University Conference Services
Non-ODU Student Internship, Co-op, & Guest Housing Summer Housing Form

NAME: _____ _____ _____ _____
Last First MI Gender

CELL PHONE NUMBER: _____ **E-MAIL ADDRESS:** _____

PERMANENT ADDRESS _____ _____ _____ _____
Street City State Zip

HOME INSTITUTION: _____

COORDINATOR'S NAME & PHONE NUMBER: _____

COMPANY/GOVERNMENT AGENCY/ODU DEPARTMENT OR PROGRAM YOU ARE WORKING FOR

COMPANY'S NAME: _____ **COMPANY'S PHONE NUMBER:** _____

COMPANY'S ADDRESS: _____ _____ _____ _____
Street City State Zip

COMPANY'S PROGRAM COORDINATOR'S NAME: _____

COORDINATOR'S E-MAIL ADDRESS: _____ **EMPLOYMENT DATES:** _____ _____
FROM TO

Check Living Option: ☐ Single ☐ Double ☐ Disabled Accommodations
(If you have a disability/health concern, please explain below)

Smoking Preference: ☐ Yes ☐ No
(Smoking is not permitted within 20 feet of any building)

Required Accommodations:

This agreement shall be in effect for the number of days the student resides in on-campus housing as indicated by the arrival and departure dates on this form.

2015 SUMMER HOUSING OCCUPANCY DATES
(Housing Available from May 17, 2015 – August 8, 2015)

Arrival Date & Time_____

Departure Date & Time_____

EXTRAS
Parking Pass ($58)
Fitness Center Membership ($80)
Meal Plan
($500 for 500 Flex points which can be used at dining locations on campus.)

All residents are expected to vacate by the indicated date of departure and shall be expected to perform certain check-out procedures in accordance with the University Conference Services Intern & Co-op Housing Agreement. Failure to properly check-out by the indicated departure date will result in a penalty charge, plus appropriate charges for any keys not returned. All individuals housed in residential facilities are required to abide by standards of conduct publicized by Old Dominion University, contained in the current Old Dominion University Student Code of Conduct, or contained in amendments to the handbook as printed in official University publications. Alleged violations of the standards of conduct will be administered in accordance with procedures contained in the handbook and will be reported to the company or agency indicated on this form as the summer employment organization as well as disciplinary personnel at the home institution.

CRIMINAL BACKGROUND

It is a condition of eligibility for applicants for University-owned or managed housing to completely and truthfully answer criminal history activity questions. University Conference Services reserves the right refuse housing based upon behavior, including but not limited to criminal activity, that the University in its sole discretion and judgment determines that refusal of housing (or termination of the University Conference Services Intern & Co-op Housing Agreement for behavior that is revealed or occurs after application submission) is in the best interest of the University, its residents and employees, and the overall community. If University Conference Services becomes aware that an applicant has a record of criminal conviction(s) or other actions that could pose a risk to person or property and/or could be injurious or disruptive to the university-owned or managed community environment, the University may not accept or may cancel the University Conference Services Intern & Co-op Housing Agreement. Failure to completely and truthfully answer criminal history activity questions on a housing application may result in termination of the University Conference Services Intern & Co-op Housing Agreement. All decisions/outcomes through this process are final and are not subject to review/appeal.

Have you ever been charged with criminal activity (either convicted of or have pending charges)?

☐ No ☐ Yes

If you answer yes to the question above, you must email summerconferences@odu.edu with an explanation of the charges for consideration for on-campus housing.

STATEMENT OF UNDERSTANDING

I hereby certify to have read this document entitled the *Old Dominion University Office of Housing Residence Life Summer Internship and Co-op Form and the 2015 University Conference Services Intern & Co-op Housing Agreement* in full and understand the terms thereof, in particular the section **Cancellation of the University Conference Services Intern & Co-op Housing Agreement and Termination by the University.**

I acknowledge that the University will not grant this agreement unless personal guarantee of payment of all charges or obligations hereunder is made. I understand that this agreement obligates me to reside in University Housing for the entire period of occupancy as indicated by the arrival and departure dates on this form.

I understand that I must submit both sides of this document to Housing and Residence Life: University Conference Services office for full consideration of summer housing. Failure to submit the complete document will render this agreement null and void and no action will be taken by Old Dominion University's HRL: UCS.

It is the responsibility of the resident to become familiar with all provisions of this agreement. No verbal statement by any party is considered a waiver of any term or condition, whether expressed or implied, unless made in writing by Old Dominion University's Executive Director of Housing & Residence Life or her/his designee.

_____ _____

Signature Date

PAYMENT INSTRUCTIONS

Payment is due at time of check in for guests staying in May and/or June. Payment is due on July 1, 2015 or at the time of check in for guests staying in July and/or August. If extending beyond the original agreed upon dates, payment is due at the time of the extension request. Payment may be made by cash, check, or credit card (Visa or MasterCard) at check in. A $25.00 fee is charged for all returned checks.

Complete and submit the form along with the signed terms and conditions by scanning to summerconferences@odu.edu or faxing to (757) 683-4864.