Dear Summer Housing Applicant:

Thank you for your interest in living at Georgetown University this summer.

Non-Georgetown Intern Occupancy Agreement

Be certain to complete each section of the Occupancy Agreement and include 100% of the room and tax total charge, of which 20% is non-refundable, when you submit the Occupancy Agreement. Arriving before May 25 or extending the departure date past August 2 is not offered. Please read both sides of the Occupancy Agreement very carefully, and keep a copy for your records.

If you are enrolled in a Georgetown Summer and Continuing Education credited course, you may be eligible for partial or full tax exemption. Upon arrival to campus, please provide the course # and course name in which you are enrolled and eligibility will be determined.

All residents must bring a picture ID to campus, carry it and be prepared to present it along with the paper I.D. issued at check-in to the security guard, the attendant at Yates Field House, Conference and Guest Services staff and Department of Public Safety Officers.

Information regarding cost and activation of telephone jacks will be sent with the building assignment and arrival instructions. The telephone instrument is not provided. The approximate cost for 10 weeks is $80 for campus and local service.

Details regarding computer use will also be sent with the building assignment and arrival instructions. Internet access is available in all University apartments. Certain complexes require media adapters which may be obtained from the Office of Conference and Guest Services for a $150 credit card deposit. Please visit http://www.georgetown.edu/uis/resnet/help for more information.

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

Long term parking on campus is not available.

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 accepted 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 Section V of the Occupancy Agreement to understand its terms and conditions.

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

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 Conference and Guest Services will mail the building assignment and arrival instructions approximately four weeks after the receipt of your Occupancy Agreement. Room assignments will be made 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 your arrival date. Without full payment, check-in will not be permitted.

If you have any other questions, please call us at (202) 687-3001.

We look forward to seeing you on campus this summer!

Sincerely,
Office of Conference and Guest Services
Non-Georgetown Intern Occupancy Agreement

I. Name: _____________________________________________________________
   (Last) (First) (M.I.)

   Social Security #:_____________________________________________________

   Reason for being on campus:_____________________________________________
   (High School students MUST be part of a SSCE* program)

   Educational Institute with which you are affiliated:________________________
   (This field must be completed or your form will not be processed.)

   Date of Birth:__________________________________________________________
   Are you a U.S. Citizen? ? Yes ? No
   In accounting for and processing a refund, regulations imposed by
   the Internal Revenue Service require the University to know whether you are
   a United States citizen.

   Current Phone #:_____________________________________________________
   Cellular Phone #:_____________________________________________________
   E-mail Address:______________________________________________________
   (E-mail address is the only way you will be notified of your assignment.)
   Permanent Phone # _________________________________________________
   Permanent Address: _________________________________________________

   How did you find out about housing accommodations at Georgetown University?___________________________________________________________
   *School for Summer and Continuing Education

II. ACCOMMODATIONS

   Housing is available on a first-come, first-served basis. However, any Occupancy Agreement (OA) 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 full payment of the total charge or a credit card number that can be approved for the full payment of the total charge will be returned without being processed.

   Interns and summer school students cannot be housed together due to the varying dates of stay.

   [ ] Apartment
   $1863.00 + tax for full summer per person
   Arrival Date: May 25
   Departure Date: Aug. 2

   [ ] Georgetown University Transportation System (GUTS) pass.
   (Shuttle bus transportation from campus to Rosslyn and Dupont Circle
   Metro stations and Georgetown University Law Center.)
   $115.00 per pass/per person
   Charge for Monday - Friday from May 26 through August 1.

   All apartments are air conditioned and carpeted. Each person is provided with a twin bed, desk, shelves, and wardrobe. Apartments contain a furnished living room and dining area, a full kitchen, and one or two bathrooms. All apartments have a total occupancy of 4, 5, 6, or 7 people. The single room in 5 person apartments is not preassigned. The first roommate to arrive and move in 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 size refrigerators.

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

III. IMPORTANT INFORMATION

   - Check-in time is 2:00 pm to 9:00 pm. Check-out time is by 10:00 am.
   - You have unlimited use of the Yates Field House during the scheduled hours. In addition to a Summer Housing ID provided at check-in by the Office of Conference and Guest Services, a picture ID is required to enter the field house.
   - The Office of Conference and Guest Services reserves the right to offer apartment spaces at a pro-rated charge once all first session Summer School students have been housed.
IV. PAYMENT INFORMATION

Full payment of the total charge of the room and tax is required with this Occupancy Agreement to hold a space of which 20% is non-refundable.

**PAYMENT WORKSHEET**

Room/apartment charges = $1863.00  
Tax (14.5%) = $270.14  
Total charge = $2133.14

Full payment of the total charge must be returned with the Occupancy Agreement for processing. The department accepts only Visa or MasterCard. Payment cannot be made by wire transfer.

I am paying for: (Check all that apply and complete necessary information.)

Full payment of total charge _____  
Check # _____________________  
Check Amount ____________  
**Signature of Cardholder**

or

Total charge for GUTS pass _____  
Check # _____________________  
Check Amount ____________  
**Signature of Cardholder**

Visa MasterCard (circle one)  
Card # _____________________  
Exp. Date _____________________  
Name on Card _____________________  
**Signature of Cardholder**

Make checks payable to Georgetown University-OHCS

PAYMENT may not be made by wire transfer.

· All cancellations or requests for a refund must be submitted in writing. The Director of Conference and Guest 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 School for Summer and Continuing Education courses for which the individual who signed this document is enrolled in are canceled. Housing refunds will be issued, with the exception of nights stayed, for a serious medical injury to the individual who signed this agreement and must be accompanied with documentation from a doctor. The decision to refund the individual is made after review and acceptance of the explanation of the doctor. A medical condition of a family member is not sufficient grounds for a refund. Cancellation of an internship by the sponsoring organization is not sufficient grounds for a refund. Refunds for less than $10.00 cannot be processed. Refunds will be returned by the same method as payment. For other refund information please see section V of this agreement.

**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 plus tax and/or GUTS, authorization to charge credit card for post-occupancy charges, expiration date, name on the card and signature.**

V. THIS IS A LEGAL AND BINDING OCCUPANCY AGREEMENT. MAKE YOUR DECISIONS AND MARK YOUR PREFERENCES CAREFULLY.

THIS OCCUPANCY AGREEMENT IS BINDING FOR THE ENTIRE TERM INDICATED AND NO REFUND WILL BE MADE FOR EARLY DEPARTURE OR "NO-SHOW."

By signing this Occupancy Agreement I agree to the following:

· To submit full payment of all charges prior with this agreement. Verify payment was received prior to arrival. Without full payment, check-in will not be permitted.
· To pay the appropriate charge for an extra night if I fail to check-out by 10:00 a.m. on the scheduled departure date. I will also incur an additional charge of $100 per day should I maintain possession of the residence beyond my scheduled departure date without written authorization from the Office of Housing and Conference Services.
· To forfeit 20% of the TOTAL CHARGES if my written cancellation arrives in the Office of Conference and Guest Services before my scheduled arrival date.
· To forfeit the TOTAL CHARGES should I choose to depart from my 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 in the Office of Housing and Conference Services before the scheduled date of arrival).
· To pay for unresolved housing charges, residence key and/or building access card 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 of the invoice.
· If I have indicated a credit card payment, I am the authorized cardholder or I am having a letter with the cardholder’s original signature sent to the address below.
· 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 reserves the right to allocate the charge as it sees fit.
· To abide by the Terms and Conditions of Occupancy and the Check-Out Procedures as listed on the reverse side of this Occupancy Agreement.

I HAVE READ AND UNDERSTAND ALL INFORMATION ON BOTH SIDES OF THIS OCCUPANCY AGREEMENT AND AGREE TO ABIDE BY ITS TERMS AND CONDITIONS.

Applicant’s Signature___________________________________________________________ Date______________________

PLEASE NOTE THAT AN INCOMPLETE OCCUPANCY AGREEMENT WILL NOT BE PROCESSED. ANY OCCUPANCY AGREEMENT THAT CANNOT BE ACCEPTED DUE TO LACK OF SPACE WILL BE RETURNED ALONG WITH THE FULL PAYMENT OF THE TOTAL CHARGE.
1. The occupant is responsible for the care and condition of the residence (the room, apartment, or townhouse to which the occupant has been assigned) covered by this agreement, including, but not limited to, the walls, floors, carpets, furniture, etc. The residence 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 residence to its move-in condition. The need for and the costs of any such repairs or cleaning is within the sole discretion of the University.

2. The general cleanliness, upkeep and condition of the residences are important to the health and welfare of the Georgetown University community. To further this goal, the occupant and the University agree that the University reserves the right to enter an occupant’s residence for administrative, safety, or regulatory purposes. The occupant and the University also agree that the University may enter an occupant’s residence as outlined in the Georgetown University Student Handbook (in particular, specifically the Handbook policy on search and seizure), as it may be amended from time-to-time. It is expressly agreed that members of the University staff may enter an occupant’s residence 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. If an occupant is not present in the residence when entry is made, a note may be left indicating the person or persons entering and the reasons for doing so.

3. The University 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 people with disabilities, are prohibited in all campus buildings.

6. No personal heating, air-conditioning, cooking, or cooking apparatus shall be allowed in residences. The only types of cooking appliances permitted in any room in a residence hall are U.L. approved coffeepots or “hot-pots” with self contained heating units and hot air popcorn poppers. Cooking is only permitted in designated areas of the residence halls which are located in the fourth and ninth floor community rooms of Harbin and the community rooms on each floor in Copley, Darnall and LXR. 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 U.L. approved and have self contained heating units.

7. 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, and weapons. In particular, occupants must abide by the University’s Code of Conduct as set out in the Georgetown University Student Handbook and any other policies specific to a campus program in which they are participating. Occupants are responsible for the proper disposal of waste. District of Columbia law requires that all cans, bottles, paper, and newspapers must be recycled. District of Columbia law prohibits smoking in all public areas of the University, including all areas of the Leavey Center. Smoking is permitted in residences by mutual agreement of all assigned to share the residence.

8. 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.

9. Any individuals staying in a residence for one or more nights must be registered and paying guests. Permission and arrangements for guests may be made by contacting the University Office of Conference and Guest Services.

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

11. 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 may be amended from time-to-time and the terms of this agreement. Subject to the University’s right of revocation, the occupant agrees that this agreement shall remain in force for the full term of the occupancy.

12. Any roommate incident resulting in physical threat or destructive action may force the reassignment of involved occupant(s) into temporary housing per the University’s 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.

13. The University reserves the right:
   a) to levy and collect charges for damages to, unauthorized use of, or alterations to residences, equipment or buildings, and for special cleaning necessitated by improper use of its facilities;
   b) to assign occupants to other accommodations on campus after timely notification;
   c) to bar any occupant from the campus and the residences if, in the sole opinion of the University, the individual’s conduct is injurious or potentially injurious to the University or members of the University community;
   d) to retain any payment made by, or on behalf of, any occupant barred from the campus or residences;
   e) to terminate the reservation of any occupant if, in the sole opinion of the University, unforeseen events make it inadvisable or 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 in the Office of Conference and Guest Services, 100 Harbin Hall.

CHECK-OUT PROCEDURES

This agreement explains our expectations of you as a guest of Georgetown University, as you depart our housing facilities.

The Office of Conference and Guest 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.

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

1. The key with the proper control # and the numbered building access card must be returned by the resident to whom it was assigned.
2. Returning the key/building access card in person to the RHO and obtaining a receipt ensures 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 Building 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.
13. Complete an Apartment Condition Report (ACR) 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 damage in the apartment and absolves you of responsibility for this damage. In order to be valid, the completed ACR must be returned to the RHO within a week of move-in.

Return the completed ACR to the RHO. A staff member will check what you submit.

If you complete this form, you are only responsible for damage that occurs after the staff member checks the apartment.

If you do not submit this form, you can be charged for any damage that is not indicated on the ACR completed by the academic year staff at the close of the Spring Semester 2003.

If your roommate(s) have a later departure date you are responsible for 1, 2, 3, 5, 12 and 13.

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).