



Housing and Residential Life

Intern Housing – Spring/Summer 2014

Thank you for your interest in intern housing at Wayne State University. Wayne State is a premier research university located in the University Cultural Center in the heart of Detroit's Midtown neighborhood, which is home to world-class museums, theaters, libraries, concert halls and professional sports venues. It's a great place to live, work and play.

The spring/summer residence hall for interns is the [Leon H. Atchison Hall](#). Single and double accommodations are available and they include:

- extra-long twin beds
- desks and closets
- private baths
- air conditioning
- on site laundry facility
- kitchenettes on odd numbered floors
- staffed 24 hour reception desk
- card access entry system
- wireless Internet access
- complimentary guest internet access ID
- option to purchase linens
- option to purchase a [Voluntary Meal Plan](#)
- option to purchase a parking pass
- option to purchase a Mort Harris Recreation and Fitness Center pass

Additional information regarding Atchison Hall may be found at www.housing.wayne.edu. Please note that smoking and alcohol are not permitted inside Atchison Hall. University policy forbids smoking within 25 feet of all building entrances.

Before you sign, read the contract and the appropriate web page sections of the WSU Guide to Community Living and the Student Code of Conduct carefully as they are incorporated by reference and made a part of the contract. Interns without web access may request the documentation in printed form. All interns living in on-campus housing agree to abide by the [Guide to Community Living](#) and the [Student Code of Conduct](#). You should be familiar with the contents of both, as you will be held responsible for your actions. Should your actions violate the Student Conduct Code, then they may be reported to your current institution.

Along with this completed contract, you will need to provide the following two documents:

1. Documentation from your current academic institution verifying your student status. This can be a Winter 2014 or Fall 2014 class schedule or a letter from your Admissions, Registrar, or Dean of Students.
2. A letter from your internship employer verifying your employment. A copy of your offer/acceptance letter will suffice.
3. All documents should be forwarded to Chris Bowen by:
 - a. Email: ab0227@wayne.edu or
 - b. Fax: 313-577-8686 or
 - c. Mail: Wayne State University, Business and Auxiliary Operations, 5221 Gullen Mall, Suite 470, Student Center, Detroit, MI 48202

Interns may be housed as early as **Sunday, May 11, 2014** and no later than **noon Sunday, August 10, 2014**. Failure to move out on August 10, 2014 will result in your being billed additional charges. You may check-in any day of the week beginning with your move in date between the hours of 8:30 a.m. and 8:00 p.m.

Key and access card pick up is available at Leon H. Atchison Hall located at 5110 Anthony Wayne Drive, Detroit, MI 48202 (front desk: 313-577-9852). Failure to return the room key will result in a fee of \$150.00. Your first room lockout is free with fees incurred as indicated in the *Community Living Guide*.

Contracts must be received a minimum of two business days prior to key pick up. The minimum contract length is 30 nights. Rate reductions will not be made if you arrive later than your contracted key pick up date or for absences during your contract period. A billing charge may be assessed to cover the cost of special billings and/or the cost of extraordinary collection efforts. Once the contract has been received, an email will follow with online payment instructions. Payments are not accepted by mail, in person or during key pick up. Full payment is due no less than two business days prior to key pick up.

Questions related to housing for interns may be directed to Chris Bowen by email at ab0227@wayne.edu or by phone at 313-577-7869.



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Last Name First Name

Permanent Address Contact Number (cell # preferred)

City, State, Zip Code Gender

Date of Birth Email Address

Desired Roommate (if any)

Check here if parking is required at a cost of \$4.25/day for the first 5 days, then 2 days of free parking.

Choose one: *Single Room: \$24.00 per night *Double Room: \$19.00 per person per night

*A \$2.00 access card fee plus applicable federal, state, and local taxes may apply. Minimum 30 night stay.

Move In Date _____ Move Out Date _____

The Intern agrees to hold harmless the Board of Governors of the Wayne State University, and their officers, employees, and agents and to indemnify the same from any and all liability, including claims, demands, cost, damages, and expenses of every kind and description (including death) by the Intern or others in the residence hall or any location, structure, or vehicle managed by Housing and Residential Life including Housing and Residential Life sponsored events and/or activities as a result of Intern's acts or omissions, including those that relate to changes or modification made by the Intern to their room or furnishings such as bookshelves, partitions, or other structures. This clause makes the Intern financially responsible to the Board of Governors of WSU, WSU and its employees and agents in the event of any claims against them. It is further agreed that the Intern accepts all such responsibility for the Intern's guests. WSU Housing and Residential Life reserves the right to temporarily suspend the performance of this contract without notice in the event of an emergency which would render the continued operation of the residence hall not feasible. If such an event lasts more than three days, the unused room payment will be refunded. Housing and Residential Life accepts contracts and assigns rooms without regard to race, color, creed or national origin.

Cancellation policy: Written cancellation of this contract prior to key pick up will result in full refund of all monies received. Cancellation of this contract after key pick up will result in no refund being issued.

I understand and agree to the terms and conditions of this contract and the supporting Housing and Residential Life web based documentation.

Signature of Applicant Date

Signature of Parent/Guardian for Applicant under age 18 Date

(FOR OFFICE USE ONLY)

Intern ID # _____ Total Amount Due _____ Atchison Room # _____
Nights _____ CashNet Transaction # _____