



Northeastern

Department of Residential Life

Summer Intern License Agreement

Introduction

Northeastern University allowing me to temporarily reside in the University's housing, and for other good and valuable consideration, I hereby release and forever discharge Northeastern University, its incorporators, trustees, employees, students and agents from any liability, claims, demands and actions for personal injury, death or damages to me, or my personal property, including but not limited to, losses arising or in any way from my presence in or on property owned or controlled by Northeastern University pursuant to the above described event.

Further I agree to indemnify and hold harmless Northeastern University, its incorporators, trustees, employees, students and agents from any and all liabilities, claims, actions, costs and expenses (including attorney's fees) of whatsoever kind and nature arising out of, or in any way relating to my presence in or on property owned or controlled by Northeastern University pursuant to the above described event including, but not limited to, any and all claims and demands respecting the condition of the University's property or equipment or arising out of any personal injuries resulting from the use same.

I certify that I am currently at least eighteen (18) years of age and have full legal authority to execute this Release on my own behalf.

Northeastern University's Residential Life system includes any living accommodations owned or leased by the school which provides housing to eligible guests. All guests must conduct themselves in a manner consistent with the University's expectations, as stated in *A Guide to Residence Hall Living*, the *Guest Handbook* and the *Summer Intern License Agreement* and any and all other applicable school policies, procedures, rules and regulations.

Acceptance of the License Agreement

In order to live in University housing, a guest must read and agree to the terms of the Summer Intern License Agreement at the time he/she applies for housing. By signing the License Agreement and by accepting keys or an encoded keycard to your room/apartment, the guest has officially acknowledged and accepted the terms and conditions of this agreement. However, acceptance of the terms of this agreement does not guarantee the guest a space in Northeastern University housing. Failure to sign the License Agreement may result in loss of housing privileges. The guest agrees to live in University housing under any and all rules and regulations established by Residential Life and Northeastern University.

Residents will be subject to license revocation and/or disciplinary action for violations of any of the regulations or policies included in this License Agreement, or published in *A Guide to Residence Hall Living*, or the *Guest Handbook*. Any resident that is found in violation of the policies and procedure outline in the above documents, will be automatically removed from his/her residence hall accommodation.

If Northeastern University is required to obtain legal services due to a guest's violation of this license, or policies contained in either *A Guide to Residence Hall Living*, or the *Guest Handbook*, then that guest must pay to the University: (1) attorney's fees, and (2) any other related cost, whether or not formal legal action is taken against the guest.

Eligibility

Summer housing is open and subject to availability, for guests who participate in a structured internship or volunteer position, in the Boston

area. Northeastern reserves the right to confirm the Licensee's eligibility. The Licensee must be 18 years of age by date of check-in.

Dates & Rates

For Summer residents, housing is available on a weekly basis beginning June 1, 2009 and ending August 12, 2009. There is a 2 week minimum stay required.

Based on your application, you will arrive on _____ and vacate on _____. All Summer Intern residents must move out by 7:00 pm on August 12, 2009.

Please refer to the rate sheet for up-to-date information on Summer Housing pricing.

Payment & Cancellation Charge

Balance payments (total housing fees due for summer less the deposit paid) are payable in full, via check, upon check-in.

All housing cancellations must be made in writing or by e-mail to housing@neu.edu. Phone cancellations will not be honored. *Reminder:* If you cancel you forfeit your deposit.

Hall and Room Assignments

Room assignments are made based on the receipt date of the Housing Application (with any roommate preferences), a signed License Agreement, and Housing Deposit.

Every effort is made to honor a guest's preference for roommate, room type, and facility. However, Northeastern University does not guarantee the type or location of residence and/or roommate requests.

The University reserves the right to change the guest's room assignment **at any time**. Also, if a guest does not check into his/her reserved housing space it will be forfeited twenty-four (24) hours after the official move-in period, unless written notice from the guest is provided to Residential Life before that time.

Disclosure of Guest Information

By signing this agreement, guests consent to and authorize Residential Life to release any information provided by or about the guest, including but not limited to information related to the guest's health, safety and/or well-being and emergency contact information to University officials as the University deems appropriate and/or necessary. By signing this agreement, guests also consent to and authorize the release of any such information from University officials to Residential Life. University officials/offices to which such information may be released or from which such information may be received include, but are not limited to, Public Safety, Disability Resource Center, University Counseling and Health Services, Athletics, and Facilities Services.

Additional Residence Hall Fee (optional air conditioner rental)

You may rent an air conditioner during the summer from the University for University-owned residence facilities if the space in which you are assigned is A/C compatible. Guests are not allowed to bring or install their own units. Guests who bring their own units will be subject to disciplinary action which could include loss of housing privileges.

Use of University Housing Facilities

Residence halls, suites, and apartments owned or leased by Northeastern University are available only to guests living in our residence community, their invited guests, and other persons authorized by Residential Life. Unauthorized entry to, or use of, University housing facilities is prohibited. Residents are not permitted to use their residence hall room or mailbox for the purpose of conducting profit or not-for-profit business transactions and/or commercial enterprises.

Appliances

Only a limited number of appliances approved by Underwriters Laboratories (UL) are permitted within the Residential Life system. Prohibited personal items include: plastic milk crates and stackable storage containers that are not fire resistant, non-metal waste baskets, candles, incense, halogen lamps, sun lamps, immersion heaters, etc. For a detailed list of approved appliances and policy statements, please refer to *A Guide to Residence Hall Living*.

Alterations to Premises

Residents are prohibited from defacing their rooms or any other part of the residence hall. This can include but is not limited to: removal of any University equipment or furniture; altering or replacing door locks; making electrical or structural alterations; use of nails, screws, or any material that defaces surfaces; construction of lofts; and painting of the residence. **For fire safety and health code reasons, residents are not permitted to add upholstered furniture, including but not limited to futons, mattresses, and couches to their room/apartment.** Guests who do not adhere to this policy may be referred to the Office of Guest Conduct and Conflict Resolution for disciplinary proceedings which may result in the loss of housing privileges.

Maintenance and Housekeeping

Guest requests for repairs to residence hall furnishings or equipment must be made on-line at www.workreq.neu.edu. If you have any questions about this process or need further assistance please contact your hall staff. Repairs to University-owned or leased facilities must be completed by authorized University personnel. For urgent matters, (i.e. flooding, heating problems, etc.) guests should contact Facility Services Customer Services at 617.373.2754 (available 24 hours/day, 7 days/week).

As the Licensor, Northeastern may enter the premises to make repairs, to inspect, or to show the premises to a prospective purchaser, licensee, mortgagee, or its agents. Northeastern may also enter the premises if the premises appear to have been abandoned by the Licensee, if a university policy is violated, in the event of an emergency, for any health or safety reasons, or if otherwise permitted by law.

Residents are expected to keep their rooms orderly, safe, and sanitary. The University provides professional housekeeping services in common areas such as lounges, hallways, and bathrooms. Please note that only traditional residence hall bathrooms are cleaned by University personnel; bathrooms, kitchens, and common living areas in suites and apartments must be cleaned and maintained regularly throughout the term by the resident(s). Failure to maintain a minimum standard of cleanliness may result in a cleaning charge and/or disciplinary action which could include loss of housing privileges.

Accessible Rooms for Disabled Guests

Residential Life reserves the right **at any time** to utilize specially designed rooms, suites, or apartments to provide for the residential needs of guests who have disabilities. However, the department will attempt to reassign non-disabled guests during the move-out/room assignment period at the end of each term.

Abandonment

Guests are responsible for removing all personal possessions when they vacate their rooms, apartments, or suites. Any possessions left in campus housing facilities after the voluntary or involuntary termination of the License Agreement will be considered abandoned, will be discarded by

the University, and the guest will be billed an additional charge for removal. Guests may also face disciplinary action which could include loss of housing privileges.

Guest Room Inspection Tours

The University reserves the right to conduct in-person inspections of guest rooms for the purpose of assessing furniture inventory, general room condition, as well as emergency or general maintenance needs. Except in case of emergency, Residential Life will notify residents (via poster, flyer, or memo) prior to entering a guest's room.

Damage/Cleaning Charges. The guest is responsible for all Northeastern University property in his/her room and elsewhere in the residence hall. Upon check-in and check-out, residents must complete a Room/Apartment/Suite Condition Form with hall staff. This form confirms the condition of the room/suite/apartment. Any pre-existing conditions in the apartment/bedroom should be noted at check-in by the resident. Failure to do so may result in supplementary charges for any damage which may occur through the length of the resident's occupancy in the room. Residents will be billed for damages that are beyond normal wear and tear. If a resident does not complete the check-out process with hall staff, s/he waives the right to appeal supplementary charges. If damage cannot be attributed to any one individual, charges will be assessed equally among all room occupants.

If there is loss/damage to common areas of any campus housing facility and Northeastern University cannot identify the individual(s) responsible, the University may require several or all of the hall's residents to pay a prorated group charge covering the cost of common area repair/replacement. Guests will be billed for replacement of furniture and reinstallation costs in the case of vandalism. Additionally, guests may also be referred to the Office of Guest Conduct and Conflict Resolution for disciplinary action which could include loss of housing privileges.

Sample Charges* Include:

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| Chair (plastic) | \$75.00 |
| Chair (fabric) | \$240.00 |
| Broken Window | \$100.00 |
| Paint Wall | \$90.00 |
| Replace Desk | \$295.00 |
| Replace Bureau | \$290.00 |
| Replace Mattress & Frame | \$200.00 |
| Broken Door Glass | \$300.00 |
| Excess Cleaning | \$60.00 per resident/per hour (residence hall room) |
| Excess Cleaning | \$100.00 per resident (suite/apartment) |

*Please note this is not an exhaustive list of charges and that Residential Life reserves the right to adjust charges based on market value of materials and labor. All non-routine repairs will include charges for labor and materials.

Liability

Northeastern University will not be liable for loss or damage to guests or guests' property located in any campus housing facility. This includes, but is not limited to, damage caused by fire, flood, accidents, or loss or interruption of heat, electricity, burglary, theft, or vandalism.

Sublicense

Guests may not convey their right in university housing to anyone. They may not sublicense their housing space, their license agreement or make any arrangement for someone to take over housing payments or move into the space assigned to them without the express written permission of the university. A guest who violates this policy will lose all future opportunities to apply for housing and be liable for all costs incurred by the university including any expenses related to the removal of any third party. **In addition, guests face sanctions for violations of the University's Code of Guest Conduct. Guests residing in University owned or sponsored facility without the written permission of the University are trespassing and will be removed immediately.**

Check-out Policy

Living on campus is a privilege, not a right. **Failure to enter or vacate in accordance with move-in & move-out dates established in this contract will result in evacuations proceedings to be initiated.**

Residence Hall Staff

Each on-campus housing facility, including leased properties is managed by a Residence Director who supervises a trained staff which includes Graduate Assistants and Resident Assistants who have the authority to enforce this License Agreement.

Guests are obligated to respect the authority of the Residential Life staff and comply with requests that are made by staff members in the performance of their duties.

Residential Life Policies

Resident guests are prohibited from engaging in any of the following behaviors: conduct in or about any residence facility that poses a threat to the health or safety of themselves, others, or property; behavior that interferes with the rights or well-being of others; or personal actions that violate any provision of this agreement, or any rule, regulation, or policy of the University or any applicable law.

Fire Safety

All persons are expected to observe fire safety policies and procedures. Fire extinguishers, smoke detectors, alarm systems, and fire escapes are not to be tampered with by any guest. ***If a fire alarm sounds, ALL occupants must exit the facility at the nearest emergency exit.***

Some residence hall rooms utilize fire escapes as a secondary means of emergency egress. The fire escapes are accessed through windows that are clearly marked with decals indicating that they lead to a fire escape. Windows thus labeled, that lead to the fire escapes, cannot be obstructed in any way (e.g. there cannot be window Air Conditioners or Fans installed) and paths to these windows must at **all times remain clear of any furniture and personal items.**

Restricted Areas

Any resident guest or guest of a resident guest who is found in restricted areas (including balconies and residence hall rooftops) will be subject to termination of this Agreement and loss of housing privileges.

Keys and University Identification Card

Resident guests are not permitted to transfer, duplicate, or give keys or university identification cards to other persons, nor to change door lock(s). Guests will be charged for the loss of room keys and/or required core lock changes. A detailed policy of the lock-out procedure is contained in *A Guide to Residence Hall Living*.

Guests may not install any lock device that prohibits University personnel from entering the building, apartment, or individual room. Prohibited devices include, but are not limited to: dead bolts, door chains, slide bolts, and lock sets.

Guests

Guests must be escorted and signed in by the ***specific resident guest*** with whom they are visiting, and both must show proper photo identification to the Proctor (residence hall security representative). The guest must be escorted by the resident guest at all times, and must also observe all rules that apply to the resident guest. The resident guest is responsible for the conduct and behavior of his/her guest. Any damage or vandalism by the guest is the responsibility of the resident guest. Overnight guests must be at least 16 years old and may not stay overnight beyond three (3) consecutive nights. Guests younger than the age of 16 may not stay overnight.

Pets

For health reasons, animals other than fish and approved Seeing Eye™ or service animals are not allowed in any housing facility owned or leased by the University. Fish are permitted in containers with a maximum volume equal to or less than 25 gallons.

Dining Services

Each resident participating in the dining service program must present their University identification card at the dining hall in order to be served a meal. This meal card is non-transferable, is the property of Northeastern University, and must be surrendered to any University official upon request. Alteration or use of this card for any unauthorized purpose will result in additional charges, disciplinary action which could include loss of housing privileges, and/or confiscation of the meal card. Food and related articles may not be taken from the dining room, except as permitted by Dining Services. To prevent loss and theft, the University reserves the right to inspect knapsacks and bags at the exits of the dining halls. During weekends, vacations, and official closings, the University reserves the right to consolidate dining facilities.

Family Housing

Northeastern University does not provide housing for married couples, spousal equivalents, or dependent children.

Age of Residents

All residents residing in Northeastern University housing must be eighteen years of age or older at the time of move-in.

Exceptions to Any Provision of This Agreement

The Dean of Campus Life (or designee) reserves the right to make changes to this License Agreement and/or official administrative policies as deemed necessary in the interest of order, health, safety, discipline, or for educational purposes. A guest may request an exception to any provision of this Agreement or may appeal any charge assessed by Residential Life. To request an exception, the guest should submit a written petition explaining the nature of and reason(s) for the request to:

Department of Residential Life
Northeastern University
4 Speare Commons
Boston, MA 02115-5000

Violations of any of the terms of this License Agreement may result in disciplinary actions and/or revocation of the License Agreement and housing privileges.