



CONFERENCE AND GUEST SERVICES

2020 INTERN HOUSING TERMS AND CONDITIONS

Please read this entire document carefully. Upon submission of your online application, you agree to the terms and conditions of this document, in addition to all NC State and University Housing policies, rules, regulations and procedures, as well as all state and federal laws that apply to guests/visitors to the institution.

For the purposes of this document: The terms "resident" or "intern" shall be used interchangeably; "guest" shall refer to anyone not affiliated with NC State University. The terms "NC State," "University Housing," "Housing," and "Conference Services" shall include North Carolina State University and its departments, employees, or contractors.

NC State University and its University Housing department seek to provide convenient and affordable accommodations for long-term guests. From time to time, University Housing facilities may become available for use to house non-affiliated guests who are furthering their education by completing an internship, co-op, research experience, or temporary employment. When available, Intern Housing will be provided in an on-campus apartment featuring private bedrooms within 4-bedroom, 2-bathroom units. Interns will share apartment accommodations with up to 3 additional guests. On-campus apartments are equipped with full-size beds, desks and chairs, dining furniture, and basic living room furnishings as well as a kitchen featuring a stove/oven, microwave, and refrigerator. All personal items, linens, toiletries, kitchen supplies, etc. are the responsibility of each guest to provide.

ELIGIBILITY

To be eligible for Intern housing, guests must be currently enrolled in a degree-seeking program at an accredited post-secondary institution AND actively participate in an internship, co-op, research, or educational summer employment opportunity in the greater Raleigh area for the duration of their stay. Proof of student status or internship verification may be required. NC State reserves the right to contact the Intern's host institution and/or internship site/supervisor for verification of enrollment and/or employment. In compliance with NC State's regulation regarding minors on campus, interns must be, at minimum, 18 years of age upon their scheduled date of arrival. There is a *minimum 30 consecutive night* requirement to be eligible for Intern housing.

Note: Intern housing is intended for unaffiliated guests of NC State. NC State University students seeking summer accommodations should apply for "Summer Housing" via [MyPack Portal](#) using their Unity ID.

OCCUPANCY AND ROOM CHANGES

Intern housing is available only between the dates of May 16 and August 1, 2020. Room assignments are made by University Housing staff. Roommate/suitemate requests may be submitted at the time of application and will be considered, but University Housing does not guarantee any roommate/suitemate pairing. Room assignments are not transferable. Subletting is not permitted. Room changes are only permitted upon written authorization from the Conference and Guest Services office. Unauthorized room changes will require that the persons involved vacate the occupied room(s) and move back to their original assignment(s). **Occupancy continues and the standard nightly fee is due for each night an individual is in possession of a University Housing room and/or suite key.** Arrivals are not feasible prior to 10:00 AM on Saturday, May 16, 2020. All interns must have fully vacated their summer housing assignment by 10:00 AM on Saturday, August 1, 2020. Extensions are not possible.

PAYMENTS, CANCELLATIONS, AND REFUNDS

Prepayment is required for all Intern reservations unless otherwise authorized by Conference Services. Payment in full must be received at least *5 full business days in advance of the scheduled arrival date*. Failure to make payment(s) by the payment deadline will result in termination of the Intern's reservation. Conference Services requires that all cancellations and reservation modifications be made in writing, and received by Conference Services, at least 14 calendar days before the anticipated change in date of arrival or departure. Interns will not be permitted to remain in University Housing for nights for which payment has not been received. Refunds will be issued following Intern check-out for proper cancellations or reservation modifications. If a request for a reservation extension is approved, payment will be due within 5 business days of notification.

ROOM CONDITION AND DAMAGE CHARGES

The intern is held responsible for any changes in the condition of the room/suite/apartment or furniture to which they are assigned. Damages refer to those things outside of normal use and depreciation. If damages do occur, it is the intern's responsibility to pay the charges. The damage amount, including labor, will be reflected on the intern's final bill. Charges due to loss or damage will be assessed through the Conference and Guest Services office and must be paid within 5 business days of notification. Individuals with outstanding debts are not eligible to use University facilities. Charges for loss of or damage to equipment or defacement in any common area (such as lounges, game rooms, hallways, and bathrooms) will be charged to the intern's account. Damages are determined by comparing pre-arrival and post-departure room and common area conditions. Charges are determined by NC State DASA Facilities personnel, University Housekeeping personnel, and University Housing as deemed appropriate and will reflect the labor and material costs for necessary repairs. In addition, a fee of \$50.00 per resident may be assessed for excessive cleaning required upon check-out.

For health and safety reasons, and the comfort of apartment-mates, interns are expected to maintain a reasonable standard of cleanliness in their room, their bathroom, and the apartment kitchen/common space. Failure to maintain any area of the apartment in a reasonable condition will result in staff intervention and possible housekeeping charges. Trash and recycling should be regularly removed to external dumpsters located on the property. Upon check-out, residents must remove all trash and recycling from the room/apartment to external dumpsters.

ROOM KEYS

Interns must officially check-out with a Conference Services or University Housing staff member when vacating a room. **Keys are to be returned only to an authorized staff member.** Interns are responsible for returning the keys assigned to them and are prohibited from turning in keys on another intern's behalf. If an intern loses a room/suite key or building access card/fob, a temporary key/card can be obtained from staff at the community service desk. Due to security precautions, if the original key(s) is not returned, the appropriate locks will be changed and new keys issued. Conference Services will bill the intern \$125 for each misplaced key (\$250 per set) and \$25 for each misplaced access card/fob. Loss of a temporary key will result in an additional \$30 charge above standard replacement fees. Payment for key charges is due within 5 days of notification. Keys may not be duplicated.

ACCESSIBILITY

Requests for reasonable accommodations as prescribed by Federal, State, or local law must be submitted along with the intern housing application. Some requests, including those for registered service or emotional support animals, may require additional documentation and are subject to review and approval by NC State's Disability Resource Office and University Housing.

STAFFING

The Conference Services office is staffed during regular business hours, Monday-Friday from 8:30 a.m. until 4:30 p.m. Guests may contact the Conference Services office at guestservices@ncsu.edu or by phone at 919.515.4398. Community Assistants (CAs) staff the service desks in the Wolf Village and Wolf Ridge apartment communities. Summer desk hours may vary and will be posted at each community's service desk. Residents may address concerns with the CAs in person. CAs will promptly report all maintenance requests from interns. In case of an emergency, please call NC State Police at 919-515-3000.

TELECOMMUNICATION SERVICES

The room rate includes basic internet access and cable television access in the apartment common area. Please note that televisions are not included as room furnishings. Wireless access is available in all University Housing facilities. Accessing the NC State internet service binds you to the terms and conditions set forth by NC State for this service. The terms of service include abiding by the University's Administrative Regulations for Computer Use and other applicable State and Federal laws and University rules and regulations. For additional information and directions on connecting to NC State's Guest Wi-Fi, please visit: <https://wifi.ncsu.edu/guest/>. Note that connectivity for devices without a web browser (e.g.: some smart devices or gaming systems) may be limited.

DINING SERVICES

During the summer, NC State Dining has facilities that provide hot meals, fast food, and centrally located convenience stores. Facilities are open Monday through Friday. Weekend service is available only on a limited basis. Interns and other unaffiliated guests of NC State are not eligible for a standard "meal plan." Meals may be purchased on a cash or credit basis at all NC State Dining facilities. For more information on dining hall service, including current menus and dining hours, visit NC State Dining online: <https://dining.ncsu.edu/>

PARKING

Interns who plan to bring vehicles on campus must purchase a valid parking permit. Permits may be purchased directly from NC State University Transportation Department. During the summer, parking permits are enforced weekdays from 7:00 a.m. until 5:00 p.m. Parking permits are virtual and are linked to a specific vehicle's license plate. Permits are valid only in the zones to which they are assigned. Interns are encouraged to read the permit terms carefully to avoid parking citations. Arrangements for special parking needs, such as accessible parking, should be made prior to your arrival to ensure requested permits are available. University Housing and Conference Services are not responsible for parking violations, citations, or fines accrued by interns or guests. Questions regarding such occurrences must be handled directly with the NC State University Transportation Department at 919-515-3424 or <https://transportation.ncsu.edu/>. Additional information on purchasing a permit will be provided for registered interns prior to their arrival.

RECREATIONAL FACILITIES

Interns may use outdoor recreational facilities owned by University Housing without cost and with proper reservation. An on-site fitness room is available for use at Wolf Village for interns and students residing in that community during the summer season. If you are interested in utilizing the NC State Wellness and Recreation facilities operated by Carmichael Complex, you may do so for an additional fee. Summer guest passes may be purchased directly from the Carmichael Complex member services office upon arrival. Additional information will be provided for registered interns prior to their arrival.

POLICY ENFORCEMENT

Interns are reminded that use of University Housing facilities is strictly conditioned on compliance with the requirements set forth herein, all policies of NC State University, and all University Housing regulations. NC State University and University Housing reserve the legal authority to terminate this use at any time if an intern does not abide by University Housing and NC State policies. Termination of the Intern's housing assignment will require the individual to immediately vacate the premises, removing all personal items from their room/apartment and returning all keys/access cards. Interns must comply with all local, state and federal laws. In addition to the policies described previously, the following are also enforced:

- Occupants of campus housing are expected to conduct themselves in a manner that is consistent with the rights and needs of other individuals on campus. For example, interns may not congregate in or around other residence halls.

- Individuals involved in the following activities will be subject to removal from University Housing facilities:
- Throwing objects out of/at windows or off balconies;
- Use or possession of fireworks, explosives, flammable materials, firearms, weapons or other objects which are potentially harmful to the physical welfare of other inhabitants;
- Removing, damaging, or in any way tampering with fire safety equipment or triggering false fire alarms;
- Misusing or vandalizing elevators, elevator equipment, or elevator locks;
- Deliberate or malicious vandalism or theft of NC State University furnishings and/or equipment;
- Any actions that are directly detrimental to the physical safety or health of other residents, students, and guests.
- Interns will be subject to prompt removal by University Housing staff for acts that are contrary to the interests of the residential community. Examples include, but are not limited to: crimes of violence; possession, distribution, or sale of controlled substances and/or illegal drugs as defined by Chapter 90 of the North Carolina General Statutes; other acts which violate Federal, State, or local law; or acts which could threaten the safety or well-being of other members of the University community.
- The following are not allowed in University Housing facilities:
 - **Pets, of any kind;**
 - **Air-conditioners, freezers and other equipment requiring more than 120 volt electricity;**
 - **Refrigerators with inner dimensions larger than four cubic feet;**
 - **Appliances exceeding 1800 watts or 15 amps;**
 - **Hot plates, deep-fat fryers, open flames, or open coil appliances (including toasters);**
 - **Halogen lamps;**
 - **Candles of any kind.**
- Only individuals of legal age (as permitted by State law) may possess and/or consume alcoholic beverages in apartments or residence hall rooms. No alcohol is permitted in any common areas (lounges, hallways, suite/apartment hallways, outdoor areas, etc.). Interns of legal age are permitted to consume alcohol according to the policies governing consumption in the residential living spaces. At no time are underage individuals permitted to possess, consume or be in the presence of alcohol. Please use the following website as an additional resource: <https://policies.ncsu.edu/regulation/reg-04-20-01/>
- Smoking is prohibited in all NC State University buildings and residential facilities. Smoking is also prohibited within 25 feet of any NC State building. This includes all common areas, such as patios, breezeways, elevators, laundry rooms, and floor and building lounges. The terms "smoking, smoke, or smokes" shall be defined to include "the use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product. The terms shall also include the use or possession of an electronic cigarette, personal vaporizer or electronic nicotine delivery system that is a battery-powered vaporizer which simulates tobacco smoking by producing an aerosol that resembles smoke."
- Disruptions and disturbances that prevent other guests from enjoying a peaceful environment in the residential community are not permitted.
- NC State reserves the right to enter rooms and other areas of campus housing for the purposes of repair, maintenance, or health/safety inspections.
- Door-to-door solicitation or use of campus housing facilities for profit-making activities for individuals or groups is prohibited.
- University Housing prohibits holding or propping open any door or using any device to hold open an exterior access door. Holding or propping of doors causes safety concerns that can impact the welfare of the entire community. Residents found responsible for holding/propping of doors may be removed from University Housing.
- A "visitor" is defined as a guest present in a particular residence hall, apartment or residence hall room with the consent of a hosting resident of that hall, apartment or room. While in a residence hall in which they do not reside, a visitor must be escorted by the resident host (i.e.: Intern) at all times. Residents are responsible for ensuring that visitors comply with all housing and university policies and will be held accountable for the behavior of their visitors. Guests are expected to conduct themselves in a considerate manner with regard to the rights and needs of roommates and other residents. Visitors may be hosted in designated building common areas at any time. Residents may permit a visitor to remain in their room as an overnight guest only if that resident's roommate or apartment-mates have no objection. Interns may not host an overnight guest for more than 3 consecutive nights or for more than 5 total nights during the summer season.
- NC State University Housing reserves the right to waive or establish standards, policies and procedures it deems necessary for the proper management of its housing programs. Additional standards, policies, and procedures may be found at housing.ncsu.edu.

Questions regarding these Terms and Conditions for Intern Housing may be directed to the NC State University Conference and Guest Services office by email at guestservices@ncsu.edu or by phone at 919-515-4398.