



**AMERICAN  
VETERANS  
ARCHAEOLOGICAL  
RECOVERY**

## **PARTICIPANT HOUSING CONTRACT**

*American Veterans Archaeological Recovery reserves the right to make reasonable modifications to this Contract to ensure safety or protection of persons and property, provided reasonable advance notice is given.*

Participants are required to check-in with American Veterans Archaeological Recovery upon arrival at lodging facilities designated for the project to which they have been assigned.

### **COMMON AREAS (KITCHENS, LIVING ROOMS, DINING ROOMS, BATHROOMS, GARAGES, EXTRA SPACES)**

**Room Condition** Staff Members of American Veterans Archaeological Recovery will conduct pre-occupancy readiness inspections of all rooms prior to check-in. In addition, participants will be provided an opportunity to submit information about the condition of the common areas via a form. This form must be completed within twenty-four hours of check-in. After twenty-four hours the participant may be held financially responsible for damages or loss of the common areas.

**Rooms at the end of the Program** Participants and Staff Members of American Veterans Archaeological Recovery will conduct post-occupancy inspections of all the common rooms prior to check-out. A damage fee of \$100 or more will be assessed against any participant who destroys or causes any damage to the common areas. Participants are required to remove all their belongings from the common areas at the end of every day, and at the end of the program. The participants will be provided with an opportunity to meet with a staff member who will evaluate the conditions of the common areas and note any damages, missing items or cleaning concerns.

**Kitchens** Most of our housing will be equipped with a kitchen. Participants are free to use the kitchen facilities but must clean up after themselves. Specific policies regarding kitchen use/cleanliness will be addressed during orientation.

**Laundry** Most of our housing are equipped with free or coin-operated washers and dryers. Participants are free to use the laundry facilities but must clean up after themselves. Specific policies regarding laundry facilities use/cleanliness will be address during orientation.

**Abandoned Property** American Veterans Archaeological Recovery will not be responsible for damage or loss of any personal property not removed within 24 hours after a participant leaves, and separates from the program, or after the housing is closed at the end of the event or activities. A room-cleaning charge of \$100 will be assessed against any participant who fails to remove his/her items or personal property within 24 hours of leaving or separation. Personal property left in hallways, stairwells, lounges and other common areas will be considered abandoned property and will be discarded.

**Furnishings/Fixtures** Furniture provided by the program may not be removed from a participant's room or apartment and should not be switched between rooms or with lounge furniture

Program provided furniture from participant's rooms and common areas may not be taken outside.

Window screens shall not be removed.

**Smoke-Free** Complying with the requirements of housing and according to American Veterans Archaeological Recovery smoking policy, all rooms within apartments, and houses are smoke-free. Participants, guests and employees must refrain from smoking at any time they are physically present in the building, including private residence rooms. Smoking will only be allowed outside of housing. Please police call your cigarette butts and dispose of properly. This includes the use of e-cigarettes.

## **SLEEPING ARRANGEMENTS (BEDROOMS, EXTRA SPACES)**

### **Checking into a Room**

**Room Key** Each participant may or may not receive a room key and, where applicable, a front door key. Participants will sign a check-in key envelope indicating that they have obtained their key(s) or combination. Participants may not change or add locks (including chain locks, deadbolts, etc.). Duplication of room keys is prohibited.

**Room Condition** Staff Members of American Veterans Archaeological Recovery will conduct pre-occupancy readiness inspections of all rooms prior to check-in. In addition, participants will be provided an opportunity to submit information about the condition of their room via a form. This form must be completed within twenty-four hours of check-in. After twenty-four hours the participant may be held financially responsible for damages or loss to the assigned room.

**Early Check-In** Participants will abide by the appointed schedule for arrival. Early arrivals will be limited to those staff members designated essential to the program activities in advance of the official events. Only Individual participants who are

approved by American Veterans Archaeological Recovery to arrive early will be allowed to do so. All early participant arrivals must abide by all American Veterans Archaeological Recovery rules, regulations and policies. Early arrival approvals apply only to the individual being approved by American Veterans Archaeological Recovery and does not extend to other participants, friends, roommates or apartment-mates and includes not storing belongings for another participant.

### **Checking out of a Room**

**Room Keys** Participants must return their keys to a staff member at time of departure. If a key is lost or not returned by the stated deadline, a \$55 per key charge will be assessed. Unauthorized copies of keys will not be accepted.

**Late Check-Out** On the last day of the program, the participants should plan to leave housing by 10AM. Late check-outs will not be approved.

**Room changes during the program** Participants may change rooms with the permission of the staff members and the participants of the new room. All participants are provided an opportunity to meet with a staff member once they have moved all of their belongings from their room. The staff member may collect the room key(s) and evaluate the condition of the room, noting any damages, missing items or cleaning concerns. A damage fee of \$100 or more will be assessed against any participant who destroys or causes any damage to the room they are living in. Participants who fail to check out with a staff member are immediately subject to charges for any or all damages/loss or cleaning of the room.

**Room at the end of the Program** Participants and Staff Members of American Veterans Archaeological Recovery will conduct post-occupancy inspections of all rooms prior to check-out. A damage fee of \$100 or more will be assessed against any participant who destroys or causes any damage to the room they are living in. Participants are required to remove all their belongings from their room at the end of the program. The participant will be provided with an opportunity to meet with a staff member who will collect the room key(s) and evaluate the condition of the room and note any damages, missing items or cleaning concerns.

**Abandoned Property** American Veterans Archaeological Recovery will not be responsible for damage or loss of any personal property not removed within 24 hours after a participant leaves, and separates from the program, or after the housing is closed at the end of the event or activities. A room-cleaning charge of \$50 will be assessed against any participant who fails to remove his/her items or personal property within 24 hours of leaving or separation. Personal property left in the room will be considered abandoned property and will be discarded.

**Furnishings/Fixtures** Furniture provided by the program may not be removed from a participant's room or apartment and should not be switched between rooms or with lounge furniture

Program provided furniture from participant's rooms and common areas may not be taken outside.

Window screens shall not be removed.

**Smoke-Free** Complying with the requirements of housing and according to American Veterans Archaeological Recovery smoking policy, all rooms within apartments, and houses are smoke-free. Participants, guests and employees must refrain from smoking at any time they are physically present in the building, including private residence rooms. Smoking will only be allowed outside of housing. Please police call your cigarette butts and dispose of properly. This includes the use of e-cigarettes.

### **DAMAGES/LOSS/CHARGES**

**Room Damage/Loss** The participants (and roommate(s) where assigned) is responsible for damages to his/her room, as well as damage and/or loss to the furnishings and fixtures that the program has provided. The participant agrees to pay for the restoration of the property to its condition at the time of occupancy or for repairs or replacement (except normal wear and tear), unless the identity of others responsible for the damage or loss is established and proven by the participant(s). Participant(s) are responsible for any damage or loss to the premises caused by their guests. This responsibility extends until the participant is officially checked out of the assigned space by a staff member. Charges for damages, cleaning, replacement of furniture, etc. shall be divided by the number of participants assigned to the room. If one or more participants assume responsibility for damages, cleaning, replacement of furniture, etc., a written statement signed by the responsible party must be noted, which must be signed by all of the room's participants and submitted to the staff members indicating who specifically should be charged. Charges will not be assessed to one participant based solely on another participants's claim..

**Common Area Damage/Loss** It is understood that the participants are responsible for any damage or loss caused or non-routine cleaning or trash removal required to the common areas of housing and their furnishings, including any equipment placed in the common areas as a convenience to the participants. Common areas include hallways, stairwells, recreation rooms, kitchens, study rooms, living rooms, laundry rooms, common bathrooms, and lounges. When damage occurs, the participants(s) will be billed directly for the repairs. American Veterans Archaeological Recovery has the authority (along with staff) to assess and assign charges for these damages. Common Area Charges that are assigned by the American Veterans Archaeological Recovery will be collected directly by staff representatives prior to the end of the program. Residents are expected to provide payment to the staff representative. If at the end of the program charges assigned by the American Veterans Archaeological Recovery have not been paid, American Veterans Archaeological Recovery will bill the participants directly with the addition of a \$15 administrative charge. Damages

may also result in disciplinary action and immediate dismissal from the program. Those participants who are responsible for vandalism or theft will be removed from housing and immediately dismissed from the program.

### **EMERGENCY READINESS**

**Evacuation Plans** All participants in housing are required to have a personal evacuation plan. In the event that American Veterans Archaeological Recovery determines evacuation of housing is necessary all participants in housing will be required to vacate their rooms and will not be allowed to return.

**Shelter-In-Place Policy** When emergency conditions do not warrant or allow time to evacuate housing, participants may be asked to take shelter inside housing. A shelter-in-place alert will be given by American Veterans Archaeological Recovery Staff to limit participants and employee exposure to apparent life-threatening, hostile or hazardous situations. To be prepared for an emergency, American Veterans Archaeological Recovery will keep a supply of snacks and bottled water.

If a shelter-in-place alert is communicated:

Follow the instructions provided by the Staff members to either remain where you are or to go immediately to your room.

Stay where you are until an 'all clear' notice is given. Do not go outside for any reason.

Close and lock all windows and close your window blinds/shades.

If instructed, turn off all air conditioners, heaters and fans. Close all vents.

Stay inside.

Gather essential supplies like your mobile phone, ID, medications, bottled water, and snacks.

Wait for further instructions

### **FACILITIES MANAGEMENT**

**Building Services/Trash Removal** Participants are responsible for routine cleaning of common areas, such as hallways, stairwells, common area bathrooms and lounges. Hallways and stairwells must be kept free of personal belongings that could impede the ability of staff to maintain these areas. No cleaning services are provided for apartments, or suite/private bathrooms. Participants are expected to maintain their rooms in an orderly and sanitary condition. This includes removal of personal trash (ex: trash bags, pizza boxes, etc.) to a dumpster and recycling to

approved recycling areas. Participants may be charged a fee for the removal of personal trash from common areas.

**Extermination** Participants must take care in keeping their rooms and common areas clean to prevent insect infestation.

**Maintenance** While the program is responsible for the routine maintenance, the participant is responsible for reporting maintenance concerns in their assigned spaces (room, apartment, suite/private bathroom, etc.). The program will provide electrical power, heat and water and maintain these utilities under controllable conditions. As a condition of this Contract the program shall not be responsible or liable for any damage or loss to personal property caused by the cessation or failure of such utilities, no matter the reason. Moreover, the program will not be in breach of this Contract if such utility service is suspended for any reason. If the premises are rendered unsafe or unfit for occupancy the program will try to secure alternate housing if it is available.

### **GUESTS/VISITATION**

**Guests** Guests are only allowed with the permission from American Veterans Archaeological Recovery Staff. Guests are expected to abide by all rules and regulations of American Veterans Archaeological Recovery. The participant is responsible for the behavior of his/her guests, including restitution for damages to the program.

**Guests in the Room** There will be no guests staying in the rooms.

### **INSPECTIONS/ROOM ENTRY/SEARCHES**

Authorized staff personnel may enter a participants room:

(1) For the purpose of assuring fire protection, life safety, sanitation or scheduled maintenance and the correct use of the furnishings, fixtures and facilities. Any such inspections or entry, except in the case of emergencies, shall be announced 1 hour in advance. The participant's absence will not prevent the carrying out of such maintenance or safety inspections.

(2) When a participant has requested repairs or extermination, authorized maintenance personnel may enter in the participant's absence for the sole purpose of making the repairs or exterminating as requested.

(3) If a participant moves out of a room, a staff member may enter the room following the completion of the move to inspect for damages/loss and ensure space is available for a new participant.

(4) To verify that all rooms are prepared for new participants. Cleaning charges may be imposed on a participant if his/her room is not ready for a new participant.

(5) If noise (unattended loud music, alarm clock, etc.) coming from a room where the participants are not present is causing a disruption to housing.

(6) To unlock a bathroom as being locked out of the bathroom creates a major inconvenience or safety hazard to locked-out participants.

American Veterans Archaeological Recovery policy prohibits staff members from unlocking room doors for anyone other than the assigned participant(s).

It is understood and agreed that a participant's room or possessions in housing will not be searched by staff members for violation of American Veterans Archaeological Recovery rules and regulations or applicable law unless there is reasonable administrative cause to believe that a participant is using his/her room for purposes in violation of American Veterans Archaeological Recovery rules or regulations, or in violation of this contract.

### **INSURANCE**

The program is not responsible or liable for any loss or damage to property resulting from fire, theft, casualty or any cause, or for personal injury occurring within the leased premises, except as may be required by Virginia law. It is strongly recommended that personal property insurance be obtained by each participant.

### **PROHIBITED ITEMS**

Listed below are examples of items not permitted. This list is not all-inclusive.

animals (excluding pre-approved assistance animals)

chain locks

dead-bolt locks

explosives

firearms

fireworks

fog or smoke machines of any kind

gasoline and combustible liquids

gasoline-powered or motorized vehicles (motorcycles, scooters, etc.)

oil lamps

open flames

space heaters

torchiere-style (pole) halogen lamps

weapons (ie. firearms, knives with blades longer than 3")

## **SAFETY AND SECURITY**

### **General Safety**

(1) American Veterans Archaeological Recovery cannot guarantee the safety and security of the premises. Participants are responsible for their personal security and that of their belongings within facilities.

(2) Other security systems are provided in housing for the protection of the participants. (3) Participants may not engage in any activity that creates a safety risk or that jeopardizes the security of the premises, including but not limited to, the propping of exterior doors and the removal of window screens.

(4) For safety reasons, the roofs, porches, window ledges, unfinished attics and mechanical equipment rooms of all of the facilities are restricted areas and may not be accessed.

(5) Individuals observed in the facilities who are not participants should be reported immediately to a staff member.

## **ALCOHOL & DRUG POLICY**

Alcohol is not permitted in participant rooms or any part of housing. Further, alcohol is not permitted in the common areas of housing nor may functions with alcohol be scheduled.

Participants who live in American Veterans Archaeological Recovery provided housing, and their guests, agree to refrain from consuming alcoholic beverages or illicit drugs at any time they are physically present in housing. If a participant or their guest violates this provision, the participant may be dismissed from the program.

Absolutely, no alcohol, drinking, intoxication, or illicit drug use will be allowed at private American Veterans Archaeological Recovery events, activities or facilities. Participants are expected to take medications as prescribed.

If the participant is found to not be in compliance with this American Veterans Recovery Alcohol Policy, disciplinary action up to and including dismissal from the program can occur. If dismissed, then the participant needs to understand that, (a) the cost of returning home is at their own expense, and (b) they will not receive a refund of any kind.

## **ANIMALS/PETS**

To preserve the health and safety of the participants, only service animals/pre-approved assistance animals are permissible in participant rooms or in housing.

### **QUIET HOURS**

To preserve the health and safety of the participants, quiet hours are 11pm-7am.

### **ROOMMATE CONFLICT/MEDIATION**

When conflicts arise, American Veterans Archaeological Recovery urges participants to try to resolve the conflict themselves through open, respectful direct communication. In a situation where that does not work then staff members can help mediate conflicts. While strongly encouraged, American Veterans Archaeological Recovery does not require participants to participate in mediations. There must be willingness from both participants for a mediation to be successful.

If a conflict does occur between participants they have several options that can be explored:

- 1) discuss the concern directly with the participant(s),
- 2) request a mediation with the staff member
- 3) request a room change

On extremely rare occasions when the current living situation is deemed unhealthy for the participants and the community and mediation has not been successful or is not an option for both participants and neither participant is willing to consider a room change, both residents may be required to change rooms or be dismissed from the program.

### **PARTICIPANTS RIGHTS AND RESPONSIBILITIES**

- (1) Each participant shall have freedom of movement in or out of housing at all times.
- (2) Each participant to housing must be welcomed by the participants and staff members.
- (3) Participants and staff members are responsible for the behavior of any guest(s) visiting.

### **DISABILITY ACCOMMODATIONS IN HOUSING**

Participants needing housing accommodations due to a disability must request an accommodation from American Veterans Archaeological Recovery.

### **INFORMATION TECHNOLOGY**

**Telephones** Participants are to bring their own cell phones.

**Internet Access** – Internet availability is subject to the project.

**CONTRACT LENGTH**

**Contract Period** The term of this Contract is for the entire length of stay during the program events and activities.

**I certify that all of the information I have provided on this application is true and accurate to the best of my knowledge and I agree to inform American Veterans Archaeological Recovery as soon as I learn of any error or change to this information. I understand that any misrepresentation, irrespective of whether innocent or intentional may result of rejection of my application and dismissal from the American Veterans Archaeological Recovery program, irrespective of whether the program commenced or not. I acknowledge that, in making its acceptance decision, American Veterans Archaeological Recovery may rely on the information that I have provided. I have read and agree, through my signature below that all terms and agreements in this application, including but not limited to this Program Participation Agreement and American Veterans Archaeological Recovery policies (application policies, payment policies, on site policies, housing policies, code of conduct policies, and integrity policies) together with any additional policies adopted by American Veterans Archaeological Recovery and applicable during the tenure of the program for which I am applying, are agreeable, are understandable and, this acknowledgement forms a legal and binding obligation/contract. This agreement will be effective as of the date stated below and shall be governed by the laws of the United States.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_