Dear Summer Housing Applicant:

Thank you for your interest in living at Georgetown University this summer. Be certain to complete each section of the Occupancy Agreement and include 100% of the total room charge when you submit the Occupancy Agreement. Please pay by check or credit card. Twenty percent (20%) of the room charge will be withheld from a refund should the Housing Occupancy Agreement be cancelled prior to check-in. Cancellation after the contract start date or “no-show” will result in full forfeiture of the fees.

Information regarding cost and activation of telephone jacks will be sent with the building assignment and arrival instructions. The telephone instrument is not provided.

If you are interested in a meal plan, you may contact Georgetown Dining Services at (202) 687-4509.

Parking is not available on campus.

The Occupancy Agreement is a legal and binding agreement. In signing this document, you are agreeing to all the terms and conditions contained therein. Be certain to review your financial resources and personal needs prior to signing the Occupancy Agreement to assure that your resources and needs are compatible with this Occupancy Agreement. When received by Georgetown University, the Occupancy Agreement is binding for the entire term indicated and no refund will be made for early departure or “no show.” Carefully read the Occupancy Agreement to understand its terms and conditions.

If you wish to bring to our attention a medical condition or other special need for housing accommodation, please complete the request form on the website (http://housing.georgetown.edu/summer), and submit it with this Occupancy Agreement for review and response. All requests are subject to review and must be approved in writing by the Office of Housing and Conference Services.

To apply for summer housing, all residents MUST BE AT LEAST 18 YEARS OF AGE by the check-in date established in this Occupancy Agreement. Exceptions are made only for incoming Georgetown University students who are required to take summer courses for credit as a condition of their matriculation for the fall semester. Under those circumstances, written documentation from a University Official must be provided with the Occupancy Agreement. High School students must be a part of a program sponsored by the School for Continuing Studies.

Return the signed and completed Occupancy Agreement to the address below as soon as possible since space is assigned on a first come, first served basis. Incomplete Occupancy Agreements will be returned without being processed. The Office of Housing and Conference Services will email confirmation of receiving your Occupancy Agreement within two weeks after the receipt of the Occupancy Agreement. You will receive your building assignment and arrival instructions approximately four weeks prior to your arrival to campus; with room assignments provided upon arrival. To ensure a smooth check-in, verify that your charges are paid in full prior to your arrival if you sent your payment close to the arrival date. Without full payment, check-in will not be permitted.

If you have any other questions, please call us at (202) 687-4560.

We look forward to seeing you on campus this summer!

Sincerely,
The Office of Housing and Conference Services
100 Harbin Hall, Box 571116, Georgetown University, Washington, DC 20057-1116
Georgetown University
Office of Housing and Conference Services

Georgetown Intern Housing Occupancy Agreement, Summer 2005

Name: __________________________________________
   (Last)   (First)   (MI)
Permanent Address: ____________________________________________________
City/State: ______________________ Zip Code: ______________
Permanent Phone: __________________________________
Cellular Phone: ______________________________
Email Address: _____________________________________

Educational institution with which you are affiliated:

Georgetown GoCard Numbers (for Georgetown Students only): (1)______________  (2)______________

FOR ROOMMATE MATCHING:

Roommate request:
(A separate Occupancy Agreement for each occupant must be included in the same envelope. All of the following information must be completed even if you are requesting a specific roommate).

Please check the appropriate box:

I am: ______ Neat ______ Messy
       ______ Morning Person ______ Night Person

Please note that this office assigns roommates on the basis of the above information. Any false statements will result in the individual being reassigned and could result in an increased charge per night.

You may give my email address to my roommates to coordinate furnishings: ______ Yes ______ No

ACCOMMODATIONS AND PAYMENT INFORMATION:

Space in an on-campus residence shared with 3, 4, 5, or 6 people.

______ Arrival Date: Sunday, May 29, 2005 Departure Date: Saturday, August 6, 2004
Apartment: $1,725.00 + 14.5% Combined DC Sales and Occupancy Tax = $1,975.13/person

______ Arrival Date: Sunday, May 29, 2005 Departure Date: Saturday, August 6, 2004
Townhouse: $2,070.00 + 14.5% Combined DC Sales and Occupancy Tax = $2,370.15/person

QUALIFICATION FOR TAX EXEMPTION:

As a Georgetown student, you are exempt from the sales and occupancy tax charge if you can substantiate that (a) you reside 91 or more consecutive nights in contracted campus housing (including academic year, late stay, summer, early arrival) or (b) you are taking one or more classes for credit each summer session. Taxes are assessed upon applying for housing. By mid-October, upon verification of length of stay and/or enrollment in SCS course(s), taxes will be refunded if appropriate.

I will be taking a course for credit: Yes   No
Session I Course Name:____________________ Course #:_____ Session II Course Name:____________________ Course #:_____

I will be living continuously in campus housing from ______ to______ = ________ nights.

Please complete the information below:

Full payment of total charge:______________ or Visa MasterCard
Check #: ________________________________
Expiration Date: _______ / _______
Check Amount: ___________________________
Cardholder Name: _______________________
Cardholder Signature**
II. REGARDING ACCOMMODATIONS:

1. Housing is available on a first-come, first served basis. An Occupancy Agreement that cannot be processed because space is not available will be returned immediately along with the full payment of the total charge. Any incomplete or incorrect Occupancy Agreement will be returned along with the full payment of the total charge without being processed. Any Occupancy Agreement not accompanied by the total payment or a credit card number that can be approved will be returned without being processed.

2. Summer school students attending classes for the full summer cannot be housed with students attending only one session. Interns cannot be housed with summer school students unless interns are taking courses for credit for both summer school sessions.

3. No housing is available for PRE-SESSION or for the interim period between the Spring Semester and Summer unless the student lives on campus for the Spring Semester. Interns and summer school students may stay only for the dates listed under “Accommodations.”

4. If you wish to bring to our attention a medical condition or other special need that requires special housing consideration, please complete the request form on the website, http://housing.georgetown.edu/summer, and submit it with this Occupancy Agreement for review and response.

5. All residence hall rooms and apartments are air-conditioned. Each person is provided with a twin bed, desk, shelves, and wardrobe. All apartments are carpeted and contain a furnished living room and dining area, a full kitchen, and one bathroom. All apartments have a total occupancy of 4, 5, 6, or 7 people. The single room in a 5-person apartment is not pre-assigned. The first roommate to arrive and move in all of his or her possessions has the first option to select the single room. Some apartments have built-in bunk beds and furniture. Some apartments do not have full sized refrigerators. Townhouses are group homes, housing four to five students. All townhouses are fully furnished and contain a living room, dining room, bathroom, and full kitchen which includes a refrigerator, oven/stove, and sink with garbage disposal. All townhouses have a washer and dryer on-site and, with the exception of 3629 Prospect Street, a dishwasher. Gas, water, and electric utilities are included in the summer rates and are held in the name of Georgetown University. The University asks for your cooperation in conserving water and energy. Telephone service must be arranged by the occupant. The occupant will need to contact Verizon at (202) 954-6263 to activate phone service.

6. The Office of Housing and Conference Services reserves the right at any time during the summer to fill vacancies in any room, apartment or townhouse.

III. IMPORTANT INFORMATION:

1. Check-in time is from 2:00 pm to 9:00 pm. Check-out time is at 10:00 am. Exceptions to this cannot be accommodated.

IV. PAYMENT INFORMATION:

1. Full payment of the total charge must be submitted with this Occupancy Agreement to hold a space. Twenty percent (20%) of the room charge will be withheld from a refund should the Housing Occupancy Agreement be cancelled prior to check-in. Cancellation after the contract start date or “no-show” will result in full forfeiture of the fees.

2. You are exempt from sales and occupancy tax as long as you are enrolled in at least one credited course per session or have lived in contracted campus housing 91 or more consecutive nights. After verification, if that criteria have not been met, you will be charged for taxes.

3. Only full-time Georgetown students may elect to charge their housing to their Student Account. All other summer school students must pay by check or valid credit card (Visa or MasterCard only). For all credit card payments, an original signature must be provided in order for the credit card to be processed. Checks should be made payable to Georgetown University- OHCS.
4. If the cardholder is not submitting this Occupancy Agreement, a letter with the cardholder’s original signature must be sent authorizing use of card. The letter must include the following: applicant’s name, applicant’s S.S. #, amount of payment to be charged for residence, authorization to charge credit card for post-occupancy charges, expiration date, name on the card and signature.

5. Payment may not be made by wire transfer.

V. CANCELLATION:

1. All cancellations or requests for a refund must be submitted in writing. The Director of Housing and Conference Services will review and determine eligibility. Verbal notification of a cancellation is appreciated but is not a substitution for written cancellation. Housing refunds will be issued if all courses for which the contract signatory registered are cancelled. Housing refunds will be issued, with the exception of nights stayed, for a serious medical condition of the individual who signed this agreement and must be accompanied with documentation from the attending physician. The decision to refund the individual is made after review and acceptance of the explanation of the attending physician by a University physician. A medical condition of a family member is not sufficient grounds for a refund.

2. Any Occupancy Agreement that cannot be accepted due to lack of space will be returned along with the full payment of the total charge.

VI. BY SIGNING THIS OCCUPANCY AGREEMENT, YOU AGREE TO THE FOLLOWING:

1. To submit full payment of all charges with this agreement. Verify that payment was received upon arrival. Without full payment, check-in will not be permitted.

2. To pay the appropriate charge for an extra night if you fail to check-out by 10:00 am on the scheduled departure date. You will also incur an additional charge of $100 per day should you maintain possession of the residence beyond your scheduled departure date without written authorization from the Office of Housing and Conference Services.

3. To forfeit 20% of the TOTAL CHARGES if your written cancellation arrives to the Office of Housing and Conference Services before your scheduled arrival date.

4. To forfeit THE TOTAL CHARGES should you depart from your residence for any reason before the agreed departure date. The total forfeiture also applies to “no-shows” (those who sign an Occupancy Agreement, but do not take possession of the residence and whose written cancellation does not arrive to the Office of Housing and Conference Services before the scheduled date of arrival).

5. To pay for unresolved housing charges, residence key and/or access cards not returned, excessive cleaning, sustained damages or any combination of the above. Non-Georgetown students will receive an invoice within 45 days of departure. Payment must be submitted 30 days from the date on the invoice. Georgetown summer school students will have charges placed on their student account.

6. In the event that excessive cleaning is required and/or damage is sustained in a residence, and it cannot be determined which occupant(s) of the residence is/are primarily responsible, the University will divide the cost among the residents.

7. To abide by the Terms and Conditions of Occupancy and the Check-Out Procedures as listed in the subsequent sections of this Occupancy Agreement.

VII. TERMS OF OCCUPANCY

1. The Occupant is responsible for the care and condition of the residence (the room, apartment, or townhouse to which the Occupancy has been assigned to) covered by this Agreement, including, but not limited to, the walls, floors, carpets, furniture, etc. The rooms or apartments must be left in move-in condition upon departure. The Occupant agrees to pay the cost of repairs for any damages and the cost of any special cleaning needed to return the room or apartment to its move-in condition. The need for and the costs of any such repairs or cleaning is within the sole discretion of the Office of Housing and Conference Services.

Signature:______________________________________________________
2. The general cleanliness, upkeep and condition of the residence halls and apartments are important to the health and welfare of the Georgetown University community. To this end, Housing and Conference Services or other authorized University personnel reserve the right to enter a Occupant's room or apartment for administrative, safety, or regulatory purposes. Housing and Conference Services staff may also enter a Occupant's room or apartment as outlined in the Georgetown University Student Handbook *(including specifically the Handbook policy on search and seizure), as it may be amended from time-to-time. Members of the University staff may enter a Occupant's room or apartment for administrative purposes such as, but not limited to, facility maintenance and repairs including painting, furniture delivery, removal or care of furniture, maintenance and safety inspections, and general housekeeping. After knocking and waiting a reasonable period of time, entry may be made.

3. Housing and Conference Services is not responsible for the loss of, or damage to, any property of the Occupant. The University recommends that individuals carry insurance on their belongings.

4. The University does not permit the use of any of its facilities for any commercial purposes whatsoever. Solicitation and gambling are expressly prohibited.

5. All animals, except animals trained to aid those with disabilities, are prohibited in all campus buildings.

6. No personal heating, air-conditioning, or cooling apparatus is permitted in rooms or apartments. The only cooking appliances permitted in any room in a residence hall are UL approved coffee pots and hot pots with self-contained heating units and hot air popcorn poppers. Cooking is permitted only in designated areas of the residence halls which are located on the community rooms on all floors of Copley, Darnall, Harbin, McCarthy, Kennedy, Reynolds, New South, and LXR Halls. Occupants may use existing facilities in these locations to prepare food for themselves. Occupants who are assigned to apartments may provide other small cooking appliances for personal use as long as they are UL approved and have self-contained heating units.

7. Television or radio antennas and satellite dishes are not permitted.

8. Installation of washing machine, dryer, or dishwasher is prohibited unless such equipment has been installed and provided by the University.

9. All Occupants and their guests must abide by current University policies, District of Columbia laws, and Federal laws including, but not limited to, those dealing with fire safety, intoxicants, narcotics, drugs, alcohol and weapons. Occupants are responsible for the proper disposal of waste. District of Columbia law requires that all cans, bottles, paper, and newspapers be recycled. District of Columbia law prohibits smoking in all public areas of the University, including all areas of The Leavey Center. Smoking is prohibited in University residences as well.

10. Male and female Occupants may be housed on the same floor of a residence hall but will be provided with separate sleeping accommodations and bathroom facilities. Shared rooms or apartments are reserved for married couples or occupants of the same sex.

11. Any individuals staying in a residence hall or apartment for one, or more, nights must be registered and paying guests. Permission and arrangements for guests may be made by contacting the Office of Housing and Conference Services.

12. The University will use its best efforts to provide staff on duty who can be contacted at any time for assistance or emergencies.

13. This Occupancy Agreement shall constitute a license and shall not be deemed to constitute a lease or to create or transfer an interest in or lien on real estate. The University may revoke the license in accordance with the procedures, obligations and regulations stated in the Georgetown University Student Handbook, as it is amended from time-to-time, and the terms of this Agreement. Subject to the University's right of revocation, the Client and the Occupants agree that this Agreement shall remain in force for the full term of the occupancy.

14. Any roommate incident resulting in physical threat or destructive action may force the reassignment of involved Occupant(s) into temporary housing at the University’s sole discretion. An Occupant who is suspended or dismissed from the University must remove all belongings, return the key, and vacate within 48 hours of the action or by the closing of the residential facilities, whichever occurs first. If the Occupant fails to vacate within the 48 hours, the University may take possession of the assigned space, remove and dispose of the Occupant’s belongings at the Occupant’s risk and expense, change the locks to the premises, and charge all costs associated with this change to the Occupant. The Occupant who is suspended or dismissed may be assigned to temporary housing and may be granted access to the original assignment if circumstances permit. An escort will accompany the suspended or dismissed Occupant if necessitated by his or her conduct.

Signature:______________________________________________________
12. Housing and Conference Services reserves the right:
   a) to levy and collect charges for damages to, unauthorized use of, or alterations to rooms, equipment or buildings, and for special cleaning necessitated by improper use of its facilities;
   b) to reassign Occupants to other accommodations on campus after timely notification;
   c) to bar any Occupant from the campus and the residence halls if, in the sole opinion of the Office of Housing and Conference Services, the individual's conduct is injurious or potentially injurious to the University or the members of the University community;
   d) to retain any payment made by, or on behalf of, any Occupant barred from the campus or residence halls;
   e) to terminate the reservation of any conference or Occupant if, in the sole opinion of Housing and Conference Services, unforeseen events make it inadvisable, illegal, or impossible to provide the required facilities;
   f) upon timely notification, to add or delete from these policies any clause or clauses whatsoever.

*The Georgetown University Student Handbook, published by the Office of Student Affairs, is available for your information on the Georgetown University web site: http://www.georgetown.edu/student-affairs/handbook/.

VIII. CHECK-IN PROCEDURES

1. Complete a Room Condition Report (RCR), an Apartment Condition Report (ACR) or a Townhouse Condition Report (TCR) upon move-in. You should have received one at check-in. If you did not, ask the staff of the Residence Hall Office (RHO) to provide you with one. This form indicates the present condition of the room or apartment and absolves you of responsibility for documented damage. To be valid, the completed A/R/TCR must be returned to the RHO within a week of move-in.

2. Return the completed A/C/TCR to the RHO. A staff member will check what you submitted. If you complete this form, you are only responsible for any damage that occurs after the staff member inspects your apartment.

3. If you do not submit this form, you can be charged for any damage that is not indicated on the A/R/TCR completed by the academic year staff at the close of the Spring Semester, 2004.

IX. CHECK-OUT PROCEDURES:

The Office of Housing and Conference Services will inspect your room/apartment/townhouse the day before your check-out date. A form explaining things you must comply with or be billed for will be left in the accommodations. If you receive a form, a representative of the office will return before 10:00 am (check-out time) on the date of check-out to re-inspect the space.

If the departure date of the roommate(s) is the same:

1. The key with the proper control # and the numbered building access card (Georgetown students should not return their GoCards) must be returned by the resident to whom it was assigned.
2. Return the key/building access card in person to the RHO and obtain a receipt to ensure that you will not be charged for a lock change.
3. If you cannot return the key/building access card during RHO hours, you should:
   a. Place the key/building access card in an envelope provided on the door of the RHO.
   b. Write your name and room # on the envelope.
   c. Slip the envelope under the door

Do Not Give The Key Or Access Card To Anyone To Return On Your Behalf.

4. Empty refrigerator, kitchen cabinets, drawers, dressers, closets.
5. Remove all personal items.
6. Remove trash, bottles, and cans from the apartment complex and dispose of them in the designated trash and recycling areas.
7. Vacuum the carpet.
8. Clean bathroom(s) and kitchens and mop the floors.
9. Clean up all spills on desks, dressers, counter tops, and tables.
10. The University does not authorize the removal of standard University furniture from the apartment, so all original furniture should be in the apartment and no personal furniture left behind.
11. Close windows, set air-conditioning at a moderate level, and lock all doors.
12. Remove all decals, pictures, posters and memo boards without chipping wall paint.

If your roommate(s) have a later departure date you are responsible for 1, 2, 3, 4, 5, 9, 10, and 12.
If you require an inspection at check-out, schedule the time with the Residence Hall Office (RHO) Coordinator who can be reached through the Residence Hall Office (RHO).