



Millersville University

UNIVERSITY HOUSING
AND CONFERENCE SERVICES

CORPORATE INTERN HOUSING PROGRAM

General Information Guide – Interns & Corporations

Dear corporate partner or prospective intern,

Thank you for your interest in the Corporate Intern Housing Program (CIHP) at Millersville University. This guide will provide you with the necessary information to learn about CIHP, see if it's right for your company and your prospective intern.

Requirements for admission into this program:

1. Intern must currently be a registered college student at a higher education institution, must provide proof of enrollment at the home institution.
2. Corporations must be able to provide a copy of the internship offer letter.
3. Intern and/or corporation must sign a Summer Occupancy Agreement.
4. Payment is due in full prior to the requested check-in date.

This guide is provided to share information about the Millersville University campus with your intern and your corporation. If you have additional questions, please call the Office of Conference Services.

We value the commitment your intern has placed in the importance of professional development and your corporate organization for offering these opportunities to students outside of our community.

Questions can be directed to:

Lydia Yeager, Assistant Director
Department of University Housing & Conference Services, Millersville University
Lombardo Welcome Center, Room 126
Phone: (717) 871 - 5938
Email: Lydia.Yeager@millersville.edu
Website & Application: <https://www.millersville.edu/housing/conference-services/corporate-intern/index.php>



COST

Fees include (but are not limited to):

- Room: \$170.00 per week per intern*
- Parking Pass: \$58.00
- Lost Key: \$100.00 per key
- Lost Conference Card: \$10.00 per card

The room price does not include a meal plan or access to the Recreation Center. Charges for any and all restorative services may vary.

Billing for the week starts on Sunday. Fees are not prorated by day. For example, if an intern moves in on a Wednesday, a full week of occupancy will be billed.

*Room fee and all subsequent fees may be handled by the organization.

COVID-19 HEALTH & SAFETY PROTOCOLS (Summer 2022)

As of 3/16/2022

1. In the event an intern presents symptoms or has been notified that they have come into contact with an individual who has tested positive for COVID-19, the individual will immediately quarantine while awaiting test results. Quarantine can occur on campus in an isolation room or the intern may check out and quarantine at home.
2. Masks are currently optional while on campus.

CHECK-IN/CHECKOUT

Summer housing is available no earlier than the first Sunday after Millersville University Graduation and ends two weeks prior to the start of the Millersville University Fall academic term. Corporate intern guests may contract for corporate intern housing within this block of time through the Office of Conference Services.

- Check-in: 3:00 P.M. to 9:00 P.M.
- Check-out: no later than 5:00 P.M.

RESIDENCE HALL COMPLEX

Corporate interns will be housed in our suite style residence hall complex, South Village. This housing is not apartment living.

South Village
120 Centennial Dr.
Millersville, PA 17551

Self-service laundry is available. Machines are coin-operated and open for use 24/7. Cash for coin exchange can be done at the Student Memorial Center (SMC) Business Office, Room 101, Monday – Friday, 8:00 a.m. – 4:00 p.m. Rates as of 2022: \$1.75 per load to wash; \$1.50 per load to dry.

A common area kitchen is located on the first floor of the building includes:

- Stove/Oven
- Refrigerator
- Microwave Oven
- Dishwasher
- Garbage Disposal
- No cooking implements or other utensils available.

Resident Assistant (RA) staff are available within the hall to provide assistance in acclimation to the campus and residence halls, facilitate residence hall regulation enforcement, and maintain an appropriate living environment.

Single Suite

2 Residents | 2 Bedrooms | 1 Bathroom

SUITE LAYOUT & INFORMATION

The accommodations within the suite are listed below.

- 2 Bedrooms per suite
- 1 twin extra-long bed per room
- 1 Bathroom
- Dresser Drawers
- Closet
- Desk and desk chair
- Window – mini blinds; windows operable with limited range to open
- Hardwood flooring
- Temperature controlled room with air-conditioning
- Wireless Internet



FORGET SOMETHING?

The University Store is stocked for any forgotten amenities, toiletries, and everyday needs. Located in the SMC, its hours of operation are generally Monday through Friday 8:30 a.m. to 4:30 p.m. For more information:

<https://www.studentservicesinc.com/university-store/>



DINING

Meal plans are not included in the cost of CIHP, but may be purchased directly from University Dining. For additional information about summer meal plans, please visit <https://www.millersville.edu/ville-life/dining/> Summer meal plans begin during Millersville University Summer Session 2 schedule. *Upon completion of your application process, the Office of Conference Services will be able to provide you with the information to begin the process to purchase a meal plan. This cannot happen prior to completion of all necessary paperwork.*

PARKING



Corporate Interns shall be required to purchase a summer session parking pass. Passes can be purchased through the Parking Division at Lebanon House. *Upon completion of your application process, the Office of Conference Services will be able to provide you with the information to begin the process to purchase a parking pass. This cannot happen prior to completion of all necessary paperwork.*

HEALTH AND DISABILITY SERVICES

Millersville University is committed to equality of opportunity and freedom from discrimination for all. In keeping with this commitment and in accordance with the Americans with Disabilities Act (ADA), the University will make every reasonable effort to provide equality of opportunity and freedom from discrimination for all members of the University community and visitors to the University. For more information, please [click here](#)

NOTICE OF NON-DISCRIMINATION

Millersville University does not discriminate on the basis of race or ethnicity; gender; sexual orientation, gender identity, gender expression; campus status; marital status; pregnancy; age; religion or belief system; disability; national background or origin; or veteran status in admission or access to, or treatment of employment in, its programs and activities. For more information please visit <https://www.millersville.edu/hr/index.php>

RECREATION FACILITIES

Offering a diverse selection of workout equipment which includes cardiovascular machines, weight training machines, and free weights, our SMC Campus Recreation Center is a top-of-the-line facility designed to meet your fitness and wellness needs.

- A guest pass can be purchased for the summer by visiting the front desk in the SMC Campus Rec Center.
- Pool memberships can also be purchased through the MU Ticket Office.
- Walking and running trails are in abundance! Please [click here](#) to view and download trail maps.



SAFETY & SECURITY

- All residence halls are card-access only.
- Upon checking-in at the start of your stay, corporate interns will be issued a key to their room.
- Suite doors lock automatically, unless the setting is placed in the unlock position.
- Cameras are installed in the entryways, hallways and common areas of all residence halls. The cameras will be used to deter and record activity that violates state or federal law and university policy.
- Candles, Oil-Burning Lamps, Incense and Hookahs are prohibited.
- Residence halls are equipped with a fire alarm system that has a number of devices to detect and alert resident students through visual and audio appliances when smoke/fire is present.
- Firearms, weapons, and combustible materials are prohibited.
- LIVESAFE APP



LiveSafe is a mobile safety system utilizing the latest smartphone technology. With this application, it empowers students to take more ownership in their campus' safety by turning their smartphones into powerful personal safety tools, increasing communication between students and university police officers.

<https://www.millersville.edu/police/livesafe.php>

TOBACCO, ALCOHOL & DRUG USE

- Millersville University is a “dry campus.”
- The storage of alcoholic beverages in the residence halls even for interns who are legally permitted to consume alcoholic beverages in Pennsylvania is strictly prohibited.
- Millersville University campus and residence halls are non-smoking, including e-cigarettes and vaping paraphernalia.
- The possession and usage of illegal and illicit drugs are prohibited.
- Failure to comply with these regulations may result in forfeiture of the privilege of using University facilities and services, or termination of the Occupancy Agreement.