

Office of Events and Conference Services
204 Pryzbyla Center
Washington, DC 20064
202-319-5291

INTERN HOUSING RULES

Terms of Use

The Catholic University of America, hereby referred to as *University*, grants to Licensee a license to use the facilities under the terms and conditions of the Agreement. The parties mutually agree that nothing herein shall create a tenancy, that the license does not constitute a lease, that Landlord-Tenant laws will not apply, and that it does not create or transfer interest or a lien on real estate. Licensee waives any right to remain in the assigned space beyond the end of the license period or after termination due to Licensee's breach of terms.

Room Usage

Licensee is prohibited from using the assigned room in a University residence hall and common areas in the residence hall for anything other than residential purpose in support of a legitimate internship and may not allow other persons to occupy the room or conduct any commercial activity without the prior written consent of the University. University reserves the right at its discretion, to reassign accommodations at any time.

Compliance with Staff

Licensee is required to follow all directions issued by authorized representatives of the Office of Events and Conference Services (ECS) or other University officials, including required attendance at meetings.

Abandoned Property

Items left after a resident vacates the halls or items improperly stored in common spaces will be deemed abandoned and may be collected and donated to charity or discarded. Licensee may be charged for the removal of such property.

Appliances in Rooms

Some units contain kitchen facilities. These apartment kitchens typically consist of a stove/oven and a full size refrigerator. In all residential rooms, personal appliances are permitted as long as they are in accordance with the "Fire Hazards" rules below and meet the following guidelines:

- One refrigerator and one microwave are permitted per room
- Microwaves: personal microwaves should be no larger than 700 watts
- Refrigerators: personal refrigerators may be no larger than 3.6 cubic feet

Cleanliness and Room Condition

Licensees must handle University property carefully and safely in individual rooms, shared spaces and common areas, and do their best to ensure University property is not damaged or stolen.

Licensees must keep their assigned space reasonably neat and clean and correct issues pointed out by a University representative. In addition, Licensee must help maintain clean and sanitary conditions by cleaning common areas after using them, including disposing of trash, food and garbage appropriately. As a member of a residential community, Licensee shares responsibility for ensuring that common areas are properly utilized. Licensees must take responsibility for their actions and report when others have caused damage in a common area.

Furniture

Each room is issued specific furniture items, including a bed, dresser, desk and desk chair, closet or wardrobe; apartments may have additional furniture for use in the shared space, as appropriate. All beds can be raised to a maximum height that provides a 30" clearance under the bed. This space can be used to store dressers or other personal items. For safety reasons bed risers, cinder blocks, or other materials used to raise the level of a bed are not permitted.

University issued furniture that is assigned to a Licensee's room must remain in the room, regardless of other furniture a resident may add to the room. In addition, common area furniture may not be moved to or kept in Licensee's room. Please report broken or damaged furniture to Events and Conference Services (ECS) Information Desk at 202-319-5200 so that they can be repaired or replaced.

All hallways must remain clear of all personal belongings and furniture. Personal items, including shoes, bikes, sports equipment, and other items may not be left in hallways, stairwells, and/or common areas. The storage of furniture and other items in hallways, and/or stairwells creates a safety hazard and may be against fire codes.

Damage or Loss to University Property

A \$200 charge will be billed to any resident who removes furniture from their room or moves lounge or study room furniture into their room. Licensee will be billed the full replacement value for pieces of furniture not present at check-out and for applicable damage to the room or furniture.

If Licensee damages or loses University property, Licensee will be sent an invoice for the repair or replacement cost. Licensee agrees to reimburse the University for the full repair or replacement cost of the damaged or lost University property within thirty (30) days of receipt of the invoice.

Keys, Building Access, and Lockouts

Licensee is issued a key to their assigned room and an access card for their assigned building. Select buildings require separate key(s) for access to an apartment, suite, or building in addition to the key for the individual bedroom. Keys are given for a Licensee's personal use. Keys are not transferable and may not be loaned or given to any other individual. Licensee must always lock their doors when exiting their room.

If Licensee loses or temporarily misplaces their keys, Licensee should immediately report the loss to the Conferences Information Desk at 202-319-5200. If the originally issued key(s) is/are not located, the key(s) will be considered permanently lost and a lock change will be authorized. There is a \$75 fee for a lock change.

For lockouts, please contact the information desk. There is no charge for lockouts per se however, Multiple or habitual lockouts may be charged at \$25 per lockout at the discretion of the University.

The University maintains a computerized door entry system for most residence halls. To access their assigned residence hall, Licensees should wave their access card in front of the scanner located at the building's entrance and also to access the elevator and in some cases the living quarters. For the safety and security of all individuals, doors must not be held or propped open for any reason.

Kitchen Facilities

Common area kitchens are available in the residence halls for Licensee's use. Licensee must clean the area when they are finished and properly store and label their food. The University is not responsible for lost, misplaced, or stolen items from common area kitchens.

Laundry Facilities

Washers and dryers are available in the residence halls for Licensee's personal use only. All laundry facilities on campus offer Licensee washing and drying privileges at no additional charge. Licensee should immediately report repair needs to the numbers listed in each laundry room. Be prepared to provide the specific location of the machine, the machine number, and the nature of the problem. The University is not responsible for the theft or destruction of personal items. Licensee should not leave personal items unattended in the laundry rooms.

Personal Property

The University does not insure the personal property of any resident on or off campus. The University has no responsibility for any theft, damage, destruction, loss, etc., of any personal property, including but not limited to, money, valuables, or equipment belonging to or in the custody of the resident, whether caused by intentional or negligent act, failure to act, natural causes, fire, or other casualty. Licensee should obtain a personal insurance policy to cover personal property.

Maintenance and Custodial Requests

Please report maintenance and custodial concerns to the Office of Events and Conference Services (ECS) at 202-319-5291.

Room Entry

Licensee's room is considered private, and representatives of the University will enter only after knocking on the door to:

- Address maintenance needs or complete projects
- Assist in any emergency or to repair fire control/suppression devices
- Re-establish order
- Recover any University property
- Prevent destruction of University property
- Perform health and safety inspections
- Investigate alleged violations of federal, District of Columbia, or University laws, policies, rules, or regulations

All University maintenance, custodial services, power plant, and Technology Services staff are required to wear identification while working inside the residence halls. Similarly, all contractors are required to wear identification while working in or around a residence hall.

University staff has the authority to conduct room searches without the permission of Licensee assigned to said room. University officials may inspect rooms as needed to identify and address life safety and maintenance problems in the residence halls or to ensure the safety and security of all residents.

Storage

Storage space for personal possessions is not available in the residence halls.

Room Maintenance

Licensees must maintain their living space in a manner that does not cause damage to the building and in a manner that does not cause escalating damage, repair or cleaning to restore the building to a standard that is appropriate for future residents. An example of escalating damage is allowing mold to continue to grow without taking steps to eliminate or mitigate it for example by contacting appropriate University officials. Another example is failing to report a water leak that would cause additional damage. In addition, certain activities are prohibited. The prohibited items and activities in this category include but are not limited to:

- Adhesives (other than 3M Command)
- Bed lofts, bed risers, cinder blocks
- Painting of student rooms
- Removing screens from windows
- Hanging or placing items on the ceiling
- Waterbeds
- Exercise weights
- Pets, except fish (in 10-gallon tank or smaller) and personal service animals. Please notify Disability Support Services (DSS) if a personal service animal will be residing on campus

Fire Hazards and Safety

Certain kitchen appliances and tools are prohibited in residence hall rooms that do not have kitchens because the items pose a serious fire hazard and threat to the safety of all individuals who live in the building. Small kitchen appliances and tools may be stored in a residence hall room for appropriate use in a common area kitchen. In addition, open flames or other items with exposed heating elements are not permitted in any residence hall room because of the potential fire hazard.

The prohibited items in this category include but are not limited to:

- Candles, including decorative
- Coffee pots and espresso machines
- Crockpots, electric frying pans, woks, grills
- Halogen lamps
- Heating and immersion coils
- Hot plates
- Oil popcorn poppers
- Space heaters
- Toasters and toaster ovens

Failure to evacuate during a fire alarm or emergency will result in a \$50 fine and possible removal from the residence halls.

Utility Concerns

Certain items demand more energy, place a strain on available utilities, may be considered a fire hazard, and/or may cause additional damage or harm to a building and therefore cannot be used in a residence hall. In addition, Licensees may not use devices that modify the utilities available to all students and provided by the University.

The prohibited items in this category include but are not limited to:

- Air conditioners
- Cable splitters, splicers, or other devices used to re-route cable outside of the room in which the cable connection is located
- Extension cords, except UL-approved surge protectors
- Satellite dishes
- Microwaves larger than 700 watts
- Refrigerators larger than 3.6 cubic feet

University Utilities

The University does not assume any liability for the failure or interruption of utilities or air conditioning, or for conditions resulting from failure or interruption of the same.

Prohibited Activities

Certain activities are not permissible in the residential communities because of the damage they may cause to the building or because of the threat to the health and safety of individuals.

Prohibited activities in this category include but are not limited to:

A. Dangerous Conduct: Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any person, including, but not limited to:

1. Placing a person in fear of imminent physical danger or bodily harm
2. Causing bodily harm to a person, or engaging in aggressive physical contact that would have likely caused bodily harm despite the lack of any measurable harm
3. Fighting

B. Harassment: Any actions, threats, gestures, and/or words directed toward another person which have the purpose or which tend to incite a breach of the peace, create a hostile environment, or cause emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing, or alarming nature of the conduct. Any unsolicited, offensive behavior that inappropriately asserts sexuality over status as a resident or an employee; unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic admission or advancement, or
2. Submission to or rejection of such conduct is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive work, living, or learning environment.

C. Dangerous Items: The use, possession or storage of any firearms or ammunition, explosives, other weapons, fireworks or dangerous chemicals including, but not limited to, the following:

1. Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots (including paint balls), regardless of the propellant used
2. Explosives and fireworks including, but not limited to, firecrackers, cherry bombs, smoke bombs, and other similar devices
3. Knives (except a small pocket knife with a blade less than 3 inches in length) or other weapons or objects that could be construed as weapons or items that pose a potential hazard to the safety or health of others. Other weapons are defined as any instrument of combat or any object not designed as an instrument of combat but carried or used for the purpose of inflicting or threatening bodily injury or damaging/destroying University property or the property of others, or
4. Unauthorized hazardous materials or chemicals.

D. Interfering with Fire Safety: The interference with fire safety including, but not limited to, the following:

1. Misusing, tampering or damaging fire safety equipment including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems, and/or exit signs
2. Unauthorized burning of any material in any University building, on University property, and/or on areas adjacent to University property
3. Disregarding a fire alarm signal or refusing to evacuate a building or a section of a building when a fire alarm is sounding
4. Recklessly or intentionally activating a fire alarm when an emergency situation does not exist

E. Alcohol: The use, abuse, possession, and/or distribution of alcohol, except as permitted by law and University policy:

1. Offenses if Committed by Persons Under 21

- Possession of alcoholic beverages
- Consumption of alcoholic beverages
- Possession of containers that previously contained alcoholic beverages
- All behaviors prohibited under Section Two (2) below
-

2. Offenses Regardless of Age

- Possession of alcohol paraphernalia which is defined as any item typically used to aid in the consumption of alcohol (e.g. funnels, beer-pong tables)
- Possession of an excessive quantity of alcohol including but not limited to common source containers - whether full or empty - of alcohol such as kegs, beer balls, or boxed wine, etc.
- Consumption of alcoholic beverages in any public area (except at an official University approved event or location), including public space within a residence hall, or in residence hall rooms assigned exclusively to persons under 21 years of age
- Participation in negligent and irresponsible activities (e.g. drinking games, operating and/or being in physical control of a motor vehicle after consuming alcohol, etc.)
- Intoxication
- Sale, distribution or provision or attempts to sell, distribute and/or provide alcoholic beverages to and/or by anyone under 21 years of age. (*Distribution* means any form of exchange, gift, transfer or sale.)

F. Drugs: The use, possession, and/or distribution of marijuana and any controlled substances, including those without a valid prescription, natural hallucinogens, and/or designer drugs and/or prohibited substances, and/or the possession of drug paraphernalia including, but not limited to, the following:

1. Possession of paraphernalia including any item typically used to inhale, ingest, inject, and/or mask illegal substances, regardless of whether the item has been used for illegal purposes, or
2. Possession and/or use of prohibited substances, or
3. Distribution (any form of exchange, gift, transfer or sale) of prohibited substances.

G. Theft and/or Unauthorized Possession of Property: Theft of property or of services or possession of stolen property. This includes, but is not limited to, the unauthorized possession of University property (including residence hall lounge furniture) and/or the property of others

H. Damage to or Misuse of Property: Intentionally or carelessly destroying or damaging University property or the property of others. This includes, but is not limited to, the unauthorized entry into any University facilities and/or property or the unauthorized use or misuse of any University property and/or the property of others.

I. Disorderly Conduct: Acting in a manner to annoy, disturb, interfere, obstruct, and/or be offensive to another and/or others including, but not limited to, the following:

1. Shouting and/or making excessive noise either inside or outside a building to the annoyance or disturbance of others
2. Verbally abusing University officials (including students appointed to act as representatives of the University) acting in the performance of their duties
3. Behaving in a lewd or indecent manner.

J. Dishonesty: Knowingly furnishing false information to the University or a member of the University community, including, but not limited to, the following:

1. Forgery, misuse, unauthorized alteration and/or creation of documents, records, identification cards, keys, and/or other objects, or
2. Possession or use of false identification cards, or
3. Fraud, through act or omission, committed against a member of the campus community and/or others, or
4. Knowingly initiating and/or causing to be initiated any false report, warning, or threat.

K. Smoking: Smoking in a building and/or vehicle that is owned, operated or leased by the University or within 25 feet of an entrance and/or window of any University building is prohibited.

L. Non-Compliance: Failure to comply with reasonable directives of University officials, including students appointed to act as representatives of the University, acting in performance of their duties. This includes Directives to provide identification and/or participate in a University disciplinary process.

M. Gambling: Participation in any form of illegal gambling is prohibited.

N. Violation of Law: Violations of local, District of Columbia, federal laws, regulations, and/or ordinances, and University policies, rules, or regulations.

Quiet Hours

Quiet hours are 7:00pm to 7:00am Sunday through Thursday and 1:00am to 8:00am Friday and Saturday. No noise should be audible outside the closed door of a resident's room during these hours.

Visitation

Licensee is responsible for adherence to the following guidelines:

- The residence halls are open to visitors from 9:00am to 2:00am
- Guests must respect quiet hours
- The University reserves the right to remove a visitor from the residence hall at any time and in its sole judgment, when it deems that the guests or his/her host's behavior is contrary to the University mission, goals and objectives
- Licensee is responsible at all times for the actions and damages incurred by their guests
- Licensee and guests are not permitted unauthorized entry into University facilities and/or events
- Overnight guests are not permitted
- Licensee may not bring a minor (under eighteen (18) years of age) onto campus without the express written permission of an Events and Conference Services staff member.

Musical Instruments

Musical instruments are only allowed after approval by the Office of Events and Conference Services.

University Policies

Licensee must abide by University policies. University policies can be found here: <http://policies.cua.edu>.

Violation of Rules or Policies

Violation of housing rules, University policy, or applicable laws or regulations may result in discipline, fines, or **immediate** removal from University housing at the University's sole discretion. Decisions concerning whether a violation of Housing Rules, University policy, or applicable law or regulation has occurred is made by the University in its sole discretion.

Termination for Convenience

The University may terminate this Agreement, without penalty or liability, for reasons that the University determines to be in its best interests and relate to the University's Mission or safety, with fourteen (14) days written notice to Licensee. Should this Agreement be terminated for convenience, the University will refund all monies paid by Licensee.

I/We have read the Summer Housing Rules and agree to abide and be bound by them.

Licensee: Parent or Legal Guardian:

(Necessary if Licensee is under 18 years of age)

Printed Name: _____

Parent Printed Name _____

Signature and Date: _____

Parent Signature _____