

Newman Summer Residents

Move-In & Move-Out

- Residents may move in on or after May 10th, 2020
- Residents must be entirely moved out of the Newman House by August 9th at 11am, unless they are remaining on for the Fall 2020 semester as a Newman Center Intern.

Basic Responsibilities

- 12 hours of work per week
 - Office Work – 6 hours
 - Cleaning & Facilities – 6 hours
- Check in with Tara Edmondson or Intern Director on office and cleaning hours on a weekly basis to obtain task updates and to report progress.
- Track weekly hours using a timesheet located in the copy room. Time sheets must be completed by 9am on Monday morning.
- Lockup the Newman Center & church on WEEKDAYS only.

Office Work Details

- Office Work will be tasks in relationship to the Newman Center office. These may include: answering the phone/staffing the front desk, assisting with filing, paperwork, office maintenance and cleaning, and other similar jobs as assigned.
- As much as possible, these jobs should be completed during St. Francis business hours, at a regular time each week (ie. every Monday 9-11am). The staff will be flexible in accommodating student work schedules as needed.
- Tasks will be assigned at the beginning of each week and completed under the supervision of Tara Edmondson. Summer Residents should meet briefly with Tara at the end of each week to discuss their tasks for the following week.
- All jobs and time spent on Office Work should be recorded on the weekly timesheet before 9am Monday morning.

Cleaning & Facilities Details

- Cleaning and Facilities responsibilities will be regular cleaning to be done in the church or the outdoor space on the property. These jobs may include: Vacuuming church, cleaning bathrooms, waxing/mopping floors, etc. and yard work, etc.
- Tasks will be assigned at the beginning of each week and completed under the supervision of Tara, Intern Director, or maintenance staff. Summer Residents should meet briefly with Tara or maintenance at the end of each week to discuss their tasks for the following week.
- All jobs and time spent on Cleaning & Facilities should be recorded on the weekly timesheet before 9am Monday morning.

Please contact in case of questions or emergencies:

Tara Edmondson
317-413-2950
tedmondson@parish.dol-in.org

REGULATIONS REGARDING HOUSING

Interns agree to:

- Make a security deposit of **\$200.00** at the time of move in. Damages or fees will be charged against this deposit if necessary. Deposits will be returned within 60 days of moving out. Move-out procedures will be provided to me. Interns must adequately pass the move-out inspection or some/all of my deposit may not be returned.
- Keep their room and community areas in good order and repair. No smoking or alcohol is allowed in any of the buildings at St. Francis.
- Accept a key to the building and agree to return it. Interns may not duplicate keys or give them to others. Duplicate keys for any of the buildings are arranged through the Facilities Manager. If keys are lost, the cost of any lost keys or possible re-keying of locks will be the full responsibility of the intern.
- Leave the address and telephone number of parents or guardians on file and furnish a complete forwarding address when they leave.
- Report immediately any problems regarding heating, plumbing, electricity, or any other functional concerns to the Custodian.
- Use the main upper lot for parking. Interns may not park in front of the Newman Center or cottage 24/7. Exceptions can be made for loading and unloading.
- Use storage only in the Cottage House or on the third floor of the Newman Center only while living there.
- **Move in no earlier than 8:00 AM, Sunday May 10th, 2020 and move out by 11:00 am on August 9th unless remaining as an intern for the fall semester. Exceptions can be made by the Internship Director with at least one week advanced notice.**
- Respect the needs of other members living here. Those sharing rooms must make additional mutual agreements regarding the use of space for recreation, sleep, study, etc. The Internship Director will help mediate any concerns in this matter.
- The Facilities Manager reserves the right to make periodic inspections as needed.
- Interns agree to stay off of all Newman Center and St. Francis Church roofs. Flat roof access from the third floor is for emergency purposes only. If violated, significant disciplinary action will take place.

CONTRACT VIOLATIONS

Major Violations

Interns agree to and realize that the below listed items are considered major violations of the contract if not observed:

- Have written approval at least 24 hours in advance by the Internship Director for overnight guests.
- No consumption of alcoholic beverages or drugs on the premises by my guests or myself at any time.
- No animals, fish, dangerous weapons, or illegal substances on the premises.
- No visitation of guests of the opposite sex between midnight and 9:00 AM Sunday through Thursday, and 2:00 AM to 9:00 AM Friday and Saturday. This applies to the Cottage and Newman Center buildings.

Disciplinary Procedures

Minor Violation Write-Up

Minor violations to this contract will result in a written notification given to the Intern in a one-on-one meeting. Here the student and Internship Director will decide on necessary steps to rectify the situation.

- Violation Write-Ups will be awarded based on the Weekly Time Sheet Board. Responsibilities are not considered complete until they are recorded.
- All responsibilities must be completed by Saturday noon.
- A solution to the violation will be determined by the student and Intern Director. Failure to rectify a minor violation will result in the student being placed on *Probation*. This will be documented in writing.

Multiple Minor Violations

If the student receives 3 violations for the same or any other offence during the course of the summer, he/she will be placed on *Probation*. This will be documented in writing.

Major Violation Write-Up

Major Violation Write-Ups will be documented via a letter addressed to the Intern and St. Francis staff. Major Violations may result in immediate *Disciplinary Action* or eviction from the Internship Program, according to the discretion of the St. Francis staff.

Probation

A student on Probation must check in with the Internship Director on a weekly basis. Probationary status will continue until the end of the student's time at the Newman Center. If a student on Probation receives any additional violation, he/she will be subject to *Disciplinary Action*.

Disciplinary Action

A student receiving Disciplinary Action will be required to pay St. Francis Newman Center \$92.00 per week until the situation is rectified. The Internship Director and St. Francis Staff will determine when the situation has been appropriately solved and reserves the right to ask the student to leave the Internship program.

- If above Disciplinary Action (payment) continues for over 3 full weeks, the student will be asked to leave the program.
- If the student rectifies the situation at hand, he/she will return to Probationary Status for the remainder of the year. If a student returns to *Disciplinary Action*, he/she may be asked to leave the program.

Broken Contract

If a student breaks a contract prior to the contract expiration date indicated above, no deposit will be returned, and the student will be required to pay liquidated damages of \$92.00 per week for all remaining time on the contract, except when a medical emergency requires the student to withdraw from Ball State University.

Please complete signatures on the following page.

This contract is binding for the 2020 BSU summer semester. Students must reapply and be admitted to the Newman Center Internship Program on an annual basis.

Signature _____

Printed Name _____

Date _____

Parent Signature _____

Date _____

Intern Director Signature _____

Date _____

\$200.00 Deposit Date Received _____

In Case of an emergency, please contact:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____