

# SUMMER 2007 INFORMATION

## Who Can Live on Campus During the Summer?

- Students who are Messiah College employees
- Anyone approved for a college related purpose
- Anyone completing an internship for Messiah College credit

## Summer Housing Application Due Date

- Applications are due in the Office of Residence Life (Eisenhower 207) by 5 p.m. on Friday, April 25, 2008

## Vacations

- Vacations may not be taken during the move in or move out dates: May 18 & August 15 – 16, 2008

## Summer Rooming Assignments

- All summer employees & students taking an internship will be living in Hess Hall
- Summer room assignments will be campus mailed or emailed May 5, 2008
- All students must request one another to be placed together as roommates
- Assignments will be made according to availability
- We reserve the right to assign a substitute or relocate students should a resident move or cancel their assignment
- Everyone will move into Hess on Sunday, May 18 from 8 a.m. to 3 p.m
- Everyone will move into their fall housing assignments on Friday, August 15 between 5 and 10 p.m. and/or Saturday, August 16 between 10 a.m. to 3 p.m.

## Summer Employees

- Summer employees whose contracts end must check out of their rooms 24 hours after contract has ended.
- Summer employees with contracts that do not go through August 22, may not be able to move into their fall housing assignment
- Summer employees with contracts that go through August 22, will be permitted to move into their fall housing assignment
- Summer employees are responsible for arranging a room check out with Residence Life staff
- Summer employees with master keys or conference keys are not permitted to grant access to students to move furniture or other items into fall housing assignments

## General Information for All Summer Employees

- Keys must be picked up when at check-in. The Department of Safety is not permitted to grant access to summer employees/students

## Summer 2007 Room & Board Rates

- Per Week - \$205
- All summer student employees who choose (as opposed to “who are required”) to live on-campus will have the value of their room and board included in their bi-weekly pay as additional non-cash compensation. This means the student employee will be paying state, local, social security and federal taxes on the value of room and board for the summer.
- Questions regarding tax amounts on room and/or board should be directed to the Financial Aid Office.

Questions? Please email [summerhousing@messiah.edu](mailto:summerhousing@messiah.edu) or contact the Office of Residence Life at ext. 5239

**SUMMER 2008 HOUSING AGREEMENT**  
Due in Office of Residence Life E207 by Friday, April 25, 2008

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_  
Current Housing Assignment \_\_\_\_\_ Ext \_\_\_\_\_ Campus Box # \_\_\_\_\_ Sex: M / F

On-Campus Supervisor \_\_\_\_\_  
Phone # \_\_\_\_\_  
Department \_\_\_\_\_  
Your Job Title \_\_\_\_\_

**Dates you will live on campus this summer:**  
From \_\_\_\_\_  
To \_\_\_\_\_

**Please list your roommate(s) preference(s):**  
Name \_\_\_\_\_  
ID# \_\_\_\_\_

**Proposed dates you may be taking vacation:**  
From \_\_\_\_\_  
To \_\_\_\_\_  
*You may not take vacation on May 18 or on August 15-16*

**Summer Housing Eligibility (Priority is given to full-time work study)(check appropriate)**

1. \_\_\_\_\_ Residence Life Student Manager/Asst. to the Conference & Events Services/Conference Services Floater/ Conference Services Guest Relations (Full-time 40 hours/week, during the summer and required to live on campus.)
2. \_\_\_\_\_ Working on campus full-time (40 hours per week) during the summer (not required to live on campus). Room and board rate \$205/week. (Responsible to pay taxes on board fees)
3. \_\_\_\_\_ Part time work on campus - working >20 hours/week and <40 hours/week and is not required to live on campus. Student is responsible for 50% of room and board (\$102.50/week)
4. \_\_\_\_\_ Part time work on campus - working <20 hours/week and is not required to live on campus. Student is responsible for 100% of room and board (\$205/week)
5. \_\_\_\_\_ Internship for Messiah College credit.
6. \_\_\_\_\_ Other (must be approved to live on campus by Residence Life. Please attach written request)

**IMPORTANT INFORMATION:**

*All student employees for the summer who choose (as opposed to "who are required") to live on-campus will have the value of their room and board included in their bi-weekly pay as additional non-cash compensation. This means that you will be paying state, local, social security and federal taxes (if that applies to you) on the value of the room and board. The weekly rate will be \$205 for room and board.*

- o Room and board fees will be posted to students bills in the beginning of the summer.
- o For students who are part-time work-study or who are paying to live on campus over any part of the summer: Payment is due for any week the student is occupying the room. Occupancy is determined by the student having a key for and/or keeping belongings in the room.
- o Keys must be returned to the College when individuals terminate residency and/or at the end of their contract period. Lost key charge is \$60.00.
- o By signing this contract you agree to abide by the Community Covenant and the Policies stated in the Student Handbook.
- o I have read all of the information on this contract and my signature below acknowledges that I accept the dates and terms contained here.

STUDENT SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY:** Date form received \_\_\_\_\_ Summer housing assignment \_\_\_\_\_ Photocopy \_\_\_\_\_