CONTRACT TERMS AND CONDITIONS FOR INTERNS

This contract is made between the Board of Regents of the University System of Georgia by and on behalf of Georgia State University and its University Housing - Conference Services in Atlanta, Georgia, hereinafter referred to as "University Housing" or "Conference Services" and the entity named below, hereinafter referred to as the "Intern", "participant", or "you".

University Housing Conference Services agrees to provide the following facilities and services and the intern agrees to pay University Housing Conference Services for the facilities and services in accordance with the following terms and conditions.

A. ACCOMMODATIONS, SERVICES, AND CHECK-IN/-OUT FOR INTERN RESERVATIONS

University Housing agrees to provide the following housing accommodations and services and the Intern agrees to pay the rates listed on your invoice.

Beds are single extra-long twin beds and require an extra-long twin size fitted sheet or the use of a flat sheet. Bedrooms will be assigned to you with other same gender interns. The occupancy of each apartment is based on availability and will be either double, triple, or quad occupancy. There are no single occupancy suites. If single occupancy is desired, all beds in a suite must be purchased. Shower curtains, garbage cans, and toilet tissue (may replenish at front desk as needed) are provided in the apartments and suites. Dishes, toiletries, televisions or telephones are not provided in the apartments or suites but there is a telephone in the hall on each floor for guests to use (local service is included in conference rate; long-distance calls require a calling card) and other items are available for rent and purchase at the front desk (excluding TVs).

Check-In time for your scheduled arrival date is: 9:00am  
Check-Out time for your scheduled departure date is by: 5:00pm

There are no refunds for late or missed check-ins.

_____ Initial Here that you have read and understand this section.

B. SPECIAL NEEDS

To assist University Housing in making reasonable accommodations for those who have special needs (such as accessibility needs, wheelchair users, accessible parking, attendant needs, etc.), you will need to inform the Conference Coordinator of any special needs as soon as possible, but no later than 14 days from your scheduled check-in date. University Housing shall be responsible for reasonable accommodations with respect to access to rooms and facilities.

_____ Initial Here that you have read and understand this section.

C. TRANSPORTATION AND PARKING

Parking is available during contract dates. For those requesting parking passes during registration, charges will be invoiced and added to your payment schedule. Payment for parking will be due with your monthly rental payment.

_____ Initial Here that you have read and understand this section.
D. DINING SERVICES
For individuals residing in University Commons, apartments are equipped with a full-size refrigerator, stove, microwave, and dishwasher. Food, cookware, and utensils are not provided. Meal plans can be purchased at an additional cost in our dining facility, but is optional.

For individuals residing in Piedmont North or Patton Hall, suites do not include full kitchens. Your accommodations rate includes a mini-fridge and microwave and a daily dinner in our state-of-the-art dining facility. Additional meals to include breakfast and lunch can be purchased, but are optional. It is preferred that arrangements for additional meals be made prior to arrival, otherwise there will be a delay in when you made start additional meals once the requests is made.

_____ Initial Here that you have read and understand this section.

E. GEORGIA STATE UNIVERSITY AND UNIVERSITY HOUSING REGULATIONS
The Sponsor(s)/participants/intern(s) are required to adhere to all University policies, regulations, guidelines; and all local, state and federal laws concerning health, safety, and public order. Failure to comply with these regulations may result in forfeiture of the privilege of using University facilities and services. The Sponsor(s)/participants/intern(s) agrees to cooperate in enforcing University and University Housing regulations. Regulations include, but are not limited to, the following:

- Smoking is not allowed inside any housing facility or within 25 feet of any Georgia State University facility, including all public and gathering areas such as patios, courtyards, or parking decks. Georgia State University Housing facilities do permit smoking in limited designated outdoor areas adjacent to their buildings.
- Alcoholic beverages are allowed in University Housing facilities, but may only be possessed/consumed by or in the presence of those of legal drinking age (21+ years or older). If there are Sponsor(s)/participants/intern(s) under the legal drinking age present in living-quarters and/or function/meeting space, alcohol may not be present/possessed/consumed.
- Sponsor(s)/participants/intern(s) must present their meal card (or other Georgia State University Dining-designated proof of access) at all meals served within the Georgia State University Dining facilities. Food and beverages may not be carried out of the dining rooms.
- Firearms, weapons, ammunition, fireworks, explosives and highly flammable materials are not allowed in University Housing facilities.
- Tampering with elevators, fire alarms, and other University Housing building property is prohibited. Resulting damages or labor costs will be assessed to the Sponsor(s)/participants/intern(s). Complete evacuation of the building is required in the event of a fire alarm.
- No animals (other than service animals) will be permitted in any Georgia State University or University Housing buildings.
- No remodeling or renovating of rooms or furniture will be permitted, including but not limited to tampering with the electrical or mechanical fixtures, placement of antennas or appliances out of the windows, removal of or addition of furniture, lowering of lofted beds without permission of University Housing.
- No removal of lounge or common area furniture into individual rooms or apartments is permitted without permission of University Housing.
- No gambling or solicitation in any form is permitted.
- No parking in the service or fire lanes adjacent to University Housing buildings is permitted. No parking in the secured parking deck without a valid parking permit. Violators will be towed at owner’s expense. Metered parking for guests of Sponsor(s)/participants/intern(s) is located outside the parking deck entrance (University Commons and Piedmont North only).
- Sponsor(s)/participants/intern(s) shall not engage in conduct which is disruptive to other participants, University programs, or the programs of others. Sponsor(s)/participants/intern(s) shall not endanger or threaten to endanger the safety of others or their property.
- Sponsor(s)/participants/intern(s) are only allowed in University Housing facilities that are assigned to them.
- Sponsor(s)/participants/intern(s) are required to carry their room key and access card with them at all times.
- Sponsor(s)/participants/intern(s) must also check-in and accompany their guests at all times.
- Sponsor(s)/participants/intern(s) are required to sign in all guests at the front desk on a daily basis. Guests must have their guest pass with them at all times and are not allowed to roam the facilities unescorted by the sponsor(s)/participants/intern(s) they are visiting. You must be courteous to your roommates and respectful of their schedule when having overnight guests. It is advised that you have these conversations with each other at the beginning of your stay to establish apartment ground rules (regarding guests, cleanliness of shared spaces, food, etc.).
- Sponsor(s)/participants/intern(s) are to respect others during quiet hours within their apartment, common areas, and hallways within the building. Quiet Hours are daily from 9:00pm to 9:00am.
• Sponsor(s)/participants/intern(s) are responsible for replacement cost of lost or damaged keys, access cards, and meal cards. The replacement rates are $100.00, $45.00, and $10.00 respectively. Any unpaid charges of the participants will be assessed to the Sponsors’ Master Account and invoiced. Any unpaid charges by interns will be charged to the credit card on file used for their deposit and rental payments.

• Occasionally, projects or maintenance require entrance into guests’ rooms. University Housing will give Sponsor(s)/participants/intern(s) as much advance notice as possible in order to minimize the impact of maintenance and construction projects on their stay.

• University Housing reserves the right to enter the guests’ rooms for the purposes of inspection or emergency.

• Any Sponsor(s)/participants/intern(s)’ failure to comply with any of the aforementioned regulations, or those posted throughout our facilities, or if a University Housing-Conference staff member finds that a sponsor(s)/participants/intern(s)’ behavior is deemed to be disruptive to University Housing’s normal operation, or if a Sponsor(s)/participants/intern(s) has damaged University property, is a danger to themselves or another person, or the Sponsor(s)/participants/intern(s) violates University Housing or Georgia State University rules and regulations, can result in permanent removal from the residence halls and Georgia State University Campus buildings without dispute or refund.

_____ Initial Here that you have read and understand this section.

F. INSURANCE REQUIREMENTS FOR INTERNS
The Intern shall obtain and maintain, at its own expense, Renter's liability insurance covering the period of its occupancy and use of the premises, with the following coverage and limits as a minimum: $100,000 combined single limit per occurrence for bodily injury, personal injury, including death; and a limit of not less than $300,000 for all damage to or destruction of property in any one accident. The insurance company must be licensed to do business in the State of Georgia. The Intern must present the Certificate of Insurance with evidence of full payment of the premium to the Georgia State University Housing office no later than 7 days prior to the earliest event start date appearing on this contract (i.e. it must be received by University Housing by that time). Said insurance shall name the Board of Regents of the University System of Georgia by and on behalf of Georgia State University, its faculty and staff as additional insured. The certificate shall provide a 30-day notice of cancellation or material change of coverage to additional insureds. Failure to fulfill the requirements of this paragraph within the stated time shall be a material breach of contract and shall operate to automatically terminate this agreement in which event the Intern shall be responsible for full payment of all sums due under the agreement.

Proof of coverage may be mailed to: Georgia State University Housing-Conference Services, Attn: Conference Services, 75 Piedmont Avenue NE, Suite 110, Atlanta, Georgia 30303. The term of coverage should coincide with the dates of this contract.

_____ Initial Here that you have read and understand this section.

G. INSURANCE COVERAGE OPT-OUT POLICY
Intern understands that by opting out of acquiring insurance coverage they will be held personally liable for any and all damages to Georgia State University properties. They also understand that Georgia State University will not be liable for any lost, stolen, or damage to personal property and will not be held accountable for any accounts of bodily injury, up to and including death.

_____ Initial Here that you have read and understand this section.

_____ Initial Here if you wish to Opt-Out of acquiring Renter’s Insurance coverage.

H. DAMAGES AND INDEMNITY
Sponsor understands that use of University facilities, services and resources involves risk and does hereby voluntarily assume any and all risk of loss, damage, or liability which the Sponsor, its officers, agents or employees, or invitees, may sustain while so using University facilities, services and resources. Sponsor agrees to defend, indemnify, release and hold harmless the State of Georgia; Board of Regents, State of Georgia; and Georgia State University, and their officers, agents, servants, and employees, against any and all liability, claims, demands, actions, or causes of actions for loss, injury, or damage to persons or property, including claims of employees of the Sponsor or its agents, arising out of activities conducted by the Sponsor or its guests on or
in University buildings, properties, or facilities except those resulting from proven gross negligence of any university employee or agent. The University assumes no liability for any property placed by Sponsor in University buildings, properties or facilities.

_____ Initial Here that you have read and understand this section.

I. **PUBLICITY**

Prior to being sent to conference participants, the Sponsor must submit a copy of any promotional literature or registration forms containing any references to the University Housing facilities to University Housing Conference Services for review. Housing, dining, and catering prices mentioned in promotional literature may not exceed actual rates charged by University Housing. The Sponsor may not use University marks or logos and may only use the University name to identify the location of the event. The University's name may not be used in any way that infers University Housing is sponsoring or otherwise endorses the Sponsor or the event.

A copy of the conference participants’ agenda or program must be submitted immediately upon its availability and not less than 7 days prior to the earliest check-in date appearing in this contract. Any changes made to the agenda or program should be submitted upon check-in.

_____ Initial Here that you have read and understand this section.

J. **FORCE MAJUERE**

In the event that University Housing buildings, property, or facilities shall be destroyed or substantially damaged by fire or other casualty, or if other force majeure circumstances render the fulfillment of this contract by University Housing impractical or impossible, the Sponsor shall be obligated to pay the charges listed in this contract only for those services that have been provided up to the time of the casualty or circumstances. The Sponsor waives any claim for damages or compensation resulting from fire, casualty, or other force majeure circumstances under this agreement.

_____ Initial Here that you have read and understand this section.

K. **ADDITIONS AND DELETIONS**

The use of any facilities and/or services beyond those specified in this agreement is subject to additional charges. Any additions to or deletions from the agreement must be approved in writing by both parties to be valid and the corresponding charges will be included in the balance due on the final invoice.

_____ Initial Here that you have read and understand this section.

L. **THINGS TO NOTE**

1. If you plan on receiving mail or packages through parcel services, please use the following addresses and format for delivery:

   For University Commons  
   Your First and Last Name  
   Conference Attendee  
   141 Piedmont Avenue NE  
   Atlanta, Georgia 30303

   For Piedmont North  
   Your First and Last Name  
   Conference Attendee  
   175 Piedmont Avenue NE  
   Atlanta, Georgia 30303

   For Patton Hall  
   Your First and Last Name  
   Conference Attendee  
   160 Edgewood Avenue NE  
   Atlanta, Georgia 30303

   *University Housing-Conference Services is not responsible for any lost, stolen, or damaged packages.

2. If you acquired Bed Linen Service with your contract, you are entitled to a weekly exchange and items should be brought to the front desk folded. It is a tit-for-tat system; what you bring to the desk is what you’ll receive in return.

3. Tissue is provided in all apartments and suites. Additional rolls can be obtained from the front desk.
4. Various items are available at the front desk for your convenience:

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<tr>
<td>Free (ID required to hold*)</td>
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<tr>
<td>Toilet Tissue</td>
<td>Toiletries (shampoo, conditioner, lotion, toothpaste/brush, mouthwash, soap)</td>
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<tr>
<td>Irons*</td>
<td>Kitchen Kits</td>
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<tr>
<td>Ironing Boards*</td>
<td>Green* Bed Linen*</td>
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<tr>
<td>Hair Dryers*</td>
<td>Laundry Detergent</td>
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<tr>
<td>Clothes Hangers</td>
<td>Household Cleaning Kits</td>
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<tr>
<td>Bellman Carts*</td>
<td>Guest Parking</td>
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<tr>
<td>Vacuum Cleaner*</td>
<td>Document Printing (11+ pages)</td>
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<tr>
<td>Broom &amp; Dust Pan*</td>
<td></td>
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<tr>
<td>Ethernet Cord</td>
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<td>Document Printing (1st 10-pages)</td>
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5. Fitness Center Passes are available at the front desk. Day Pass is $3, Week Pass is $10, and a Month Pass is $30. Hours of Operation are 6:00am - 10:00pm. There is a five person capacity for the center. Waivers must be signed and on file to have access to the fitness center. Check-in at the front desk is required for every visit. Replacement Pass is $10.

6. How to Check-In:

If you are residing in the University Commons you can find directions to our facilities on our website: http://myhousing.gsu.edu/conference-services/ and click on the “Directions” PDF at the bottom of the page. Upon your arrival, if walking from MARTA or being dropped off by taxi, walk through the tunnel entrance at the northeast corner of Piedmont Avenue and John Wesley Dobbs Avenue. There is a security station on the left side; tell them your name and that you are an intern checking-in; they will open the handicap gate for you. Walk to the glass double-doors and knock. If you are driving follow the directions on the website and when you pull into the parking deck drive-way entrance, push the red button on the grey pad and wait for an answer from the security station. Tell them your name and that you are an intern checking-in. They will lift the gate; drive up to the 4th level (Level P1) and knock on the double-door to the Lobby.

If you have any troubles with finding us on the day of, please contact the 24-hour front desk at (404)413-1900.

If you are residing in Piedmont North you can find directions to our facilities on our website: http://myhousing.gsu.edu/conference-services/ and click on the “Directions” PDF at the bottom of the page. Upon your arrival, if walking from MARTA or being dropped off by taxi, enter the first set of glass double doors to Building A and the front desk attendant will buzz you into the second set of doors. You will check-in at the front desk.

If you have any troubles with finding us on the day of, please contact the 24-hour front desk at (404)413-1925.

If you are residing in Patton Hall you can find directions to our facilities on our website: http://myhousing.gsu.edu/conference-services/ and click on the “Directions” PDF at the bottom of the page. Upon your arrival, if walking from MARTA or being dropped off by taxi, you will walk through the glass double doors located on the northwest corner of Piedmont Avenue and Edgewood Avenue. Knock on the doors for entry and check in at the front desk immediately to your left.

If you have any troubles with finding us on the day of, please contact the 24-hour front desk at (404)413-1470.

*Please note, if you do not arrive on your scheduled check-in day, there are no refunds for missed days.

7. How to Check-Out:

- Do NOT check out until you have completely moved of your apartment/suite. Please remove all your belongings/property from the room. Room should be clear of all personal items, debris, and trash before you check out. Any personal items left in the room will be discarded. If you return your items and continue to move out, you may be charged an improper check-out fee or for the additional night(s) you or your items remain in the apartment. A staff member will perform a check-out inspection shortly after you check-out, even if other residents occupy the rest of the apartment.
- Rooms left in disarray will be assessed additional fees. It is important to leave the apartment in the condition you received it. Please ensure you clean your bedroom and any common areas you used, including the bathroom. Vacuums are available to check-out at the front desk.
• You must physically check-out at the front desk and return your keys, access cards, parking decal (please see section E for replacement cost), and any rented items. You will be charged for any items not returned.
• You will be charged for damages to furniture, fixtures, or structures and charges will be assessed at cost of repair or replacement.
• Check-out is no later than 5:00pm on your scheduled date. If you are not checked out by this time you will be assessed additional fees.

_____ Initial Here that you have read and understand this section.

M. DEPOSIT INFORMATION
Your credit card will be charged the $200.00 deposit when you register (and shuttle cost, if applicable). Your space is guaranteed once you have signed and returned this contract. A confirmation email with further instructions, your invoice of charges, and payment schedule will be sent within 7-10 business days after you’ve submitted this signed contract. Your balance for first month’s rent (and parking and/or meals, if requested) will be due upon arrival at check-in before you can receive your keys and gain access to your room.

_____ Initial Here that you have read and understand this section.

N. ADDITIONAL PAYMENTS
If you have reserved intern housing for more than 30 days you will be required to submit additional payments on the 1st of each month. Late payments are subject to a $10.00 per day late fee. All interns are required to have a credit/debit card on file with the Conference Services office. Please enter card information below.

_____ Initial Here if you wish to have your monthly payment(s) automatically charged to a credit card on file to avoid late fees.

_____ Initial Here that you have read and understand this section.

O. PAYMENT METHODS
Please enter credit/debit card information here. If you did not opt for monthly charges to be automatically drafted, please note that this card will only be used in the event of an unpaid balance post check-out. You may opt to call us with your card information after you’ve submitted this signed contract. Your application will not be processed without this card information.

Please complete all sections below for proper processing of credit or debit card payments.

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<thead>
<tr>
<th>Name as it appears on Credit/Debit Card</th>
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<tr>
<td>Billing Address</td>
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<td>City, State, Zip</td>
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<td>Card Number</td>
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<tr>
<td>Expiration Date</td>
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<tr>
<td>3-Digit Pin (on back of card)</td>
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<td>Signature of Card Holder</td>
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For check payments, make checks payable to **Georgia State University.** We cannot accept starter checks. Checks must have preprinted name and contact information on the check. All returned checks will incur a $35 returned check fee, in addition to any incurred fees from your banking institution.
You may return your signed contract with payment information to:

Georgia State University Housing-Conference Services  or  Georgia State University Housing-Conference Services  
Attn: Conference Coordinator  
75 Piedmont Avenue NE  
Suite 110  
Atlanta, Georgia 30303

or Call to pay over phone: (404)413-1994  
or Scan to Email to: conferences@gsu.edu  
or Fax to: (404) 413-1803

In the event that the performance by either party to this Agreement shall be prevented by act of God, storms, fire, flood, acts or regulations of governmental agencies or public authorities or labor unions, labor difficulties, lockout, strike, civil disturbance, war, riot, blackout, air raid alarm, air raid, act of public enemy, or epidemic, the parties shall respectively be relieved of their obligations hereunder and there shall be no claim for damages by either party against the other.

Initial Here that you have read and understand this section.

P. CANCELLATION TERMS
Cancellation requests must be in writing and the effective date is the date of the postmark or e-mail date stamp. Cancellation fees for interns are a forfeiture of your $200 deposit. Early move-outs will result in a forfeiture of the current month’s rent. Subsequent months will incur a 10% fee of the rent.

SIGNATURES
This agreement sets forth all the provisions, agreements, conditions, covenants, terms and understandings between the parties relative to the Premises. There shall be no provisions, agreements, conditions, covenants, terms, understandings, representations or inducements, either oral or written, between the parties other than as herein set forth. It is understood and agreed that no subsequent alteration, amendment, change or addition to this agreement shall be binding upon the parties herein unless reduced to writing and signed by all the parties to this agreement.

By signing this contract, I state that I have read and agree to the terms and conditions listed, and I am authorized to sign on behalf of the entity I represent:

Intern / Guardian or Representative of Intern  
Print:  
By:  
Date:

Board of Regents of the University System of Georgia  
By and on behalf of Georgia State University  
Print: Randy Brown  
By:  
Date: