

Guest Housing Occupancy Agreement (Please return via fax, mail or e-mail and keep a copy for your records. *Deadline to return form is June 6, 2008.*)

Kenneth Burke Society - Housing available from Saturday, June 28 to Tuesday, July 1, 2008

Personal Information

Name: _____ Gender: Male _____ Female: _____
(Last) (First) (MI)

Your Address: _____

Home Phone #: _____ - _____ - _____ Cell Phone #: _____ - _____ - _____

E-Mail Address*: _____
(* required as confirmation will be sent via e-mail only)

Accommodations / Term of Occupancy

All apartments have either 2 bedrooms with 2 twin beds in each bedroom or 4 bedrooms with 1 twin bed in each bedroom, are air-conditioned and carpeted. Each person is provided with a twin bed, desk with shelves and closet space. Apartments contain a furnished living room and dining area, a kitchen and 2 bathrooms. OCS reserves the right to make all housing assignments according to the availability of space.

CHECK-IN DATE:** ____/____/____
(after 3pm)

CHECK-OUT DATE: ____/____/____
(by 5pm)

**Check-in and Check-out arrangements will be communicated in your housing confirmation which will be sent only via e-mail once your housing registration has been processed. Please contact the Conference Reservations Coordinator, 610-519-7790 or stefanie.austinat@villanova.edu, with questions.

Housing Option:

- 2- or 4-bdrm, 2-bathroom apt, Shared with one other participant: \$50.00 per person per night plus 8% Tax

Apartment Roommate Request: _____
(If none requested, one will be assigned.)

Payment Arrangements

A valid credit card number (MasterCard, Visa or Discover) is required below. **Credit cards will be the only method of payment accepted for housing costs.** *Cancellations must be made 48 hours prior to arrival or you will be charged for one night's lodging.*

This credit card will also be charged for any additional costs, at or following departure of the occupant, by Villanova University under the following conditions: residence key not returned (\$65.00), excessive cleaning is required, damages are sustained, housing payment balance due or any combination of the above. Under these conditions, a summary of charges to your credit card will be sent to your permanent address.

Check one: VISA _____ MC _____ DI _____

(Please supply the 3 security numbers located in the signature box on the back of the card in the space provided below)

Credit Card # _____ 3 Security #s _____ Exp. Date ____/____

Name on Card: _____ Signature: _____

Agreement will not be processed without a credit card number and a signature. All paperwork will be returned, which could delay date of check-in.

THIS IS A LEGAL AND BINDING OCCUPANCY AGREEMENT. THIS OCCUPANCY AGREEMENT IS BINDING FOR THE ENTIRE TERM INDICATED AND NO REFUND WILL BE MADE FOR EARLY DEPARTURE OR “NO-SHOW”.

By signing this Occupancy Agreement I agree to the following:

- ◆ A valid credit card # is required and will be charged for housing and additional costs at or following departure of the occupant under the following conditions: residence key not returned, excessive cleaning is required, housing payment balance due, damages are sustained or any combination of the above.
- ◆ To authorize Villanova University to place charges on my credit card account to recover losses due to any unpaid charges.
- ◆ That I am the authorized cardholder or I am having a letter with the cardholder’s original signature sent to the address below.
- ◆ In the event that excessive cleaning is required and/or damage is sustained in the residence, and it cannot be determined which occupant(s) of the residence is/are primarily responsible, the University reserves the right to allocate the charges as it sees fit.
- ◆ To abide by the Terms and Conditions of Occupancy which are a part of this Occupancy Agreement (a copy is attached and also available in the “Intern Housing” section of our website).
- ◆ To adhere to Check-Out Procedures prescribed by the Office of Conference Services (a copy can be found in the “Intern Housing” section of our website).

I HAVE READ THIS OCCUPANCY AGREEMENT AND AGREE TO ABIDE BY IT AND THE TERMS AND CONDITIONS OF OCCUPANCY WHICH ARE A PART OF THIS AGREEMENT.

Applicant’s Signature _____ Date ____/____/____

PLEASE NOTE THAT AN INCOMPLETE OCCUPANCY AGREEMENT WILL NOT BE PROCESSED.
PLEASE MAKE A COPY FOR YOUR RECORDS AND RETURN THE ORIGINAL, EITHER BY MAIL OR BY FAX TO:

**Villanova University
Office of Conference Services
800 Lancaster Avenue
Galberry Hall, 3rd Floor
Villanova, PA 19085
Phone: 610-519-7790
Fax: 610-519-7869
www.conferenceservices.villanova.edu**

**Villanova University Conference Services
Summer Guest Apartment Housing Accommodations**

Kenneth Burke Society Conference

- **All apartments are air-conditioned, furnished and equipped with ambient lighting.**
- **Pillow, mattress pad, sheets, blanket, towels, wash cloths and bath mat will be provided. Beds are standard twin size. An ample supply of linens/towels is provided. There is no scheduled linen exchange or daily housekeeping service within each guest apartment.**

Complimentary:

- Wired high-speed internet access in each bedroom. User laptops need to have a network card installed. Access in St. Clare Hall is through a standard RJ-45 Ethernet cord which connects to a green wall jack. Cords are available through the Office of Conference Services at the Service Desk for a \$10.00 refundable deposit (exact change preferred).
- Cable TV network connection wall jack in each living room – TV and coaxial connection cord not provided.
- One set of shampoo, soap and plastic cup per guest in apartment at arrival.
- Ice cube trays.

Not Provided:

- Alarm Clock (wake up calls unfortunately cannot be accommodated) – TV – Coaxial Cables – Computer –
- Utensils – Plates – Silverware - Glasses – Cookware - Desk Lamps - Personal Items – Toiletries - Kitchen Items – Food – Drinks

Configuration of Apartments in St. Clare Hall

- **Mostly two-bedroom units with two beds per bedroom. Some four-bedroom units with one bed per bedroom.**

Apartment Access – Key locks; key provided at check-in; key must be returned at check-out; a \$65.00 fee is charged for any key not returned.

Kitchen or Kitchenette – **2-bdrm.** units are equipped with full kitchens containing a standard size refrigerator, a microwave, a stove with four burners, a self-cleaning oven, cabinets and drawers. **4-bdrm.** units are equipped with a similar arrangement, except without a stove.

Living Room/Dining Area – **2-bdrm.** units have a kitchen table plus four chairs, sofa, lounge chair, coffee table, end table, entertainment unit and a wall jack for cable television network connection. **4-bdrm.** units have the same furnishings with the exception of a kitchen table and chairs.

Bedrooms – **2-bdrm.** units contain two of the following in each bedroom: bed, dresser, desk, desk chair, closet and internet jack. **4-bdrm.** units contain one of each of the aforementioned items in each bedroom.

Bathrooms – Two full, with a shower and toilet in each. **Vanity Area** – Two vanity sinks and a large mirror.

- **Trash Removal:** There is no trash pick-up from within apartments during the term of stay. Trash from guest apartment trash cans **must** be deposited into the dumpsters in the parking lot adjacent to the apartment building. Please separate recyclables.
- **Smoking and Alcohol:** Smoking is **not** permitted anywhere inside of all campus residential buildings. Alcohol may be consumed responsibly within each apartment by those 21 and older according to Pennsylvania State law. Open containers of alcohol may not be carried outside an apartment.
- **Elevators:** Centrally located in each apartment building lobby.
- **Vending Machines:** Snack and soda machines are located in the main lobby of each building.
- **Laundry:** St. Clare Hall has a laundry room located on the first floor. See Guest Guide for operating instructions.
- **Access Doors:** For safety purposes, **between 9 pm and 7 am**, apartment buildings can only be accessed through the main lobby entrance. During these hours, side access doors are magnet-locked to limit access, but comply with all fire codes, and will release automatically when a fire alarm sounds.

**TERMS AND CONDITIONS OF OCCUPANCY
OF VILLANOVA UNIVERSITY FACILITIES**

1. Occupants, and occupant groups, are responsible for the care and condition of the assigned meeting facilities and residences covered by this agreement, including, but not limited to, equipment, walls, floors, carpets, furniture, etc. Facilities must be left in move-in condition upon departure. The occupant or occupant group agrees to pay the cost of repairs for any damages and the cost of any extraordinary cleaning or furniture moving needed to return the residence or other meeting facility to its move-in condition. The need for and the costs of such are within the sole discretion of the University.
2. The University reserves the right to enter rooms without prior permission from occupants if it has reason to suspect that an emergency situation exists, or that violations of University policy are occurring (or may have occurred), to locate persons or missing property, to conduct non-invasive maintenance activity, and to do non-invasive health, safety and maintenance checks and repairs. After knocking and waiting a reasonable period of time, a University staff member may make entry at this time. If an Occupant is not present when entry is made, a note may be left indicating the person or persons entering and reasons for doing so.
3. Except to the extent resulting from the gross negligence or intentional misconduct of University or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable, the University is not responsible or liable for the loss of, or damage to, any property of the occupant/group, or for personal injuries sustained by the occupant while in or resulting from occupancy of a residence or other University facility. The University recommends that individuals carry appropriate insurance.
4. The University does not permit the use of its facilities for any commercial purposes without prior approval.
5. All animals, except animals trained to aid people with disabilities, are prohibited in all campus buildings.
6. No personal heating, air-conditioning or cooking apparatus shall be allowed in University facilities. Portable box fans are permitted. Occupants who are assigned to apartments may provide other small cooking appliances for personal use as long as they are UL approved, have self-contained heating units, and are approved by a University Office of Conference Services full-time administrator.
7. All occupants and their guests must abide by applicable University policies, Pennsylvania laws, and Federal laws including, but not limited to those dealing with fire safety, alcoholic beverages (if age 21, in assigned housing and approved event rooms only), narcotics, drugs, and weapons. In particular, occupants must abide by the University's Code of Conduct and Residence Life Office policies as set out in the Villanova University Student Handbook (<http://www.villanova.edu/studentlife/assets/documents/dean/pdf/studenthandbook.pdf>) and any other policies specific to the program in which they are participating. Occupants are responsible for the proper disposal of waste. Villanova recycles mixed paper, cans & glass, and plastic bottles.
8. Smoking is strictly forbidden in all of the public areas of campus, including classroom/administrative buildings and activity space. **Smoking is not permitted anywhere inside of all campus residential buildings.**
9. It is understood that use of campus housing and meeting facilities will occur at the same time other University guest groups are present, and that any guest activity must not disturb others anywhere on campus. Youth under age 18 must be supervised at all times.
10. Occupants are responsible for using their Wildcard, key or lock combination in a manner that does not jeopardize the safety or security of individuals or property. **A lost key or compromised lock combination should be reported immediately to the Office of Conference Services.** There is a **\$65.00 fee** for a lost key due to the costs associated with a required lock change and key production. A **\$25.00 fee** for a door lock combination change will be billed. Wildcards are disposable and do not need to be returned at the end of your stay. However, there will be a \$10.00 replacement fee if a Wildcard is lost during your stay and a replacement card is issued.
11. Male and female occupants could be housed on the same floor of a residence hall/apartment building but will be provided separate sleeping accommodations and bathroom facilities. Shared rooms or apartments are reserved for married couples or occupants of the same sex.
12. Individuals staying in a residence for one or more nights must be registered and paying guests. Arrangements for guests may be made by contacting the University Office of Conference Services, 610-519-7790.
13. The University will provide staff on duty who can be contacted for assistance or emergencies. Public Safety phone: 610-519-5800 or X95800.
14. This Occupancy Agreement shall constitute a license and shall not be deemed to constitute a lease or to create or transfer an interest in or lien on real estate. Subject to the terms of the License Agreement, the University may revoke the license of any occupant that the University considers disruptive or otherwise considers detrimental to the residence population or University community. Subject to the University's right of revocation, the occupant agrees that this agreement shall remain in force for the full term of the occupancy.
15. Any occupant incident where there is physical threat or destructive action may result in removal or reassignment of involved occupant(s) per the University's discretion. An occupant who is removed from University housing must remove all belongings, return the key, and vacate within 24 hours of the action. If the occupant fails to vacate within 24 hours, the University may take possession of the assigned space, remove and dispose of the occupant's belongings at the occupant's risk and expense, change the locks to the premises, and charge all costs associated with this change to the occupant. An escort will accompany the dismissed occupant if necessitated by his/her conduct.
16. The University reserves the right:
 - a) To levy and collect charges for damages to, unauthorized use of, or alterations to residences, equipment or buildings, and for extraordinary cleaning necessitated by improper use of its facilities;
 - b) To reassign occupants to other accommodations on campus;
 - c) To bar any occupant from the campus and the residences if, in the sole opinion of the University, the individual's conduct is injurious or potentially injurious to the University, or members of the University community or guests;
 - d) To retain any payment made by, or on behalf of, any occupant barred from the campus or residences;
 - e) To terminate the reservation of any occupant or occupant group if, in the sole opinion of the University, unforeseen events make it inadvisable or illegal or impossible to provide the required facilities;
17. The University shall not be held liable for any delays or failures to provide rooms, meeting space or other facilities fit for occupancy or any other delays or failures in performance, in whole or in part, if such delay or nonperformance is due, directly or indirectly (e.g., through the prior or concurrent displacement and need for rescheduling of academic, research or administrative functions) to any cause beyond Licensor's reasonable control, including, but not limited to, destruction of or damage to such space, acts of God, war, riot, terrorism, civil disturbance, fire, floods, environmental calamity or risk, inclement weather, strikes, lock-outs, labor disputes, pandemics, epidemics or other outbreaks of diseases or other infections, failures in public supply of electricity, heating, lighting, air conditioning or public telecommunications equipment, or other such events, disturbances or conditions.