

FLORIDA ATLANTIC UNIVERSITY
DEPARTMENT OF HOUSING AND RESIDENTIAL EDUCATION
2025 Internship Housing Contract

This Contract is
Between: Florida Atlantic University Department of Housing and Residential
Education Acting for and on Behalf of the Florida Atlantic University Board
of Trustees
5353 Parkside Drive, Jupiter, FL 33458

Contact: FAU, Housing, Attention: Summer Internship Housing
(561) 297-2880 E-Mail: housing@fau.edu

And:

(Last Name) (First Name) (Gender)

(Street Address) (City) (State) (Zip Code)

(Home Phone) (Cell Phone) (E-mail)

Employment
Information:

(Company) (Supervisor's Name) (Supervisor's Phone)

(Start Date) (End Date)

Arrival &
Departure:

(Arrival Time and Date) (Departure Time and Date)

Rate \$42/night plus 7% sales tax & 6% Tourist Development Tax for Residence Hall 3

CONTRACT TERMS AND CONDITIONS

1. **PAYMENT OF FEES:** The Guest agrees to accept the assigned space in University Housing and pay housing fee ten (10) days before the check-in date. Payments may be made online from the epay website at: https://epay.fau.edu/C20081_ustores/web/product_detail.jsp?PRODUCTID=3614. **Cancellations can only occur prior to move-in and will only be allowed as a result of a change in internship employment status. After written verification of loss of internship employment status a refund may occur.**
2. **USE OF ASSIGNED SPACE:** Occupancy of space is permitted only by the Resident to whom the space is assigned. Space may not be sublet to any other person(s). The Resident may not share assigned space with any other individual(s) not officially assigned by the University.
 - a. The Resident may not refuse or prevent another assigned resident from residing in a shared space (bedroom or suite). If the Resident refuses or prevents a new occupant from residing in a shared space, conduct action (including eviction), single room rental charges, or both, may be imposed on the Resident.
 - b. Use of space for specific visitation and guests is governed by the *Community Guide* available on the FAU Housing website. The Resident will be responsible for the conduct and actions of their guest(s) and visitors.
 - c. The assigned unit may not be used as a place of business, nor may the Resident conduct any business within any on-campus housing facility.
 - d. No animals or pets are permitted at any time unless authorized under University procedures in accordance with the *Community Guide* on the FAU website, and/or federal or state laws. Any cost associated with the possession of an illegal animal or damage caused by an approved pet or animal will be charged to the responsible resident(s) or to all residents of the room/suite, (damaged furniture, cleaning, pest control, etc.).
3. **BEHAVIOR AND CONDUCT:** The Guest agrees to abide by all University policies, regulations, and procedures as set forth in the FAU Student Handbook, Student Code of Conduct (Regulation 4.007), and the *Community Guide* available on the FAU housing website and this Contract. The Resident is also responsible for observing all applicable federal, state, and local regulations and laws. Failure to abide by all University policies, regulations and procedures and federal, state, and local regulations and laws may result in contract modification or termination.
 - a. Any behavior or conduct which: 1) intimidates, threatens, or harasses another Resident/Staff, or 2) is disruptive to the residential community, or 3) compromises the health, safety, and security of the community, or 4) is intended to cause a roommate to move out are all violations of this Contract, and may be grounds for removal from on-campus housing by the Director of the Department of Housing and Residential Education or designee. Director or designee will issue written notice of termination or modification of Contract. The Resident will have the opportunity to discuss with the Director or designee the basis for the decision to terminate prior to final decision of termination or modification of Contract. All decisions by the Director of the Department of Housing and Residential Education are final.
 - b. Violation of any term or condition of this Contract shall be considered a breach of the Contract.

In the event of such a breach, the Resident shall be notified in writing by the Director of the Department of Housing and Residential Education or designee. Remedies for breach of this Agreement include, but are not limited to, reassignment to another unit, disciplinary action, denial of on-campus housing, permanent exclusion from on-campus housing, or termination of this Agreement

- c. This contract may be modified or terminated for cause as determined by the Director of Housing & Residential Education or designee. **Any resident whose contract is terminated because of violating FAU Regulation 4.007, Student Code of Conduct, Housing Community Guide, or as a result of any other disciplinary sanction will be held financially responsible for the full amount of the contract for the remainder of the contract term.**
4. **CARE OF FACILITIES:** Rooms will be cleaned prior to the guest's arrival and immediately after the guest's departure. Trash removal is the responsibility of the guest. The guest is responsible for care of rooms, furnishing, and equipment in University Housing. The guest is responsible for keeping the assigned unit clean and sanitary. The guest agrees to cooperate with roommates, if applicable, in the common protection of University and personal property. The guest also agrees to refrain from modifying the space in any way, except as expressly permitted in writing by the University Housing Office, and to promptly pay all assessed charges for damages, special cleaning, or maintenance resulting from misuse or modification of the facility. The guest is jointly liable with roommates and/or suitemates for assessed charges in the room, suite, or common area of the residence hall, unless the responsible individual is identified.
5. **KEYS/CARD ACCESS:** The guest agrees not to duplicate any keys assigned, or to transfer their keys or access card to another person, and will be subject to termination of this contract if this occurs. You have been issued a key card and a room key for your stay. The room key opens your individual bedroom. If you lose your keys, you will be assessed a \$100.00 charge for the replacement lock. If keys are not returned at check out, or if the keys are lost or stolen, the guest agrees to pay for all lock changes and key replacements. The guest is responsible for securing the assigned unit at all times and taking such precautions as is necessary for personal and property protection.
6. **FORCE MAJEURE:** In the event of a force majeure (i.e. hurricane) or other emergency, the University reserves the right to require guests to vacate their housing space, in the sole discretion of the University. When guests are required to vacate their housing space, neither the University nor Housing & Residential Life will refund any portion of the housing fees assessed or be responsible for providing refunds or credits for any costs associated with alternative accommodations or transportation for the guest during this period.
7. **AUTHORIZED ENTRY & EMERGENCY ACCESS TO UNIT:** The University reserves the right to have authorized University staff, property management personnel, state officials, and other authorized personnel enter the guest's rooms/apartments/suites with prior notice (24 hours) at reasonable times to inspect, maintain, and repair the premises and furnishings. Guests are expected to promptly report damages and necessary repairs, in accordance with established and published procedures. In the event of an emergency, notice may be given immediately before entering.

In accordance with the Housing Community Guide, when authorized personnel have a reasonable belief that a violation of a University or Housing regulation, local ordinance, state or federal statute is in progress, and/or other emergency purposes exist, they may enter the guest's rooms/apartments/suites/house without notice. **Guest's signature on this contract and/or online submission electronically of this contract constitutes explicit consent for authorized personnel to enter the guest's rooms, apartments, and/or suites without notice for such purposes.**

8. CAMPUS PARKING: Campus parking is available and must be arranged directly with FAU Traffic and Parking in advance. Please contact FAU Traffic and Parking at (561) 297-2771 or email faupark@fau.edu.

9. LIMITATION OF UNIVERSITY LIABILITY: The University is insured under the State of Florida's self-insurance trust fund, which only provides limited liability coverage in accordance with the provisions of Florida Statute section 768.28, for damages or injuries caused by negligence by the University or its employees while working within the scope of their employment. The trust fund will not reimburse for losses created by unforeseen events, accidents, injuries, or theft that may occur. The Resident is encouraged to carry personal renter's insurance.

- a. The University is not liable for damage to or loss of Resident's personal property as a result of fire, theft or any other cause whatsoever, or for the failure or interruption of utilities.
- b. The University shall not be liable for any death, injury, damage or loss to person or property, including, but not limited to, any death, injury, damage or loss caused by burglary, assault, vandalism, theft or any other crimes, negligence of others, wind, rain, flood, hail, ice, snow, lightening, fire, smoke, explosions, natural disaster or other acts of God, or any other cause beyond the reasonable control of the University; and the Resident hereby expressly waives all claims for such death, injury, damage or loss.
- c. The Resident agrees to indemnify, defend and hold harmless the Florida Atlantic University Board of Trustees, the Florida Board of Governors, the State of Florida, and its respective officers, directors, members, managers, agents, employees and legal representatives from any and all liabilities, claims, suits, demands, losses, damages, fines, penalties, charges, costs or expenses (including, but not limited to, reasonable attorney's fees, costs and expenses if permitted by prevailing law) arising by reason of any death, injury, damage or loss sustained by any person, including Resident, Resident's guests and invitees to the extent not caused by any omission, fault, negligence, or other misconduct by the University.

10. STATEMENT OF CRIMINAL RECORD: This item **MUST** be completed in order for the Contract to be executed. The Guest Entity is under a continuing duty to report convictions of crime, even if adjudication or sentence has been withheld. This duty includes specifying the nature of the crime, when and where it occurred and the case number. The information must be provided with this Contract, or in the event of a conviction occurring after the submission of the Contract, it should be provided in writing to the Director of Housing within ten (10) days of the conviction. By signing this Contract, the Guest Entity agrees to this term, as well as to the continuing duty to comply with this provision.

☐ No ☐ Yes

If the answer is yes, please provide the following information on a separate page:

Case number, nature of the crime when and where the crime occurred

11. Resident acknowledges that Florida Atlantic University Housing facilities are located in Florida, which has a climate conducive to mold and mildew, and that it is necessary to provide proper ventilation and dehumidification of rooms to retard and prevent the growth of mold and mildew. Resident agrees to be responsible for properly ventilating and dehumidifying the room and suite/apartment and contents to retard and prevent mold and mildew, and that the University shall not be responsible for damage to the room, suite/apartment or personal property of the resident for damages caused by mold and mildew. Residents are

responsible for knowing and following recommended procedures as set forth in the Community Guide related to mildew and mold prevention and removal.

12. **ANIMAL POLICY:** Possession of animals, other than fish as defined below, are prohibited. Any cost associated with the possession of an illegal animal will be charged to the responsible resident(s) or to all residents of the room/apartment, (damaged furniture, cleaning, pest control, etc.). Feeding or petting stray or wild animals is prohibited. Fish may be maintained as pets as long as they are kept in fish tanks that are no larger than 10-gallon capacity. Residents are responsible for maintaining the tanks and are responsible for any and all damage caused by the fish or the tank. Information regarding services animals or emotional support animals is available at <https://www.fau.edu/sas/apply/documentation/>. Residents must request and be granted approval from Student Accessibility Services prior to the animal being allowed in on-campus housing. **Failure to comply with this process may result in a Code of Conduct Violation and/or termination of the Housing Contract.**
13. **CONTRACT MODIFICATION OR TERMINATION:** This Contract may be modified or terminated for cause as determined by the Director of Housing and Residential Education or an authorized designee of the Director.
14. **CAMPUS SECURITY:** If you have any problems, feel free to contact the Housing Staff member who is on- duty. This number will be located on the office door, call the phone number listed for assistance. If you have an emergency, you can contact the University Police at (561) 297-3500 or the RA on-duty (see Housing Office Door for contact information). FAU Police Department provides 24-hour law enforcement on campus. In the event of an emergency, group members may contact University Police at (561) 297-3500, or 911 in the event of an emergency.
15. **CHECK-IN/CHECK-OUT:** The times and dates for check-in (beginning at 1 pm) and check-out (by 5 pm) will be strictly enforced. **CHANGES TO DATES AND TIMES MUST HAVE PRIOR APPROVAL OR MAY RESULT IN ADDITIONAL CHARGES, PENALTIES, OR BOTH. LATE CHECKOUTS WILL BE ASSESSED A FEE OF \$150.00.**
16. **DAMAGES:** Guest will be charged for any damage which occurs to their room or any damages to other rooms, hallways, or buildings for which they are responsible. The Guest is responsible to the FAU Housing Department for payment of any damage charges assessed. Loss of room key will also result in a \$100.00 charge. Loss of guest Owl card will result in a \$20.00 charge.
17. **LAUNDRY FACILITIES:** Laundry facilities are located in in the laundry room area and available for use by guest. Machines are free for all guest housing customers. Laundry detergent is not supplied, however, can be easily purchased at any of the local grocery stores.
18. **KITCHEN SPACE:** In the kitchen area you will find the community stove and oven. When cooking please make sure that you use the vent hood at all times. After you have completed your use of the kitchen make sure to cut off oven and stove top. Also please clean all dishes and stove top after usage.
19. **UNIVERSITY HOUSING:** The FAU Housing Department does not assume responsibility for monitoring and supervising guests. The FAU Housing Department reserves the right to alter any guest's assignment at any time. If the guest housing assignment has to be changed, the Housing Department will notify the guest as soon as possible.

ACKNOWLEDGMENT: By signing this Contract, I acknowledge that:

- a. I have reviewed and will adhere to all FAU Housing Department policies and guidelines, including those listed in this agreement as well as the Department of Housing Community Guide

(<http://www.fau.edu/housing/communityguide/>).

- b. I have reviewed and signed the Addendum that is attached to this contract.
- c. I am aware of my responsibility regarding cancellation and variance of fees.
- d. I am aware that housing fees are due ten (10) before my check in date

Guest Signature

Department of Housing Representative Signature

Date

Date

EMERGENCY CONTACT INFORMATION

Name/Relationship

Work Phone

Street Address

Home Phone

