

# MILLERSVILLE INTERNATIONAL HOUSE RESIDENTIAL OCCUPANCY AGREEMENT

321 Manor Ave, Millersville PA 17551



## READ CAREFULLY, THIS IS A LEGAL AND BINDING CONTRACT

By living at MIH, you are entering into a community that is sponsored by local Christian churches. It is our goal to create an environment where all of us feel comfortable and at home. It is our expectation that, while coming from various nations (all with their own cultures and religions) we treat one another with honor and respect. In community living, all of our actions affect our neighbors. We commit to honoring our neighbors above ourselves. Also in community, everyone is expected to contribute and be involved. *The Millersville International House admits students of any race, color religion, sex, and national or ethnic origin.*

Since the primary focus of MIH is international STUDENTS, everyone living at MIH will need to show proof of enrollment to qualify for the student rates. For colleges and universities, you will need a minimum of 6 credit hours. For English language schools you will need to show proof of enrollment and regular attendance. All STUDENTS who have been accepted to live at MIH will take priority over non-students. Therefore any non-student living at MIH may be given a 30-day notice to vacate. Also, MIH requires a COPY of each international student's PASSPORT and VISA.

### POLICIES:

1. The rent will be \$\_\_\_\_\_, payable by the 1st day of each month. Late payments, those received after the 10<sup>th</sup>, will be charged an additional \$20.00. Rents are payable to Millersville International House (MIH) and should be paid at the office.  
*Any resident who becomes late in their payments should initiate a meeting with the Director of MIH. A plan of payment will be defined. Non-payment is grounds for eviction.*
2. There is a \$50.00 nonrefundable administrative fee to process the application.
3. A \$150.00 deposit will be made upon application acceptance. This \$150.00 is intended to be returned at the end of your stay. This is conditional on timely notice on vacating, all bills are paid, room cleaned and keys are returned.
4. There will be no reimbursement for a partial month's use. If you move in/out during a month, there will be the choice of paying \$25.00/day or a full month of rent. People renting a room for short-term will be charged \$25.00 a day for room and board, including meals.
5. You may have one guest per semester stay up to two (2) nights total at no cost. Any additional nights or guests will be charged \$25.00 per night Meal costs are \$1.50 for breakfast, \$3.00 for lunch and \$4.00 for supper. You must register all guests with Dan Gehman (Director of Resident Services). *There will be a \$25.00 fee per night added to your bill for any non-registered guest.*
6. Air Conditioners may be used in your rooms by special permission with an extra charge of \$45.00 for the summer.
7. Unlike Universities, we do not close down over breaks, nor do we set our fees on a semester basis. Should you decide to go elsewhere over your break periods, including winter break, there will be no reimbursement of rent.
8. **Rules for Summer break:** This is a twelve month lease. If you desire to leave MIH during the summer months, minimum of two months, you will pay no rent if:
  - a. You notify the Resident Director, **in writing**, no later than April 15 and
  - b. You move all your belongings out of the house.If you do not return, your deposit will be kept by MIH.  
*Note:* If you inform the Resident Director after the April 15 date, there will be a non-refundable \$150.00 reservation fee to guarantee a place for you to return to at the end of August. All other rules for moving out will be followed. (see below)  
There is no guarantee you will keep your same room.
9. **Rules for moving out:** A two-month advance notice, in **writing**, is required, to avoid the monthly fees.
  - a. If a person moves out with less than two-month notice, they will be charged for the full two months.
  - b. It is the responsibility of each resident to check out of his/her room at the end of their stay at MIH. No one else can do this for him/her. A time should be arranged when the Resident Director can inspect the room and conduct an exit interview, before turning in the keys. If any damage to the room or the furnishings is found, the resident will be charged for full coverage of the repairs.

**EXPECTATIONS:**

*To build community and to contribute to the house:*

1. Each student will help clean up the student kitchen once a month. You are responsible to sign up for this. If your name is missing from the sign-up sheet, or you neglect your duty, you will be automatically assessed a \$10.00 fine. Also, clean up after yourself when using the kitchen!!!!
2. Each bathroom has a cleaning schedule with each student cleaning on a rotating basis. You are responsible to clean the bathroom when you are assigned. The bathrooms will be checked each Monday. There will be an automatic \$10.00 fine assessed if the bathroom has not been cleaned. (Instructions and cleaning supplies are available.)
3. Dishes and glasses need to be returned to kitchen, scraped and rinsed. Repeated violations will result in a \$10.00 fine.
4. Each resident will attend HOUSE MEETINGS!

*Out of consideration for all that live here, I agree to the following:*

1. I agree to not eat in the "Living Room". I agree to not eat or drink in the "Computer/Study Room".
2. I agree to not watch "unrated", "NR", "NC 17", "R", or "X" rated movies on the VCR/TV in the Living Room or view pornographic websites on MIH computers.
3. I will observe the quiet hours of 9:00 p.m. to 9:00 a.m. I will keep loud talking, noise, TV, music, etc at a moderate level so it cannot be heard outside of my bedroom. This includes making noise on the front porch. (For loud music, use headphones.)
4. I will park my car only in the designated spaces.
5. I will not smoke in any of the buildings, including the bedrooms. I will only smoke outside the buildings and dispose of ashes and cigarette butts properly.
6. When fire alarm goes off I will meet at the entrance to the Learning Center.
7. To respect the privacy of everyone, I will not visit the floors of the opposite sex between the hours of 9:00pm – 12:00noon.

**Code of Conduct:**

*I want to contribute to a safe and healthy environment for all MIH residents. I am aware that the following are considered inappropriate and can result in the termination of my stay at MIH:*

- Use, sale, exchange or possession of alcoholic beverages on the premises.
- Use, sale, exchange or possession of illegal drugs.
- Harassment of staff or other residents or threat of physical violence.
- Disorderly or disruptive conduct.
- Illegal or criminal activity of any kind.
- Use or possession of firearms, explosives, fireworks, knives or any other item that is used as a weapon.
- Setting off of false fire alarms.
- Making threatening phone calls or bomb threats.
- Spending the night in the room of a resident of the opposite sex or homosexual activities.

**This contract is legally binding from \_\_\_\_\_ through \_\_\_\_\_ for both the Director and Resident. Both parties agree that for any modifications of this agreement to be binding upon the parties, it must be in writing executed by the parties hereto.**

***I have read and I understand the Community Standards and Internet guidelines of the Millersville International House. I will abide by these guidelines. Failure to do so may result in losing the privilege of living at MIH.***

Resident \_\_\_\_\_ Date \_\_\_\_\_ Director \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

# Building Community

Each semester, MIH creates a student directory for residents and staff. Please fill out the following information to make that easier and return it to Dan Gehman or Laura Metzler. Thank you.

**First Name you prefer to be called:** \_\_\_\_\_

**Last/Family Name:** \_\_\_\_\_

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

**Cell Phone Number:** \_\_\_\_\_

**Mailing Address (if other than MIH):** \_\_\_\_\_

\_\_\_\_\_

**Home Country:** \_\_\_\_\_

**University/School Attending (if applicable):** \_\_\_\_\_

**Major (Area of Study):** \_\_\_\_\_

**Birthday:** \_\_\_\_\_

**Hobbies/Interests:** \_\_\_\_\_

# Photo & Video Permission

Millersville International House periodically updates its website and promotional materials. We like to use photos and video clips taken of MIH residents and students during group events. Please sign below to give us your permission. If you *do not wish* us to use your photo, please email [info@mihusa.org](mailto:info@mihusa.org). Thank you.

**Millersville International House has my permission to use my photograph, video and audio recordings in future publications, web pages and other promotional materials produced, used by and representing Millersville International House. I understand the circulation of the materials could be worldwide and that there will be no compensation to me for this use.**

**Name of Applicant:** \_\_\_\_\_ **(Printed)**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature** (If applicable): \_\_\_\_\_ **Date:** \_\_\_\_\_