may be confiscated by authorized University personnel. Bicycles may not be ridden inside University buildings.

### **Skateboarding, Roller Skating, Rollerblading, and Use of Scooters**

Skateboarding, roller skating, rollerblading, and the use of scooters is prohibited in University housing lobby area, hallways, rooms/apartments, lounges, pedestrian areas adjacent to the residential areas, and other indoor public areas. Violation may result in confiscation of the skateboard, roller skates, roller blades, or scooter.

### **Department of Housing and Residential Life & University Property**

Department of Housing and Residential Life, Conference Services and University property may not be removed from University housing or from the public areas without written authorization from an authorized Conference Services and/or Department of Housing and Residential Life staff member. Students missing assigned property or found with furnishings from the public areas of the University in their rooms/apartments are subject to replacement cost, moving charges, and disciplinary action.

### **Waterbeds, Water Furniture, Hot Tubs, and Spas**

Waterbeds, water furniture, hot tubs, and spas are prohibited in all areas inside and outside University housing.

### **Contraband Items**

In the event any item that is prohibited by University regulation, state or local laws is discovered in a University housing room/apartment, the resident will be subject to immediate removal from University housing. All residents assigned to that room/apartment where the contraband is found may be considered in possession of the item(s).

### **Windows and Exteriors of Residential Colleges**

No object or material may be placed in, on, or hung from, in front of, or behind windows which block transparency or alters the appearance of the windows or the exterior of the building. Also, no object (i.e., signs, banners, aluminum foil, towels, sheets, ropes, wires, etc.) may be placed on the exterior of the building.

Exceptions to these regulations may only be made by the Conference Services or Department of Housing and Residential Life Office and must be in writing.

### **Solicitation/Distribution of Materials**

No materials may be distributed under, on, against, or in front of doors to student rooms/apartment in University housing. Solicitation, canvassing and/or distribution of flyers or any other materials is prohibited anywhere in residential areas as well as on the exterior of buildings and including in the two University Village parking garages. Exceptions to this

regulation may be made by the Conference Services professional staff and must be in writing.

### **Hall Sports**

Residents may not engage in any sport or sport related activities within University housing rooms/apartments, lounges, hallways, stairwells, or other public areas. Sports or sports related activities include, but are not limited to: Frisbee, floor hockey, golf, bowling, football, soccer, baseball, and basketball. Also, residents may not use water pistols, super soakers, or any other mechanism that projects water in the above-mentioned areas.

### **Emergency Powers**

In the event that professional staff from Conference Services or their designee reasonably believes that there is a clear and present danger to the health and/or safety of any person or persons as a result of conditions or events on or originating from the campus of the University of Miami, it shall be within the discretion of that University administrator to invoke emergency powers and waive the delineated procedures, duties, and rights associated with search and seizure and to authorize a controlled and orderly search of the University of Miami campus and/or any unit thereof by authorized agent of the University of Miami. Any and all evidence resulting from the search and procedure shall be considered admissible for any prosecutorial purposes.

### **Alcohol Policy**

Possession and consumption of alcoholic beverages is prohibited for individuals who are under 21 years of age. Persons under 21 years of age cannot have alcohol in their possession at any time. Serving alcoholic beverages to an individual less than 21 years of age, purchasing alcoholic beverages for an individual less than 21 years of age or negligently allowing a minor to consume alcoholic beverages is prohibited. Serving alcoholic beverages to anyone who is visibly intoxicated is prohibited. Public consumption of alcoholic beverages is prohibited. The consumption of alcohol or possession of an open container is prohibited in all common areas of residential areas. A public area is any area outside of a resident's room/apartment, such as, but not limited to, grounds, corridors, stairways, courtyards, or any other public areas in and around residential buildings. Common source containers (i.e. beer kegs, party balls, punch bowls, etc.) and drinking games are also prohibited as are paraphernalia for drinking games or quantity consumption (funnels, beer bongs, etc.). Residents found in violation of these regulations will face possible termination from on-campus housing as well as university disciplinary action at their home institution.

### **Parking**

Residents of summer intern housing who want to bring a vehicle to campus must request a parking permit when signing up for intern housing. All residents with parking permits and their guests/visitors shall comply with the parking and traffic regulations of the University, including the University of Miami Moving Vehicle Parking Code, and of the City of Coral Gables at all times. Driving or parking on lawns or other landscaped areas in or around residential buildings is prohibited. All resident vehicles shall be properly licensed and registered with the Department of Parking and Transportation.. Any unlicensed, unauthorized vehicles will be towed, booted and/or stored at the expense of the owner of the vehicle. The Department of Housing and Residential Life, Conference Services, and the Department of Parking and Transportation is not responsible for any damage, injury, theft or vandalism to resident and/or resident's guests'



vehicles while parked on campus. Residents shall take precautions to protect their vehicles when parking in surface lots and parking garages.

### **Smoking Policy**

The University of Miami's Coral Gables campus went smoke-free in August of 2013. Smoking is prohibited anywhere on the Coral Gables campus. This prohibition includes all residential areas of the campus, including but not limited to, individual apartments & rooms, hallways, stairwells, courtyards or common areas.

### **Force Majeure**

In the event of an act of nature, fire, flood, war, public disaster, strikes or labor difficulties, epidemic, pandemic, or any other cause beyond the University of Miami's control, it is the responsibility of the intern to seek and find alternative accommodations. The intern will be held liable for all charges up to the date of this clause being activated.

If campus is evacuated to a shelter, and the intern has not secured alternative accommodations, Conference Services may assist with navigating appropriate shelter in the area, however, no refund will be provided for the time spent in the shelter. Once an all clear is provided, and campus is reopened the intern will be allowed to return to their space.

### **Contacting Us**

Our office hours are Monday-Friday, 9:00 am - 5:00 pm, we are closed on Saturday, Sunday, and University recognized holidays. We can be reached via phone at 305-284-5742, or via email at [conferences@miami.edu](mailto:conferences@miami.edu). We will respond to your call or email within 24-48 business hours.