

Terms and Conditions of the Guest/Intern Housing Agreement

The University of North Florida is a constituent member of the Florida state university system established under the Constitution of Florida administered by the University of North Florida Board of Trustees, a public body corporate. The parties shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this AGREEMENT. Any failure to so allow shall constitute grounds for the University's termination of this Contract. This AGREEMENT is governed by the laws of the State of Florida and any provisions contained in this AGREEMENT in conflict therewith shall be void and of no effect. Any suit, action or proceeding arising in connection with this AGREEMENT shall be brought to Duval County, Florida. Any provisions contained in this AGREEMENT in conflict with the laws, statutes and regulations of the State of Florida and its public bodies corporate shall be void and of no effect.

This document, when submitted to the Department of Housing and Residence Life with appropriate signature(s), is a request to use and occupy University of North Florida residence hall and/or apartment accommodations. This AGREEMENT is effective as of the date of the University's acceptance. The University's acceptance occurs when the University's authorized representative signs this document. This is an AGREEMENT between the Individual Guest and The University of North Florida Board of Trustees. It entitles the Guest 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 Guest.

Qualifications

The Guest must be participating in an Internship or Summer Employment position in the greater Jacksonville area which is pertinent to the Guest's educational goals. Position should either earn academic credit or be related to the Guest's academic field of study. The University retains sole discretion to determine whether an individual is participating in a qualified Internship or Summer Employment Position.

Financial Arrangements

By execution of this AGREEMENT, the Guest agrees to pay the University the rate outlined in this document under the Rates section. The Guest understands that accommodation and rates are based on availability and cost up to \$45.00 per guest/per night plus any applicable sales taxes.

Pre-Payment: The Guest will be required to submit a pre-payment of \$300.00 by credit card, electronic check or money order payable to University of North Florida. This payment must be submitted once written confirmation of the agreement is received. GUEST/INTERN HOUSING AGREEMENT.

Payment of the Balance: The Guest agrees to pay the UNF Housing and Residence Life the full

outstanding balance based upon an individualized payment plan as outlined prior to or upon arrival to campus. Guest agrees to pay the University a penalty equal to \$50.00 for each payment received after the due date.

Cancellation by Guest: If cancellation of all or a part of a reservation is received by the UNF Housing and Residence Life in writing more than 30 days prior to Guest's scheduled arrival, full pre-payment will be refunded. If cancellation of all or a part of the reservation is received by the UNF Housing and Residence Life in writing 15-30 days prior to scheduled arrival, 30% of the number of nights reserved for the canceled portion will be due. If cancellation of all or a part of a reservation is received by the UNF Housing and Residence Life in writing 0- 14 days prior to scheduled arrival days prior to the scheduled check-in date, 50% of the number of nights reserved for the canceled portion will be due.

Taxes and Fees: All appropriate local and state taxes, if applicable, will be applied to the pre-payment as well as the final billing. A transaction fee will be applied to all credit card transactions. There will be a charge for all returned checks.

Guest/Intern Housing Rates 2026

All Guests/Interns will reside in the Osprey Fountains Residence Hall. We offer a private bedroom in a 4/5 bed suite-style space with in-suite shared bathroom area, with a community kitchen on the floor. The rate is as follows:

\$45 night/person – 4/5 Bed Private

*****Please note:** The rate above is for a furnished bedroom with guest internet access, water and electric included. Rooms do not come furnished with trash cans or personal linens. Guest/Intern will have to bring their own for the twin XL bed linens.

Room Assignments

Specific room assignments will be made by the Department of Housing and Residence Life. The Department of Housing and Residence Life will attempt to accommodate roommate requests, provided it receives the request in writing from each roommate and both applications arrive together. Room assignments are made without regard to race, creed, color, age, veteran's status, sexual orientation, or national origin. The Department of Housing and Residence Life 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 Guest/Intern who disrupts the residence hall environment, or violates any provision of this AGREEMENT including the Section below titled "General Conduct".

If a vacancy occurs in room, the remaining Guest(s) will accept an assigned roommate as needed. Where there is a vacant space, the space must be maintained by the occupant(s) in a manner that will allow another guest to move in immediately.

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, please notify us in writing at least 30 days before your scheduled arrival on campus of any disabilities that may require reasonable accommodation to determine Note: Some accommodation may require medical documentation.

Termination of Agreement

This AGREEMENT may automatically and immediately terminate at the University's discretion:

- If the Guest ceases to participate in an Internship or Professionally Related Summer Employment Position.
- If the Guest fails to pay required housing fees.
- If the Guest engages in any misconduct, including but not limited to any of the actions described as Prohibited Conduct in the University of North Florida Residence Life Code of Conduct and/or the current edition of the Resident Handbook.
- For any other reason pursuant to the University's exercise of its reasonable discretion.
- Resident Handbook: https://www.unf.edu/housing/files/resources/certified_rf.2025-2026-Resident-Handbook_Final-1.pdf

Prohibition of Assignment

This AGREEMENT is personal and may not be transferred or assigned to another person.

Responsibility for Personal Property

The University does not assume responsibility for, and Guest hereby expressly releases the University from any and all liability related to:

- Loss or damage to articles of personal property that occurs in its buildings or on its grounds. Guests are encouraged to carry appropriate insurance to cover such losses.
- 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. Guests are encouraged to use voltage surge protectors.

Responsibility for Room Space

Each Guest is responsible for the condition of their assigned space and shall reimburse the University for all damage including loss of fixtures, furnishings, or properties furnished under this AGREEMENT.

Removal of University furniture from any space is prohibited. No alterations are to be made to the furniture or fixtures provided by the University. Additional furnishings brought in must be freestanding and clear of all existing fixtures, furniture or walls. Guest acknowledges and understands that (a) the assigned space is located in a climate in which temperatures, humidity, and other naturally occurring conditions normally allow the growth of mold and mildew in locations where dampness or moisture are present; and (b) upon moving into the assigned space, Guest will have control over and knowledge concerning conditions in the interior of the assigned space.

Therefore, Guest agrees to:

- Set thermostats to provide appropriate climate control.
- Maintain the assigned space in a clean condition, by mopping, vacuuming, or wiping hard surfaces with a household cleaner.
- Remove visible moisture or condensation on floors, walls, windows, ceilings and other surfaces promptly.
- Take such other measures as may be necessary to prevent mold and mildew from accumulating in the assigned space. (Including without limitation reporting immediately to the University any evidence of water leaks or mold or mildew like growth).

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

Guests are expected to take every precaution to assure that common areas are not abused. In halls or areas where the University has determined that the Guests are tolerating abuse of the University property and the responsible individual(s) cannot be identified, all Guests may be held responsible for paying a prorated share of the cost of repairing such damages. Removal of common area furnishings or equipment from their proper location constitutes theft of University property.

Room/Apartment Entry

The University reserves the right to enter any room/ apartment at any time for any appropriate purpose including: to determine compliance with all safety and health regulations and provisions of public law, University regulation, or housing policy; to provide cleaning or maintenance work; or to conduct an inventory of University property. We expect to make at least one health and safety inspection of each occupied apartment during the summer. Staff may also enter if there is an indication of danger to life, health, or property.

Drugs and Alcohol

The use, possession, or distribution of narcotics and illegal drugs is strictly prohibited on campus and in the residence halls. The unauthorized use, possession, or sale of any drugs, including those sometimes prescribed for medical purposes will not be tolerated at any time. Guests under the age of 21 who purchase or knowingly possess any alcoholic beverages violate State law. In addition, any person 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.

Firearms and Explosives

Firearms, fireworks, ammunition, explosives and weapons of any sort are not allowed on campus. This is strictly enforced.

Appliances

There are a limited number of electrical outlets in each unit. No more than two appliances may be plugged into a double electrical outlet at any time. Appliances that Guests may use are clocks, fans, stereos, televisions, electric blankets, electric razors, hair dryers, and heating pads. Space heaters, halogen lights, and appliances with an exposed electrical coil are not permitted. Extension cords are prohibited; only surge protectors with a reset button are allowed in residential facilities. All items must be Underwriter's Laboratory (UL) approved. Any appliance found in an apartment that may be hazardous may be removed by the Department of Housing and Residence Life and held until the Guest is able to remove it from campus.

Fire Protection

The University will not tolerate Guests starting fires of any sort in or near the residence hall, or elsewhere on campus. If a Guest is found tampering with 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 Guest being required to vacate

the premises immediately and no refund of fees will be made. The Department of Housing and Residence Life may assess Guests 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 Guest apartments.

Security

Guests 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. Guests should report anyone or anything suspicious or any lost or stolen articles to the Department of Housing and Residence Life immediately. The University does not assume responsibility for loss or damage to personal items or for personal injury. Guests should arrange for their own insurance coverage including renter's insurance. ***The University does not provide any insurance to or on behalf of guests whether health insurance, accident insurance or otherwise.***

Provision of Services

The Department of Housing and Residence Life agrees to provide reasonable amounts of air-conditioning, water, and electricity during the AGREEMENT period. Interruptions of any or all of these services for reasons of maintenance, repair, or catastrophe, will not be considered a breach of this AGREEMENT, and the University assumes no responsibility for damages (such as food spoilage). If an interruption does occur, the University agrees to use commercially reasonable efforts to restore the affected service within a reasonable amount of time.

Keys

All guests in housing are assigned keys for access to their building and room space. Under no circumstances are these keys to be loaned or given to anyone else. Upon move-out all keys must be returned. Failure to do so will result in a fee of \$40.00 to be paid immediately. Guests who lose their keys during the course of their stay on campus must report such loss to the Department of Housing and Residence Life within 24 hours and must pay the replacement fee of \$40.00.

Lockouts

Guests are required to abide by the residential lockout policy. Guests are given one complimentary lockout per summer session for room or common area access. A lockout fee of \$25.00 will be invoiced to the guest for each lockout thereafter.

Storage

There is no storage space available at the University of North Florida.

Visitors

Guests are responsible for the conduct of their visitors. Overnight visitors are allowed only with the consent of roommates. Long-term visitors (four nights consecutive or longer) are prohibited.

Additional Policies

- Radio, television antennas and satellite dishes of any sort may not be installed on the exterior of the residence hall.
- Objects may not be dropped or thrown from the windows and/or balconies and screens may not be removed. Vehicles with combustion engines may not be stored in the residence hall.
- Pets are not allowed in the residence hall. Feeding of stray animals is prohibited.
- All Guests are expected to maintain a reasonable sound levels at all times.

Informational Technology Policies:

Interns who are not University of North Florida students will have no access to nonpublic University computers. University of North Florida agrees to provide internet access in the apartment during the AGREEMENT period. Interruptions of any or all of these services for reasons of maintenance, repair, or catastrophe, will not be considered a breach of the AGREEMENT, and the University assumes no responsibility for damages caused by service interruptions. If an interruption does occur, the University agrees to use commercially reasonable efforts to restore the affected service. Residents who bring private computers for use must complete an on-line registration process. As part of this process, they must meet a minimum set of security requirements before use in residences. By using a computer on UNF's network, the resident agrees to all University of North Florida policies. Failure to register, comply with University policies, or unauthorized computer use may result in fines or loss of privileges.

General Conduct

All Guests are required to comply with requirements of law and all University as well as Housing and Residence Life policies and regulations as they may be modified from time to time. These regulations include the provisions of the University of North Florida Residence Life Code of Conduct a copy of which is available upon request and is available on the internet. Violations may result in a Guest being required to vacate the premises immediately and no refund of fees will be made.



NEITHER PARTY SHALL DISCRIMINATE IN THE PERFORMANCE OF THEIR OBLIGATIONS OR THE EXERCISE OF THEIR RIGHTS UNDER THIS AGREEMENT ON THE BASIS OF RACE COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, SEXUAL ORIENTATION, DISABILITY OR VETERAN'S/NATIONAL GUARD/RESERVE STATUS.

I HAVE READ THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT. I HEREBY ACCEPT THE TERMS AND CONDITIONS AND AGREE TO ABIDE BY THE REQUIREMENTS. I VERIFY THAT THE INFORMATION FURNISHED HEREIN IS ACCURATE AND UP-TO-DATE.

Date _____

Guest/Intern Signature

Date _____

University Representative

Department of Housing and Residence Life

Guest/Intern Full Name (print)

Phone Number

University Email Address: _____

Intern Birth Sex: _____

Intern Company

Company Contact Name/Number

Permanent Mailing Address

Emergency Contact Name

Relationship

