



## Intern Housing Expectations

1. Roommates and privacy: Bedrooms are considered private space, but they may be entered by supervisors and certain Gathering staff if necessary. Bedrooms will be designated male and female. No males may enter female bedrooms and no females may enter male bedrooms. No one except the approved intern may sleep in the housing provided prior to permission by The Gathering. Bathrooms are for individual use by all interns and should be used one at a time. Consideration for other roommates should be used at all times. Cleaning up after one's self should always be done. Keep bathrooms and public areas in a clean and acceptable condition. Gender specific bathrooms are not provided. Common areas on the main floor studio and art space/media editing rooms will be frequented for worship and creative use at all times, which may be noisy at times. However, you are expected to show consideration for your roommate and other interns in regards to loud televisions, radios, or stereos when public creative spaces are not in use. The volume must be kept at a reasonable level at all times. Interns are strongly encouraged to use headphones if the music is offensive to others. If someone asks you to turn your music down, please respect the request.

2. Cleaning responsibilities: Interns are responsible for cleaning their individual rooms and keeping the kitchen and studio/rehearsal spaces clean as well. Studio/Rehearsal spaces need to be left in their default setup. Questions about this need to be directed to the Facilities Manager. If The Gathering UMC or outside cleaning companies must clean an intern's room, the intern's will be billed accordingly. Disciplinary action including but not limited to financial compensation for damages to The Gathering and its property will be the intern's responsibility. The Gathering UMC conducts a regular inspection of each individual living space and public rooms.

3. Disposal of trash: Interns are responsible for disposing of their trash. If The Gathering UMC disposes intern's trash, the intern's will be billed accordingly. Trash and recycling are provided and are located in the parking lot and next to the garage. Trash should be placed in the dumpster at the back of the parking lot. Recycling should be placed in the marked bins next to the garage adjacent to the house. Wheeled trash and recycling bins adjacent to the garage should be taken out every Sunday night to street. Return both items after they have been emptied by the end of the day on Monday.

4. Linen: All interns are required to have linen on their beds. The intern will provide their own bedding. All linen must be laundered weekly. The residence is

not equipped with washers and dryers. Interns are responsible for their own laundry detergent and /or supplies. The Gathering UMC is not liable for any laundry that may be stolen or damaged. Bathroom towels, pillows, blankets, etc. are not furnished by The Gathering. Laundering of personal items must be taken care of at the intern's expense and must be taken care of regularly.

5. Furnishings: Basic furnishings are provided; bed, desk, chair, and clothing storage. The Internship Coordinator or Facilities Manager must approve all exchanges of furniture between rooms. Furniture may not be removed from the lounge area and used anywhere else on the property or in the facility. Personal belongings should be stored in the intern's room or designated bathroom cabinet unless discussed with a supervisor.

6. Appliances: The Gathering UMC prohibits the use of all cooking appliances, space heaters, etc., that may start fires in the bedrooms. Interns must be made aware that this is also a violation of State Fire Laws. An intern that has violated this rule or refuses to comply may be subject to penalties under these laws. Microwaves and small refrigerators are also prohibited. The only exception to this rule would be for students that have a physical condition that requires medication to be refrigerated (i.e., diabetes). In this instance a student is required to disclose their illness to the The Gathering UMC. The Gathering UMC will make arrangements to accomplish the best result. Interns are required to clean provided appliances when they are done using them. Any issues need to be directed to the Facilities Manager and all appliances should be kept in proper order. Please alert the Facilities Manager if any provided appliances are not in proper working order or are in need of repair and/or maintenance.

7. Food items: No perishable foods are to be stored in intern's rooms. A refrigerator is provided by The Gathering UMC and is located in the kitchen. Do not take any other roommate's items and keep things in a neat and organized fashion.

8. Wall hangings: You are allowed to hang pictures, mirrors, etc., on the walls of your room provided that you have permission from the The Gathering UMC. Hanging items should be first consulted by the Facilities Manager. Hanging hardware will be decided upon after consultation with the Facilities Manager. The material must not be offensive to others. If the material is found to be offensive to others you will be required to remove it permanently. Please refer to the Internship Coordinator or the Facilities Manager if you are unsure if the material you want to display is considered to be inappropriate. You are not permitted to use large nails, screws, tape hangers, bolts, scotch tape, contact paper, or glue on doors, walls and ceilings without first consulting with the Facilities Manager.

9. Open flame: No burning of candles or incense is allowed within each living space due to the fire hazard they present. No open flames.

10. Pets: Pets are prohibited.

11. Babysitting and/or childcare: : Is prohibited in the internship housing facility.

12. Vandalism: Residents will be responsible for vandalism occurring in their rooms or other areas throughout the Internship housing . This means writing on walls, kicking holes in doors or walls, etc. If you are found to have caused damage, The Gathering UMC will collect an appropriate fee for labor and material. This amount will be billed to the intern.

13. Access and Security: Security is extremely important, therefore, never give codes out to anyone else for access and always treat property of The Gathering as your own, keeping things in a secure and safe state. Giving out of access codes and copying of keys for other individuals could result in termination. Please be advised that entry and exit areas are under surveillance at all times for the safety and consideration of interns and the equipment within the house.

14. Internet and Electronic Devices: WiFi is provided free of charge but passwords and access are not to be given out to anyone. All Gathering owned devices and property may not be shared or loaned out to anyone except the approved intern unless authorized by a supervisor. Please refrain from inappropriate content in accordance with The Gathering staff handbook.

*If interns are found to be in violation of the above expectations and refuse to cooperate, they will be subject to disciplinary action as determined by the Internship Coordinator, and in accordance with The Gathering employee handbook. Interns who cause any damage to the property are responsible for financial compensation to The Gathering.*

**Housing Agreement**

By signing below, I agree to the terms listed in the code of conduct. I acknowledge that if I am unable to conduct myself in a compliant manner, I could be subject to disciplinary process, which may include dismissal from my position, as outlined in The Gathering’s staff handbook. If I am dismissed, I am responsible for covering the cost of returning home and forfeit all future payment.

Name: .....

Signature: .....

Date: .....