

Name: \_\_\_\_\_



**LAKELAND**  
◆ **UNIVERSITY** ◆

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**Housing Contract Terms and Conditions For  
Summer 2021 Only**

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This document and those referred to within it constitute the Lakeland contract for intern housing. The housing services described are being offered under the terms and conditions contained in this contract. Nothing in this contract constitutes a landlord/tenant relationship as described in Chapter 704, Wisconsin Statutes. Please read carefully all terms and conditions in this contract.

**Eligibility.** All Lakeland University community partners.

**Contract Term.** This contract is binding for summer 2021 and extends from May 2021 to August 2021. This contract becomes effective when the applicant has been notified of their housing assignment. This contract cannot be terminated without the expressed written consent of Lakeland and only after conditions have been met stated in this contract.

**University Agrees.** The Department of Residence Life agrees to provide housing in the residence halls under the conditions of this contract and the Lakeland Intern Handbook.

**Resident Agrees.** The resident agrees to observe all policies and regulations listed in all Lakeland publications and available on the intern portal. These publications include, but are not limited to the Lakeland Catalog, this Housing Contract Terms and Conditions, Intern and Residential Handbooks and other Lakeland publications on the Lakeland intern portal.

### **Financial Obligations**

- Upon confirmation of housing, the intern applicant becomes financially liable for housing rental fees for the entirety of the summer. This contract is binding for the full length of their internship.
- All fees, charges and/or fines associated with housing occupancy are charged to the individual intern's account. All financial liabilities are then considered due to Lakeland.
- All applicants must submit the housing deposit which will be held until the intern permanently checks out of housing. Within 45 days following the intern's permanent check-out, the housing deposit, or portion thereof (dependent on damage, lock change, extra cleaning charges, etc.) will be credited back to the intern's account. Significant damage to property may result in forfeiture of the entire deposit and additional charges to the intern's account.
- Applicants for summer housing must cancel this contract in writing prior to June 1, 2021 in order to receive a refund of their deposit. Interns who are confirmed in housing but cancel their housing contract after June 1, 2021 or fail to check-in to housing during the official dates of housing check-in and/or check-in to housing but withdraw from Lakeland during Lakeland's published 100% refund period will forfeit their housing deposit.
- New interns who do not check-in may be assessed the housing charge for summer. Returning interns who are confirmed, but do not check-in, will forfeit the housing deposit.

**Payment/Fees.** The intern will pay the university the prescribed room rate for the term of the contract. The initial rates are guaranteed for the summer. Charges will begin the first day of the contract. Room charges will be billed to the intern's university account according to the signed contract.

**Housing agreements are binding for the entire summer.** Failure to complete the agreement for any reason, including suspension or dismissal from the university or residence communities, may result in a forfeiture of all room and board fees plus a \$100 contract Breakage Fee. No transfer of the agreement to another intern is permitted.

**Deposit.** All resident interns are required to pay a \$200 housing deposit and must be submitted with this signed contract. This deposit, minus any amount due on the intern's university account, will be refunded within 45 days after the last day of contracted housing at Lakeland for the internship. If housing is not needed, this deposit is refundable up until June 1st.

### **Terms of Occupancy**

- This contract provides a space (not a particular room) in Lakeland's residence halls and is binding after notification to the applicant of confirmation of his/her accommodations by the Department for Residence Life. Lakeland reserves the right to increase the occupancy of rooms in order to accommodate all interns. Contracts from new interns must be received by May 1 in order to be included in the roommate matching process; contracts received after this date will be randomly assigned. Housing accommodations cannot be guaranteed to any intern whose contract is received after May 5.
- Fees paid in accordance with this contract apply to housing occupancy within the published housing opening and closing dates for the summer contract period. Beyond those dates, interns are responsible for securing alternative housing at the intern's expense. Fees paid in accordance with this contract do not apply to occupancy beyond the end of the contract period. Special occupancy status as deemed appropriate and approved by the Department for Residence Life, such as "overflight" housing may be billed to occupants based on a daily housing rate set by Lakeland.
- In accordance with this contract, interns who are confirmed and assigned to housing by the Department for Residence Life are entitled to all services provided as stated in Lakeland's publications. Interns assigned to housing are entitled to occupy their assigned room until

such time as removal or relocation is deemed necessary by the Department for Residence Life. The Department for Residence Life reserves the right to change or cancel a intern's room assignment in the interest of order, health, and discipline, maximum utilization of residence space or disaster after reasonable notice to the intern. Any expenses associated with relocation or cancellation will be the responsibility of the intern.

- Lakeland is an equal opportunity institution. Room assignments are made without regard to race, creed, religion, color, veteran status, or national origin. Room or roommate requests based solely on race, creed, color, or national origin will not be honored.
- Lakeland reserves the right to assign any space a intern applicant does not occupy by June 1 unless the intern has submitted a written request to the Department for Residence Life for late arrival.
- Rooms may be occupied ONLY by interns to whom they are assigned. Rooms may not be sublet to any other person(s). Room changes and building transfers may be allowed only after receipt of written approval by the Department for Residence Life.
- While every reasonable attempt is made to honor special housing needs, no guarantees can be made.

**Room Entry.** The university reserves the right to enter any room at any time for the purpose of routine maintenance or repairs; inspection for inventory, control of fire, health, and safety regulations; responding to other emergencies, including life and/or health-threatening situations; Lakeland University Campus Safety officers may enter on the basis of "Probable Cause" or "Reasonable Suspicion" for investigating information that a crime is being or has been committed; and/or responding to reasonable evidence that a university regulation is being or has been violated.

**Contract Termination.** Housing agreements are binding for the entire summer. The university may terminate an intern's residency in the housing community and take possession of the room at any time for violation of housing policies, violation of university rules/regulations or for reasons of health or safety.

**Liability.** Lakeland assumes no liability nor legal obligation to provide reimbursement for a resident's personal property resulting from loss, theft, damage or other perils. Residents are encouraged to carry personal property insurance.

**Damages.** Each resident agrees to pay for any damage to the building, room, common area(s) or university-owned furniture or belongings, including fire damage, caused by that resident's negligent actions or intentions. Where damage to a common area cannot be ascertained by the Department for Residence Life, the costs will be split evenly between assigned occupants. At the beginning of each contract period, each resident is required to fill out a Room Condition Report and return it to hall staff. Failure to do so will prompt the university to assume the room and belongings are in satisfactory condition.

**Check-out.** Interns who leave the residence communities must complete all checkout procedures, clean the room/unit, return all the furniture to its original site/condition and remove all belongings before 7:00 p.m. of the day the housing community closes at the end of the term. Failure to complete the aforementioned checkout on time may result in some combination of the following charges: a) cleaning fees; b) a \$50 improper checkout fee; c) reassembly fees; d) daily room and board rental fees; and e) possible assessment of storage fees.

**Early Arrival/Late Move-out.** Unless required by the university, interns wishing to arrive on campus before the prescribed move-in date for the summer or wanting to stay on campus past the last day of the contracted summer will be required to pay the per day rental fee and may be relocated to another hall or room. All residents wanting to move into their residence halls early or leave late must have approval from the director or assistant director for residence life.

**Personal Property.** Residents are required to move all personal property from their living areas upon checking out of their room. Lakeland reserves the right, without liability, to discard any property left behind after 30 days of the termination of the contract period.

**Scanned or Digitally Imaged Signatures.** The parties agree that either or both may store copies of this agreement using scanned, imaged, or other digital media, and that original signatures captured thereby shall be acceptable and admissible in the same manner as the original signatures.

**Dining Services.** No refunds will be made for missed meals due to temporary absence from the residence communities.

**Contract Release Request Process.** All obligations associated with this contract are binding. Requests for contract release due to extreme extenuating circumstances (i.e., marriage during the contract term, physician-certified medical condition that cannot be accommodated by Lakeland, etc.) will be considered and may be approved at the discretion of Lakeland. In those rare cases in which a contract release is approved, the intern's housing deposit, will be forfeited, the housing daily rate will be charged for all days that the intern was assigned to housing during that term.

## **Responsibilities**

- Smoking, including vaping, is prohibited within 25 feet of all residence hall entrances and in all interior areas including intern rooms, lounges, lobbies and other residence hall common areas.
- Interns must keep rooms clean and orderly at all times. The cleanliness of the residence facilities is the joint responsibility of the intern and Lakeland's facilities staff. Charges may be assessed to interns who fail to adhere to reasonable standards of cleanliness.
- Interns are responsible for the care and proper use of all furnishings and equipment in the residence halls. Interns may be charged for damage to, unauthorized use of or alterations to furnishings or equipment provided in rooms or common areas. Interns are jointly responsible for the care and proper use of lounges and common or public areas. Vandalism or other improper care of rooms or public areas may result in fines and/or disciplinary action from Lakeland without refund. In addition, interns found responsible for tampering with or altering fire protection devices or systems will be subject to federal and state laws, as well as Lakeland policies.
- Lakeland reserves the right to determine the use of all rooms, lounges, common and public areas in the residence hall and apartments. In addition, the Lakeland reserves the right to increase occupancy levels of rooms and/or buildings.
- Lakeland reserves the right to establish additional rules or policies necessitated by conditions or issues related to safety, care and cleanliness of facilities, to meet local, state, or federal laws or statutes and for the preservation of good order.
- Computer lines provided in each residence hall room/apartment are the property of Lakeland, which is solely responsible for designation of their use and selection of service vendors. Interns may not install additional internet or telephone lines in any Lakeland owned facility. Interns will be held responsible for any abuse of equipment, misuse of telephone and/or computer services. Interns will be held liable for any telephone/computer charges incurred that are not specifically covered by the housing fee or use policy.
- The safekeeping of personal property is the responsibility of the intern. Lakeland urges every intern to exercise all appropriate care to avoid theft and other loss or damage. Lakeland and the Department of Residence Life are not liable for the loss of or damage to interns' personal property, including but not limited to, acts of God, natural disasters, theft, mechanical failures, electrical surges, sprinkler discharge, accidents or natural disasters. Lakeland is not financially liable for temporary interruptions in service or utilities.
- Loss of personal property is not covered by Lakeland's insurance. Intern should provide his/her own coverage either through family "homeowner's" policy or private renter's insurance, if this protection is desired.
- Authorized Lakeland personnel, including residence life, custodial, maintenance, and information technology employees may enter intern rooms at any time to perform normal duties, make necessary repairs and/or to inspect rooms for damages and to assure Lakeland's policies are being adhered to.
- Interns are responsible for knowing and observing all Lakeland rules, regulations, policies, and procedures as stated in Lakeland's publications and available on the intern portal, including but not limited to the Intern Handbook, the Catalog, etc. Interns suspended from Lakeland housing for disciplinary reasons will forfeit their deposit and be liable for the semester's housing charges.
- Electronic Mail ("E-Mail") messages sent to intern's Lakeland provided account are the primary and official method of communicating with interns. Interns are responsible for reviewing /responding to such correspondence.
- State and Federal laws, as well as Lakeland's policy, prohibit the possession and/or use of illegal drugs. Interns found responsible for possession and/or use of any illegal substances in any Lakeland facility can be subject to immediate dismissal or suspension from Lakeland and housing without refund.
- Firearms, fireworks, explosives, combustible items or weapons of any kind are prohibited on campus including residence facilities. Possession and/or use of these items may result in dismissal or suspension from Lakeland without refund.

# Summer Housing Contract Agreement

This agreement must be signed in ink and returned to the Residence Life Office. It can be sent via email to [housing@lakeland.edu](mailto:housing@lakeland.edu).

Your signature indicates you agree to abide by the rules stated in this Lakeland Housing Contract Terms and Conditions. Any exception to the agreement must be approved in writing by the director of residence life. Lakeland does not discriminate on the basis of sex, race, age, religion, national origin, veteran status, gender identity, disability, handicap, marital/parental status or sexual orientation.

If you are under 18 years of age, a parent or legal guardian will become a party to this agreement and will sign as evidence of accepting this responsibility.

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender  M  F  Self-Identification: \_\_\_\_\_

\*Roommates are assigned by the same gender assigned at birth. Interns in transition or require special accommodations should contact the Director of Residence Life as early as possible to arrange accommodations.

Current Intern Standing  Freshman  Sophomore  Junior  Senior  Graduate  Other

Other, please explain \_\_\_\_\_

Location of internship: \_\_\_\_\_

## Rates, Payments & Terms:

### Intern Summer Housing Rates

Location	Type of Housing	Weekly Rate
Apartments	Double	\$90

### Intern Summer Meal Rates

Meals Per Week	Price Per Meal
15	\$4.00
10	\$4.50
5	\$5.00

- Deposit of \$200.00 is due before May 1<sup>st</sup>, 2021
- Payment for summer housing is due and payable on May 15th, June 15th, July 15<sup>th</sup>, and August 15th of 2021. If payments are later than 5 days past due, there will be a one-time, \$20.00 late fee. The University reserves the right to evict interns for non-payment or inappropriate conduct.

**Summer Housing Room Option:**

During summer, all returning interns will live in the apartments in double occupancy rooms with a common bathroom.

If you have an ideal roommate, please provide the full name and email below:

\_\_\_\_\_

If you have a documented disability and you need accommodations due to that disability, please provide documentation to ADA Coordinator, Karen Eckhardt. Residence Life will work with the ADA Coordinator to arrange housing accommodations that are required due to a disability.

Do you need an accommodation due to a documented disability established through the ADA Coordinator?  Yes  No

**Summer Meal Plan Option**

All interns living in LU summer housing have the option to select a meal plan for the duration of summer.

- 180 Meals
- 120 Meals
- 60 Meals

I hereby acknowledge that I have read and understand the terms and conditions listed in this contract and agree to be bound by the provisions of the same. I also understand that my name and contact information will be forwarded to my assigned roommate(s) unless above statement is marked. If I am under that age of 18, I must have a parent or guardian sign this agreement.

Intern's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_  
(if intern is under the age of 18)

Date: \_\_\_\_\_

THIS CONTRACT IS FOR THE 2021 SUMMER TERM. IT IS A LEGALLY BINDING CONTRACT

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