

**Summer Housing for Staff & Interns
Information & Instructions for Sponsoring Departments**

1. To request summer housing for Staff or Interns, please complete **page 2** of this document and submit it to Tom Amatrudo at thomas.amatrudo@yale.edu. Alternatively, the Staff or Intern you're sponsoring can upload the completed form during the online registration process. Staff and Interns can register by visiting www.regonline.com/2017internhousing.
2. In order to stay on campus during the summer staff and interns are **required** to have a Yale sponsoring department. Summer housing is available from *May 28, 2017 through August 5, 2017*. **There is a two week housing minimum**. Campus housing is only available for guests 18 years of age or older.
3. Staff and Interns will have the option to sign up for *meal plans* during the registration process. Staff and Interns will also have the option to sign up for campus parking. Parking for summer guests is available at the *Pierson-Sage Garage* located at 350 Edwards Street. *Sponsoring departments will **only** be charged for the services they indicate below. All other charges will be the responsibility of the Staff or Intern.*
4. Staff and Interns will be required to review and sign off on *Summer Housing Terms and Conditions*, listed below on pages 3-6. Sponsoring departments should review this information as they can be held liable for participant violations.
5. Upon registering, Staff and Interns will receive a confirmation e-mail. Information related to check in/check out procedures, room contents, etc. will be sent out within 72 hours.

2017 HOUSING, MEAL PLANS, AND PARKING RATES

Housing:

- Single bedroom within a suite \$70.00 per night
- Optional linen pack (towels, sheets, pillowcase) \$28.00 per pack
A pillow and blanket will be provided to each guest.
- Fine for lost access cards or keys \$50.00

Meal Plans:

- 21 meals a week \$272.65 per week
- 15 meals a week \$194.75 per week

Parking:

- Daily Parking \$8 per day
 - Weekly Parking \$32 per week
 - Monthly Parking \$96 per month
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SPONSORING YALE DEPARTMENT INFORMATION

Department contact person name & e-mail: Jan.Hagens@yale.edu

Department name: 2017 Summer Study at Yale Divinity School

What expenses will the **sponsoring department be responsible for?*

Please check all that apply: Housing Parking Meals

PTAEO(s) if applicable:
 none

What expenses will **staff and/or intern(s) be responsible for?*

Please check all that apply: Housing Parking Meals

STAFF OR INTERN INFORMATION

Name: Jan Hagens, Director, YDS Summer Study; Campbell Harmon, YDS Web Coordinator

E-mail: jan.hagens@yale.edu; campbell.harmon@yale.edu

If sponsoring a group, please indicate total # of expected staff and/or interns here _____ and attach list of names, e-mail addresses.

Reason for housing: Yale Divinity School Summer Study program

Housing dates: June 5-9 2017 Week 1; June 12-16 2017 Week 2

Move-in date might require Sunday prior to start of class week, see individual emails.

PAYMENT METHODS AND REFUND POLICY

Advance payment is required. Payment can be made by check, PTAEO(s) or wire transfer. Payments can also be made with MasterCard and Visa credit cards/debit cards; however there is an additional payment processing fee for credit cards. If sponsoring Yale department is paying all or a portion of Staff or Intern's bill, charges will be processed no later than **7 days** before first night stay. *Split payments between sponsors and Staff/Interns can be accommodated.*

Refund requests received **at least 7 days** prior to the first night stay will be fully refunded, less the \$25.00 cancellation fee. All other refund requests will not be granted. A housing cancellation request will result in cancellation of meal plan and/or parking reservations, if applicable. Refunds for late check-ins, early check-outs, unused meals or parking will not be issued.

Fines for lost keys or access cards will be charged to the guest, if possible. Otherwise it will be charged to the sponsoring department.

SUMMER HOUSING TERMS & CONDITIONS

YC&E GENERAL CONDUCT AND REGULATIONS: Client should remind Staff and Participants that their actions affect others. Activities that disturb or distress others, damage property, or endanger Staff, Participants or others are prohibited. To make the Program experience as enjoyable as possible, Yale asks that everyone respect those around them.

Capitalized terms are defined in the Agreement.

- a. **Dangerous Devices:** Possession of weapons, firearms, or dangerous instruments, with or without a permit, as well as anything that could be perceived or misrepresented as a weapon, is prohibited.
- b. **Alcohol and Drugs:** Alcoholic beverages may only be consumed by guests who are 21 years of age or older in residential accommodations with doors closed, and in an atmosphere that does not create significant noise or other disturbances. Alcoholic beverages are permitted in residence hall common areas only with the approval the YC&E Program Liaison. No one is permitted to serve alcohol to persons under 21 years of age. The possession, use, sale, distribution, cultivation, or manufacture of illegal drugs is prohibited. If alcohol is to be served at a Program event on campus, prior notice and approval of method of service is required.
- c. **Smoking:** Smoking is not permitted inside any facility owned or leased by Yale, regardless of location. Smoking is permitted only within designated smoking areas. Must be 18 years of age or older to smoke in designated areas around campus and/or while participating in a program at Yale.
- d. **Staff Orientation:** Staff must participate in an orientation conducted by YC&E prior to the arrival of Program participants. Staff will not be permitted to participate in the Program until they have signed a copy of these Terms and Conditions.
- e. **Minors:** Client must provide parents or guardians of participating Minors with materials that accurately describe the Program. Activities must be appropriate to the age of the Participants. No one under the age of 13 is permitted to stay overnight in the Facilities without the prior written consent of YC&E. Client must provide appropriate adult supervision of Minors at all times.
- f. **Identification:** All Participants and Staff are required to display identification at all times.
- g. **Guests:** No guests are allowed in the Facilities without the prior written consent of YC&E.
- h. **Noise:** Participants and Staff must keep noise to a minimum and honor evening quiet hours:
 - i. 10:00 p.m. – 8:00 a.m. Sunday – Thursday
 - ii. 12:00 a.m. – 8:00 a.m. Friday and Saturday

There will be a charge associated for each noise or behavior complaint as follows: \$100 for the first complaint, \$200 for the second and \$500 for the third. No group functions allowed after 9:00pm without proper approval.

- i. **Animals:** No animals of any kind are allowed in the Facilities without the prior written consent of YC&E.
- j. **Windows and Stairwells:** Throwing liquids or objects from windows or stairwells is prohibited. Special permission may be granted to drop items for academic purposes (experiments) if appropriate parties (Facilities, YC&E) are notified and provide written permission in advance to conditions. Participants and Staff may not lean out of windows or sit or walk on window ledges or roofs.
- k. **Bicycles:** Bicycles may be locked to bicycle racks only. If a bicycle is found attached to anything other than a bicycle rack, such as railings, it may be removed and the Client will be charged accordingly.
- l. **Furnishings:** All furniture in the Facilities must remain in its designated area and in its original setup. Furniture not in its original location at the end of the Program may result in additional charges. The following items are not allowed in residential space without the prior written consent of YC&E: space heaters, open flames, incense, and small cooking appliances such as hot plates,

toasters, griddles, and coffeepots. Blocking of fire doors and the hanging of items on sprinkler pipes or heads is strictly prohibited. All AC units must be approved by YC&E.

m. **Outside Food:** Outside food and/or beverages may not be brought into Yale residential dining facilities without permission from your YC&E Program Liaison.

2. ACCOMMODATIONS:

- a. **Housing and Participant Lists:** No later than 14 days prior to the Program Start Date, Client must provide the YC&E Program Liaison by email with a list identifying Participants and Staff by name and gender, and specifying roommates, special needs and check-in/checkout dates. There will be a \$250 charge for each day the list is late. Client must obtain the approval of the YC&E Program Liaison for any changes to the list.
- b. **Early Arrivals and Late Departures:** No later than 14 days prior to the Program Start Date, Client may request via email to the YC&E Program Liaison accommodations (subject to availability) for Participants arriving earlier than the Program Start Date or departing later than the Program End Date. Upon approval, such requests become guaranteed reservations, and Yale will include the additional charges for such accommodations in the Final Invoice.
- c. **Accommodation Assignments:** Yale reserves the right to: 1) assign or reassign individual or group accommodations to locations that meet Yale's operating needs; 2) consolidate housing units to address changes in Participant counts and/or availability of Facilities; and 3) enter rooms for repair, inspection, or emergency at any time.
- d. **Residential College Check-In:** One week prior to check-in, Client must assign a Staff member to meet with the YC&E Program Liaison for a pre-Program briefing and walkthrough and shall designate the Client Program Liaison. Participant check-in dates and times must be coordinated with the YC&E Program Liaison for a maximum four-hour period. Client must inform the YC&E Program Liaison of any Participants who are unable to check in within the pre-scheduled period. Client must check in any Participants arriving after 8:00 p.m.
- e. **Residential college check-out:** Check-out time is no later than 11:00 a.m. on the scheduled check-out date. Client will be charged \$500 for any unapproved late departures. All accommodations will be inspected by the client with an YC&E staff member at the end of the Program. All assigned keys and prox cards must be returned at this time.
- f. **Early departures:** Client must notify the YC&E Program Liaison immediately if a Participant leaves early from the Program and inform the YC&E Program Liaison of the reason for the departure. Meals and room charges will apply regardless of early departure. If the departing Participant is a Minor, Client is responsible for the safety and welfare of the departing Participant until he or she is released to a parent or guardian.
- g. **Lockouts:** The YC&E Summer Satellite Office can address a lockout during posted office hours. Outside posted office hours, Participants must contact Yale Security at 203-785-5555 or dial 5-5555 from a blue phone for assistance.
- h. **Missing key and access cards:** Upon departure, Client must return all assigned keys and access cards to Yale, unless otherwise arranged. Client must pay a replacement fee of \$50.00 each for all lost keys and access cards. Keys not recovered from Client within 24 hours of the Program End Date will be deemed lost.

3. DINING SERVICES:

Each Participant will be issued a meal card that must be used to gain access to the assigned dining hall according to the meal plan purchased by Client. The number of meals provided will be based on the final meal counts provided by Client 14 Days Prior to the Program Start Date. Staff is contracted and food is purchased in advance, therefore, there will be no refunds for early departures and no refunds for unused meals. Client will be charged for lost meal cards at a rate of

\$5.00 per lost meal card.

4. CLASSROOMS:

YC&E reserves the right to adjust classroom usage. Programs will be limited to classrooms based on the number of participants in a 1:15 ratio. Cancellation of a classroom booking must occur 14 days before the scheduled event, otherwise the program will be billed the cost in full. Exceptions will be made for University-wide closures or for any unexpected facility issues.

- a. Classroom users must respect others using a classroom building by limiting noise and not disturbing materials or food set up in the halls.
- b. Bicycles are not permitted inside buildings. Rollerblades and skateboards may not be used in buildings.
- c. Neither food nor drink is permitted in classrooms without approval of the YC&E Liaison.
- d. Alcoholic beverages are not permitted in classrooms.
- e. Reservations are required for the use of any classroom.
- f. Entrance doors to classroom buildings may not be propped open.
- g. Classrooms may be reserved for classes and meetings only. Classrooms may not to be used for social functions.
- h. Furniture must not be removed from classrooms and must be returned to the original configuration at the end of each use.
- i. Neither colored chalk nor tape may be used on blackboards. No liquids, including water, may be used to clean blackboards.
- j. Lights must be turned off and windows must be closed before leaving classrooms.
- k. Wands/cords/chains should be used to open and close drapes and shades.
- l. Client is responsible for the use and care of classrooms. Classrooms must be left in the same condition as found and cleared of any debris.

5. LABORATORIES AND MACHINE SHOPS:

- a. Client may not use hazardous materials without the prior written consent of Yale's Office of Environmental Health and Safety.
- b. Participants must be trained by Yale personnel in the proper use of equipment and the safety protocols specific to the utilized space.
- c. Client must comply with Yale's Policy on [Minors In Laboratories](#), if applicable. Please note that special permission is required through Yale's Environmental Health and Safety (EHS) office for Participants under the age of 16 to be present during any class that takes place in a laboratory.

6. PARKING:

Parking rates are subject to change without notice.

7. PROGRAM MATERIALS:

Materials may be shipped no more than one week prior to the Program Start Date. If materials are received earlier, there will be a \$100.00 storage fee per package per day. Each box of materials must clearly identify the name of Client and the Program, YC&E, and the name of the YC&E Program Liaison. Yale will not assume liability for items shipped or stored at Yale. If there are any materials remaining after the Program ends, the YC&E Program Liaison must be advised of arrangements to have those items picked up by a carrier within 48 hours. Any materials remaining after 48 hours become the property of Yale, and Client may be charged for their disposal.

8. **LABOR AND SETUP CHARGES:**

Routine services include use of Facilities as normally set up by Yale. Facility setup varying from these norms will be considered extra services and will be charged at the established rates.

9. **DAMAGE:**

Client is responsible for any and all damage caused to Yale Facilities as set out in the Agreement. Yale will inspect the Facilities for damages after the conclusion of the Program and will assess Client cleaning charges if the Facilities are not cleared and cleaned adequately. Yale will provide a list of damage to Client upon request. Client may request a pre- and post-inspection of the Facility by contacting the YC&E Program Liaison. Security deposit funds will be applied towards the actual cost of repairs. The Final Invoice shall include an accounting for the application of the Security Deposit.

10. **INCIDENT REPORTING:** Client must promptly report to the YC&E Program Liaison and Yale Police any incident that involves either a bodily injury or damage to or loss of Client, Staff, or Participant property.

Yale reserves the right to require any Participant or Staff member found violating any of the above Terms and Conditions to leave the Yale campus. No refunds will be given for the time remaining for that individual's stay. These Terms and Conditions are in place to ensure a safe and enjoyable stay for everyone involved.

I acknowledge that I have read and will abide by these Terms and Conditions.

Campbell Brock Harmon

Date: 01-19-2017

Signature of Staff or Intern

Signature of YC&E Residential Operations Manager