



**TRINITY WASHINGTON UNIVERSITY
INTERN HOUSING 2008 - 2009**

Trinity Washington University is located in the Northeast quadrant of Washington, DC approximately 3 miles from the nation’s capitol building. Trinity offers inexpensive, clean, safe, and comfortable housing in air-conditioned residence halls for visitors or interns in the Washington, D.C. metropolitan area. Men, women and groups are welcome.

Trinity is easily accessible by Metrobus and Metrorail and we offer complimentary shuttle van service between the campus and the Brookland/CUA Metrorail station at regularly scheduled times. Free on-campus parking is also provided. Adjacent to the 26 acre campus is a shopping center with a convenience store and bank. The University Dining Hall buffet meal service is available throughout the year for a modest cost. An area and campus map may be found by visiting Trinity’s website, www.trinitydc.edu.

You can choose from the following housing options:

| Building | Room Styles | Weekly Cost | Availability |
|--|--|--|---|
| Cuvilly Hall Plug-in phone and internet capability | Singles/Doubles | \$175.00 per week \$60/night per room (*linen costs not included) | June 1 st – July 27 th |
| Kerby Hall A & B wings Plug-in phone and internet capability | Singles/Doubles | \$175.00 per week \$60/night per room (*linen costs not included) | June 1 st – July 27 th |
| Main Hall – North Wing Plug-in phone and internet capability | Singles/Doubles | \$225/ per week \$65/night per room (*linen costs not included) | June 1 st - July 27 th |
| Kerby Hall C Wing Conference Partial Suites Equipped with a phone and plug-in internet capability | Double Suites w/bath (1 room, 2 single beds) Large Suites w/bath (2 rooms, 1 Queen bed, 1 single bed) | \$300.00 per week (linen costs included) \$75 per night if less than 5 night stay \$400/week (linen costs included) \$100 per night if less than 5 night stay | Year round Conference Groups and Individuals *BASED UPON AVAILABILITY |

*Linen Costs: \$7.00/person

Residents share coin operated laundry machines. Guests may connect to Trinity's internet network at no additional cost. If you would like additional information, please call the Director of Conference Services at (202) 884-9136.

INTERN HOUSING APPLICATION

Please complete all information and return signed form to:

Shelley Fisher
Conference/Housing Office
Trinity (Washington) University
125 Michigan Avenue, NE
Washington, D.C. 20017

PHONE: (202) 884-9136

FAX: (202) 884-9318

EMAIL: conferences@trinitydc.edu

NAME: _____

PERMANENT ADDRESS: _____

PHONE NUMBER(S): _____ E-MAIL: _____

D.O.B.: _____ SEX: _____

SCHOOL CURRENTLY ATTENDING: _____

SCHOOL ADDRESS: _____

REQUESTED ARRIVAL DATE: _____

REQUESTED DEPARTURE DATE: _____

PLEASE INDICATE REASON FOR HOUSING REQUEST (e.g., INTERNSHIP PLACEMENT, SUMMER STUDY PROGRAM, ETC.)

INTERNSHIP LOCATION: _____

INTERNSHIP CONTACT & PHONE NUMBER: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY

NAME: _____

ADDRESS: _____

HOME NUMBER: _____ WORK NUMBER: _____

RELATIONSHIP: _____

If staying for more than 5 days, a deposit in the amount of one week's rent plus a \$150.00 refundable room deposit must be sent to the Conference/Housing Office to secure your accommodations. Each subsequent week's payment will be due on a pre-determined day for the duration of your stay. Weekly payments must be paid on-time each week and handed to the Conference Director no later than 5pm on the pre-determined day. Failure to comply with these rules will result in a 20% late fee and/or loss of accommodations.

The \$150.00 room deposit will be refunded to the renter within 10 days after departure if physical damage has not been found in the suite. The room deposit will be refunded in the way in which it was paid (check/credit card). **Cancellation of accommodations prior to move in will result in the loss of your entire deposit.**

The charge for replacing lost and/or unreturned room/suite keys is \$50.00 per key. Loss of a dormitory entrance key will result in a fee of \$75.00 per key. Keys must be returned at the time of departure to the Office of Conference Services (located on the 1st floor of the Main Administration Building-Room 118) or Campus Dispatch (located on the basement level of the Main Administration Building).

Checks should be made payable to Trinity University and directed to the attention of the Office of Conference Services for processing. Payment may also be made over the phone with VISA, MASTERCARD or DISCOVER by calling (202) 884-9136.

Any vehicle on campus must be registered with the Trinity University Dispatch Office. A Trinity University parking permit must be displayed on all vehicles. Individuals residing on campus are subject to all Trinity University rules, regulations, and Residence Life policies.

This form is only an application. After housing availability is determined, applicants will be notified by email/phone. A Housing Contract must be signed prior to or upon check-in IF an applicant is residing on campus for two weeks or more. Those residing on campus under two weeks will be invoiced.

I have read, and accept, the conditions and charges outlined above:

SIGNATURE

DATE

PRINT NAME