

Georgetown University

School of Continuing Studies – Summer Programs for High School Students

Occupancy Agreement, Summer 2012

Name: _____
(Last) (First) (MI)

Gender: ___ Male ___ Female

Permanent Address: _____

Date of Birth: _____
US Citizen? ___ Yes ___ No

City/State: _____ Zip Code: _____

In accounting for and processing refunds, regulations imposed by the Internal Revenue Service require the University to know whether you are a United States Citizen.

Permanent Phone: _____

Cellular Phone: _____

Email Address: _____

Program:

_____ Summer College Session I (June 3 – July 7)	_____ Summer College Session II (July 8 – August 11)
_____ Summer Honors Intensive Session I (June 3 – July 7)	_____ Summer Honors Intensive Session II (July 8 – August 11)
_____ Fundamentals Session I (June 3 – July 7)	_____ Fundamentals Session II (July 8 – August 11)
_____ Leadership (June 17 – June 24)	_____ International Relations (July 8 – July 15)
_____ Creative Writing (June 17 – June 24)	_____ Medicine III (July 8 – July 15)
_____ College Preparatory Program (June 24 – July 14)	_____ American Politics (July 15 – July 22)
_____ Entrepreneurship (June 24 – July 1)	_____ Medicine IV (July 15 – July 22)
_____ Broadcast Journalism (June 24 – July 1)	_____ Forensic Science (July 22 – July 29)
_____ Medicine I (June 24 – July 1)	_____ National Security & Counter-intelligence (July 22 – July 29)
_____ Sports Industry Management (July 1 – July 8)	_____ Law (July 29 – August 5)
_____ Medicine II (July 1 – July 8)	

A valid credit card number (Visa or MasterCard only with an expiration date after September 2012) is required and will be charged by Georgetown University upon departure of the occupant under the following conditions: unresolved housing charges, residence key is not returned (\$50), excessive cleaning is required, damages are sustained, items are missing, or any combination of the above. Under these conditions, a summary of charges to your credit card will be sent to the email address provided above. Any charges will be applied on or before September 30, 2012. Please be sure that the expiration date is **after September 30, 2012**.

Visa/MasterCard Number: _____ Exp. Date: _____

Name of Cardholder: _____

Signature of Cardholder: _____

IMPORTANT INFORMATION:

1. If the student is under the age of 18, a Medical Permission Form must be completed and on file with the School of Continuing Studies. The Medical Permission Form is sent to students electronically upon their acceptance. If the Medical Permission Form is not submitted to the School of Continuing Studies, housing accommodations will not be provided.
2. Unless otherwise notified, check-in time is 4:00 pm – 9:00 pm. Check-out time is 8:00 am. Failure to check-out by the time specified will result in a charge for an additional night, plus an additional charge of \$100 per day should the student maintain possession of the room or apartment beyond the scheduled departure date without written authorization from the Office of Summer and Conference Housing.
3. All cancellations must be submitted in writing. Cancellations received in the Office of Summer and Conference Housing prior to 45 days before the scheduled date of arrival are subject to a 20% cancellation charge. Cancellations received between 45 days and 14 days prior to arrival are subject to a 50% charge. Cancellations received on or after 14 days prior to the scheduled date of arrival, including “no shows” (those who sign an Occupancy Agreement, but do not take possession of the room and whose written cancellation does not arrive in the Office of Summer and Conference Housing before the scheduled date of arrival), are subject to a 100% charge. Please note that we cannot process refunds for less than \$10.00.
4. By signing this Occupancy Agreement, you agree to abide by the Terms and Conditions of Occupancy as listed on the reverse side of this Occupancy Agreement.

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

Student's Signature: _____ Date: _____

Guardian's Signature: _____ Date: _____

Please keep a copy for your records. Please sign and return this form with housing payment to: School of Continuing Studies, Summer Programs for High School Students, Georgetown University, 3307 M. Street, N.W. #202, Washington, DC 20007.

TERMS AND CONDITIONS OF OCCUPANCY IN GEORGETOWN RESIDENCES DURING THE SUMMER

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 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 Summer and Conference Housing.
2. The general cleanliness, upkeep and condition of the residence halls, apartments and townhouses are important to the health and welfare of the Georgetown University community. To this end, Summer and Conference Housing or other authorized University personnel reserve the right to enter a Occupant's room or apartment for administrative, safety, or regulatory purposes. Summer and Conference Housing staff may also enter an Occupant's room or apartment as outlined in the *Georgetown University Student Code of Conduct*, *Georgetown University Housing Policies and Procedures* and the *Georgetown University Room/Apartment/Townhouse Handbooks* as it may be amended from time-to-time. Members of the University staff may enter an 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, inventory, occupancy, maintenance and safety inspections, and general housekeeping. After knocking and waiting a reasonable period of time, entry may be made. Students are encouraged to complete a room, apartment or townhouse condition report when they arrive in order to document the condition of the residence prior to move-in. All residences will be inspected before departure.
3. Summer and Conference Housing 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 Village C, 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. 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.
9. 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.
10. 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 Office of Summer and Conference Housing.
11. 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 Code of Conduct* and *Georgetown University Housing Policies and Procedures* and the *Georgetown University Townhouse 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.
15. The University reserves the right:
 - a) to levy and collect charges for damages to, unauthorized use of, or alterations to residence, equipment or buildings for special cleaning necessitated by improper use of it facilities.
 - b) to reassign 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 on, 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 time notification, to add or delete from these policies any clause or clauses whatsoever.

The Georgetown University Student Code of Conduct, published by the Office of Student Affairs, is available for your information on the Georgetown University web site: <http://studentaffairs.georgetown.edu>.