



**UNIVERSITY OF DELAWARE**  
**2025 INTERN HOUSING APPLICATION and AGREEMENT**  
**6/1/2025-8/9/2025**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Internship Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

**NO REFUNDS WILL BE GIVEN FOR CHECK-IN DATES LATER THAN OR CHECK OUTS PRIOR TO  
THE DATE LISTED ABOVE.**

Housing space is limited. The earliest date available for check-in is June 1, 2025 after 2:00 PM. The latest date for check-out is August 9, 2025 by 12:00 PM. These dates and times are firm. All pricing below is per person. When paying in full with application the total cost from 6/1-8/9 is \$3200.00 per person inclusive of a mini fridge (single suite=one in one room and 1 in the other room with a shared bathroom) and the total is due once the application has been approved. No money will be refunded for partial stays OR early move out.

Cathy Matthews  
Assistant Director  
University of Delaware  
Conference and Event Services  
Newark, DE 19716  
Telephone: (302) 831-2886

## Summer Intern Housing Agreement

*This agreement must be signed and submitted along with your deposit to confirm your reservation.*

This document, when submitted to the University of Delaware Summer Housing Office with appropriate signature(s), is a request to use and occupy University of Delaware residence hall accommodations. This is an AGREEMENT between the Individual Intern and the University of Delaware signed and returned prior to arrival. It entitles the Intern to the use of assigned University housing only in such manner as set forth herein and in accordance with the regulations of the University. It does not constitute a lease or create a landlord - tenant relationship between the University and the Intern. This AGREEMENT, unless otherwise provided, shall be binding for the dates of: **June 1- August 9, 2025**

### Requirements for Summer Intern Housing Program

The individual Intern must be participating in an Internship or Summer Employment Position in the DelMar area which is pertinent to the Intern's educational and professional goals. Interns must be at least 18 years of age to live in the University Residence Halls.

### Check-In / Check-Out

All Interns will check-in for housing between the hours of 2PM and 9PM, 7 days a week at the front desk of the Summer Housing Operation. All Interns will receive an access card and key to their suite upon arrival. Interns will be provided with written instructions regarding proper check-out procedures. All checkouts must occur by noon on the scheduled departure day.

### Pre-Payment

The Intern will be required to pre-pay by credit card via an online payment link by May 1<sup>st</sup>. (which will be provided after your application is processed).

### Cancellation

(A) To cancel a reservation, written notice to the University of Delaware is required 7 days prior to occupancy.

(B) If the Intern does not check in within three days of their scheduled arrival and has not given prior written notice of their late arrival to Housing, their housing reservation will be canceled, and they will be charged per (A) above.

(C) If the Intern vacates the room prior to the end of the scheduled stay they will not receive a refund.

### Termination of Occupancy

The University of Delaware reserves the right at any time, in its sole discretion, to terminate this Agreement, to suspend the Intern from student housing, to postpone or cancel the assignment of any space, or to postpone the commencement of the Intern's summer stay (A) if the Intern fails to pay any sum due under this Agreement when due, violate any other term of this Agreement, or fail to occupy or

improperly vacate the assigned space; (B) if the assigned space is unavailable for dormitory use or unusable due to any damage, construction, renovation, or repair; or (C) for any other reason that the University of Delaware, in its sole discretion, deems to be good cause. If this Agreement is terminated because of the Intern's failure fully to perform any of the obligations under this Agreement, the Intern will continue to be responsible for all fees due under or as a consequence of this Agreement for the entire original stay.

### **Room Assignments**

Specific room assignments will be made by the Housing Manager. The Housing Manager will attempt to accommodate roommate requests, provided it receives the request in writing from each roommate. Room assignments are made without regard to race, creed, color, age, veteran's status, sexual orientation, or national origin. The Housing Manager reserves the right to assign applicants to available space, alter any assignment at any time, and deny or revoke the privilege of housing to any Intern who disrupts the residence hall environment, or violates any provision of this Agreement. If a vacancy occurs in an apartment, the remaining Intern(s) will accept an assigned apartment mate. Where there is a vacant space, the apartment must be maintained by the Intern(s) in a manner that will allow another Intern to move in immediately.

### **Regulations**

The Intern agrees to review and abide by all policies and regulations of the University of Delaware and Housing that are or shall become effective during the duration of Intern's stay. These policies and regulations are found online at [https://www.udel.edu/content/dam/udelImages/rh/DocsandFiles/Contracts/University\\_of\\_Delaware\\_Undergraduate\\_Student\\_Housing\\_Contract\\_2023-2024.pdf](https://www.udel.edu/content/dam/udelImages/rh/DocsandFiles/Contracts/University_of_Delaware_Undergraduate_Student_Housing_Contract_2023-2024.pdf). If the Intern violates any such policy or regulation included in the document, they may be subject to disciplinary action and/or termination of this Agreement without refund by the University of Delaware, in its sole discretion.

### **Security**

Interns who enter or leave by locked security doors are responsible for leaving them in a locked position. Doors must not be propped open at any time. Keys should be carried at all times and are not to be loaned. Interns should report anyone or anything suspicious or any lost or stolen articles to the building front desk immediately. In case of emergency, contact our University Police at (302) 831-2222. The University does not assume responsibility for loss or damage to personal items or for personal injury.

### **Keys**

All Interns in the Summer Intern Housing Program are assigned access cards and keys for access to their building. Under no circumstances are these keys to be loaned or given to anyone else. Upon check-out from University housing, all keys must be returned. Failure to do so will result in a replacement fee of \$180 per key and \$45 per access card, which includes the changing of the lock head. Interns who lose their keys during their stay on campus must report such loss to the housing manager immediately and pay the same charge as above. If there is a police report verifying that the keys were stolen and not lost there will be no charge.

### **Visitors**

Interns are responsible for the conduct of their visitors. All visitors must check in with ID at the front desk. Overnight Guests are not permitted to stay on campus. No more than three visitors per Intern are allowed at any one time and must be respectful of all the University of Delaware rules and regulations.

### **Room Access**

The University of Delaware reserves the right, at any time and for any reason, in its sole discretion, to enter the room without prior notice to the Intern to make repairs; to inspect for compliance with health, fire,

or building codes or with University of Delaware policies or regulations; or because of any situation that the University of Delaware, in its sole discretion, deems to be a danger to health, safety, or property.

### **Apartment Condition**

(A) The Intern shall maintain the room in a clean, safe, and undamaged condition at all times. Interns assigned to the room shall be jointly responsible for cleaning and maintaining the bathroom, and other common areas. (B) When the Intern vacates the assigned space, they shall remove all personal property and leave the room and any furnishings clean and in the same condition they were in when the Intern commenced occupancy, ordinary wear and tear excepted. Interns agree that University of Delaware may promptly dispose of any personal property left in the room after the end of the scheduled stay. The University of Delaware will assess cleaning, repair, and disposal charges equally among all Interns assigned to the room, unless individual responsibility is established before departure. (C) Charges for damage to any public area or furnishings in a housing facility may be assessed, in the University of Delaware's sole discretion, against any or all of those assigned to the apartment.

### **Responsibility for Personal Property**

The University cannot and does not assume responsibility for personal accident, injury, or illness to interns, guests or visitors, or for damage, theft, or loss of personal property, and the Intern hereby releases the University, its trustees, officers, agents, faculty and employees from any liability on account of any accident, injury, illness, property damage, theft, or loss not caused by the University's gross negligence or intentional act or omission.

The Intern releases the University from all liability related to power outages, including those that result in the loss of stored computer memory, data, and/or files or voltage spikes or surges which damage computers or any appliance. Interns are encouraged to use voltage surge protectors.

The University will not reimburse Intern or their parents/guardians for damaged, lost, or stolen personal property. Interns are encouraged to protect themselves from loss by purchasing appropriate insurance, as interns are not covered under the University's property and fire insurance policy. In that regard, interns should review any homeowner's policy that the intern or intern's family might have to determine whether the contents of the intern's University room are already covered or could be covered with a relatively inexpensive policy rider or should purchase renter's insurance. When interns consider this insurance protection, they should keep in mind the replacement cost of such items as computer, jewelry, musical instruments, electronics, books, calculators, clothes and shoes, and sports equipment.

### **Responsibility for Common Areas** (*hallways, stairwells, elevators, lounges, studies, etc.*)

Interns are expected to take every precaution to assure that common areas are not abused.

Removal of common area furnishings or equipment from their proper location constitutes theft of University property.

### **Move Out Procedures**

Interns shall vacate their assigned space, and officially check out and return all keys, by noon on the final day of the scheduled stay (immediately upon cancellation or termination of this Agreement). If the Intern does not officially check out, return keys, and vacate the space by that date, The University of Delaware reserves the right to change the locks for the room and not allow the Intern to enter the room or the facility in which it is located. Interns shall also be responsible for all costs and direct or indirect damages suffered by the University of Delaware in connection with an Intern's failure to check out and vacate by that date, including, without being limited to, the cost of accommodations for each person who would otherwise have

occupied the assigned space and all legal and other expenses incurred by the University of Delaware in connection with removing Interns from the space.

### **Drugs and Alcohol**

The use, possession, or distribution of narcotics, cannabis or any illegal drugs is strictly prohibited on campus and in the residence hall. The unauthorized use, possession, or sale of any drugs, including those sometimes prescribed for medical purposes will not be tolerated at any time. Interns under the age of 21 who purchase or knowingly possess any alcoholic beverages violate State law. In addition, any Intern who furnishes an alcoholic beverage to a person who is under 21 years of age violates state law. Alcohol is not allowed in common areas of the residence hall. Any violation of this Section will be grounds for **immediate termination** of this AGREEMENT.

### **Smoking**

All University of Delaware residence halls are non-smoking facilities. This includes all types of electronic cigarettes, vaporizers, cannabis as well as hookahs.

### **Firearms, Explosives and Candles**

Firearms, fireworks, ammunition, explosives, weapons of any sort, flammable liquids, incendiary devices, Bunsen burners and torches are not allowed on campus. Setting a fire, or using any type of open-flame (including candles) or open filament device (including incense) within the residence halls is strictly prohibited. This is strictly enforced in the residence hall.

### **Fire Protection**

The University will not tolerate Interns starting fires of any sort in or near the residence hall, or elsewhere on campus. If an Intern is found tampering with a fire alarm mechanisms and/or fire extinguishers and/or refusing to vacate a building in the event of a fire alarm may result in the Intern being removed from the premises immediately and no refund of fees will be made. The Summer Conference Housing Office in conjunction with Emergency Health Services and UDPD may assess Interns either collectively or individually for false alarms and/or damage to alarm mechanisms or extinguishers. Candles, incense, and other combustible materials may not be used in University buildings including Intern apartments.

### **Pets**

No pets (excluding designated service animals approved through our Office of Disabilities) are allowed.

### **Internet and Cable TV**

The University of Delaware does not provide cable TV services

### **Additional Policies**

- A)** Radio, television antennas and satellite dishes of any sort may not be installed on the exterior of the residence hall.
- B)** Vehicles with combustion engines may not be stored in the residence hall.
- C)** All Interns are expected to always maintain a reasonable sound level in their apartments.
- D)** Interns are expected to uphold all University policies
- E)** Interns are expected to be respectful to our buildings, staff, suite mates and all other residents within our buildings.

### **Assignments-Medically Related Needs**

It is the policy of the University to ensure meaningful access to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. Accordingly, Interns must notify the University of Delaware in writing at least 30 days before their scheduled arrival on campus of any disabilities that may require reasonable accommodation. Note: some accommodations may require medical documentation.

**This agreement must be signed and submitted along with your **payment, ID, and Intern Offer** to confirm your reservation.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

*Payment Link:*

***Online by credit card:***

***<https://udconferences.securepayments.cardpointe.com/pay>***

***Roommate Request:***

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University of Delaware  
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