



**Chula Vista Resort
Employee
Housing
Complex
Information
&
Contract
Application
Form**

**Temporary (Seasonal) & Year-Round
Housing**

**Your Informational Guide to
Housing
Rate & Payment Information
Accommodations and Amenities
Rules, Regulations, and Policy
Guidelines
Housing Application & Contract**

TENANT RESPONSIBILITIES AND EXPECTATIONS/CONDITIONS OF CONTRACT

Authorized Tenants & Guests

- Housing is for Chula Vista Resort employees only. Tenants must be active employees of Chula Vista Resort who are unmarried, 18 years of age or older and employed at least 20 hours per week or more during the duration of their stay in the complex. Employees must also be in good standing with their employment to obtain housing benefits.
- You are staying in a facility that is operating under a special City of Wisconsin Dells license. Such facilities are subject to increased municipal ordinances regarding length of stay, noise, drug use, cleanliness, safe use of electric devices and other nuisance issues.
- The maximum length of stay in an Employee Housing Facility is 6 months in a 12 month period.
- Overnight guests or cohabitation of visitors in the complex are not allowed unless management has given written approval to the tenant.
- Loitering in the complex by non-residents and/or non-employees is not allowed.
- Guests during normal business hours are typically allowed without management approval but for your own safety and protection we encourage you to register guests that may visit your complex. Your housing director or authorized management will be monitoring activity via a list of registered residents and vehicles. Any unregistered vehicles will be towed at the owner's expense.
- Guests who are approved by management for visitation must behave in a respectful manner. If a tenant fails to gain approval for allowing guests into the complex, those guests will be asked to leave the premises by authorized management and will be considered trespassing on Chula Vista property. A photo ID must be presented at the request of any staff member, supervisor, or manager of any guest not living within the complex. The tenant/residents of the room are responsible for the actions and behavior of their guests and are subject to the same rules as any tenant in the complex.

Arrival & check in procedure

- New residents are required to complete a housing contract and complete all necessary paperwork including but not limited to pre-occupancy inspection, initial unit condition understanding and unit inventory of provided items. New tenants are also subject to a criminal background check.
- All rooms will have documentation on file in the HR office certifying that the room as been thoroughly inspected by an authorized pest control vendor verifying that the unit is completely bug and pest free.

Landlord Responsibilities

The landlord is responsibilities are the following. Rooms will be provided with working appliance, working bathrooms, hot and cold running water, beds, general trash receptacles, quarterly insect and rodent control in the room and around the perimeter of the building exteriors, clean parking lots, electricity, winter heat and general maintenance of items due to routine wear and tear. Any items which are damaged from neglect, excessive wear and tear, misuse or abuse will be charged to the tenant at the replacement costs.

Tennant Responsibilities

- Tenants and employees of Chula Vista living in Chula Vista housing are responsible for maintaining appropriate hygiene and sanitary practices. For example: garbage shall be removed daily from each rental unit to the common area receptacles provided in each parking area of housing. Housing rooms will be cleaned weekly. The land lord will supply chemicals and vacuums for these weekly cleanings which are located at the human resources offices for your use. Please wash your bedding weekly in the commercial washers and dryers provided in the common area in building 8, (bedding should be washed in hot water and dried in dryers on high heat settings.) This practice will help keep your room and bedding area free from any possible infestations or disease which can spread, (ie: staff infections, scabies, lice, bed bugs, roaches, ticks, wasps, bees, hornets, spiders, mice etc). Tenants are responsible for the financial cost for removal of any infestations whether it be animal or insect. Tenants also agree to keep their unit door closed to keep their personal belongings safe and to keep flying insects from entering the unit. No animals or pets are allowed in any units. Only professional service contractors or Chula Vista Resort maintenance personnel are allowed to make repairs, paint or treat with chemicals in any of the rooming facilities. Professional recommendations and solutions to problems created by the tenant will be administered by Chula Vista management only and will be reviewed with the tenant of the unit prior to the service.

It is the responsibility of each tenant to communicate in a timely manner with the housing manager regarding major or minor issues related to the lodging units or room mate pairings. Housing complaints will be considered and acted upon by the housing manager in a timely regard depending on the nature of the issue. Roommate incompatibility can usually be resolved by practicing open communication with all involved parties. Rooms will be thoroughly cleaned and inspected prior to move in by Chula Vista Resort and rooms will be thoroughly cleaned by the tenant and inspected by Chula Vista Resort prior to departure.

A room condition report and file will be maintained for each room unit. A complete listing of maintenance items will be maintained for each lodging unit in the human resources office. This listing may include professional communications certifying work which has been complete in each unit. (ie: pest control, sanitation, furniture and appliance condition, etc).

Keys & Personal Belongings

Initials

- All residents will be issued ONE key per tenant to the unit. Replacements are available at a rate of \$50 per key. The resident/tenant, who loses their key, will also be responsible for the replacement and purchase of keys for the other tenants in the room.
- Secure and lock the housing room doors. This should be a constant practice to ensure your safety as well as those with whom you live. Chula Vista will not be held accountable or liable for theft or damage of any personal property kept in or around the complex.
- Tenants must be aware that more than 100 individuals will be living in the housing complex and space is limited. We strongly encourage tenants to leave valuables or items of a sentimental nature at home.
- We highly recommend that tenants open a savings or checking account to keep their money safe & not leave money or valuables within the complex open and exposed.
- Note that the theft of items from any employee complex room will be reported to the local police authority. Chula Vista Resort is not responsible for lost or stolen items. You are responsible for your own safety. Please be aware of your surroundings at all times.
- Theft of products or services of any kind from the resort grounds and/or housing complex will result in termination of your employment and housing agreement with no refunds of security deposit and/or program fees.

Curfews/Pets/Alcohol/Drug/Weapons

- There will be a 10:00 PM Curfew. No loud noises, parties, or other disruptive activities will be permitted after this hour in consideration of Chula Vista Resort guests and fellow residents. We expect you to respect others in employee housing & to create a responsible living environment. All employees in the complex will be working different shifts and different hours. Respect for sleep and relaxation periods in the complex will be expected.
- Note that if there are disturbances, the police and local authorities may be called by any member of management, staff employee, or other tenant within the complex to handle the situation. If you are ticketed or jailed because of a disturbance or damage you have caused to the complex, you will be terminated from your employment and will be asked to vacate the premises immediately.
- No pets or animals of any kind are allowed in the Chula Vista Housing Complex– there are no exceptions. If a tenant has an animal of any kind, the owner and pet will be evicted from the complex and subject to termination from Chula Vista.
- The Chula Vista Housing Complex is a DRUG FREE ENVIRONMENT. Anyone

found with illegal drugs or illegal drug paraphernalia in the complex will result in eviction from housing, termination of employment with Chula Vista Resort, and forfeiture of deposits or program fees.

- Please note that State & Federal laws are strict in the United States. Any tenant found by law enforcement officials with alcohol under the age of 21 in the employee complex will be subject to ticketing or arrest and termination of their employment & housing contract and forfeiture of deposits or program fees.
- Possession of any type of firearm, ammunition, air powered gun, bow, cross-bow, arrows, slingshots, knives (whose purpose & design is for anything other than cooking or eating), blow guns, or similar devices that could be used as a weapon is strictly prohibited in the complex. Any violation will result in immediate eviction, loss of deposits or program fees and termination of employment with Chula Vista Resort.

Occupancy

- All housing is designed for multiple occupancy accommodation. The rooms will sleep two, three, four, and in some rooms as many as six people. Individual rooms and fee adjustments, (if applicable), will need to be approved by the housing manager. SUBLETTING IS NOT ALLOWED.

In-Room & Common area amenities (available to housing residents only)

- Coin operated phone service is available at the resort. We encourage tenants to utilize phone cards at these pay phones.
- Washers & dryers are located in the employee housing common area & are available for use for a small fee.
- Wireless internet and televisions are available in each room and included with your rent
- Most (not all) rooms are equipped with a full sized stove/oven & apartment sized refrigerator. NEVER leave unattended items cooking on the stove or baking in the oven. This type of irresponsible action could cause personal injury as well as damage to rooms. Also, heating elements and appliances with (hot) open coils are not allowed in the rooms due to the fire hazard potential. Extension cords may only be used to connect a single device. DO NOT use an extension cord in combination with any power tap or outlet splitter. Smoke and CO Detectors are in rooms for the safety of all residents of the facility. All smoke detectors shall be operational at all times. DO NOT REMOVE batteries from the smoke detectors. If a smoke detector does not work notify the housing manager immediately to have it repaired or replaced. Rooms shall not be allowed to contain an accumulation of items, for example, five or more boxes, that hinder movement within the room or provide a large source of combustible material.
- The tenant is responsible for purchasing their own personal hygiene/cleaning items for example soap, shampoo, garbage bags, toilet paper, and cleaning supplies. Linens are provided in the cost of the rent for each person. Each tenant is responsible for laundering their own linens &

clothing.

- Any other appliances and essential items that a tenant may need for personal use must be purchased on their own. For example, hair dryers and irons are personal items that are not provided. All other appliances should be approved by management so it does not cause a hazard potential to tenants or damage to the housing complex property or rooms. The resort does not provide tenants with kitchen appliances.
- Daily mail service will be provided through the resort. Mailboxes and mail can be received by the employee in the Housing Office. Outgoing mail service like letters or postcards is available through the Hotel Front Desk for the cost of the Postage. Parcel packages may also be sent via the US Post Office in Wisconsin Dells. Tenants in the complex may receive mail at the resort through the following address:

Name of the Tenant
C/O Chula Vista Resort
Employee Housing Complex – Room # _____
2501 River Rd PO Box 30
Wisconsin Dells, WI 53965

- The housing complex and the use of recreational facilities, laundry facilities, internet access and any other employee areas among the resort complex are for employees only.

Energy conservation & recycling

Initials

- Heating and Air Conditioning are provided in the rooms at no extra charge as long as energy conservation methods are followed. While operating the heating and air conditioning units, all windows and doors must remain closed. If units are running with windows/doors open an additional energy surcharge will be assessed to your weekly housing rental.

Initials

- Chula Vista Resort supplies trash and recycling receptacles and dumpsters. It is expected that tenants will utilize the proper receptacles and support our efforts to be more “green” and to maintain an acceptable campus.
- Tenants found to be uncooperative and careless will be counseled appropriately or if carelessness continues a common area fee may be assessed.

Room & common area inspections & cleaning guidelines

Inspections will be made once or possibly twice per week by authorized management for damages and to observe health, fire, and safety codes issued and mandated by state and federal law.

Initials

- Our **cleaning standards are high**. We expect to see clean rooms throughout the entire length of stay. If the inspector gives you either a verbal or written warning, it means you are expected to have the room up to standards by the next inspection (which may or not be pre scheduled). If the room fails inspection the second time, a **\$200 cleaning fee will be charged, divided equally per occupant & deducted from the next payroll check**.
- Residents MAY NOT:
 - Alter or redecorate the unit (room).
 - Move furniture from one room to another and/or move furniture

outside.

- Residents shall not use nails, screws or apply other fasteners on or into any of the walls, ceilings, floors or woodwork: thumbtacks may be used to hang posters/pictures.
- Nothing is to be attached to the exterior of the buildings.

Initials

- _____
- Common Area Damage and/or cleaning fees/fines will be assessed should any or a number of employees damage or pollute the complex area. By signing the housing contract, all tenants agree to these responsibilities, fines, and fees to be assessed and be taken via payroll deductions. Authorized management will provide detailed information and warnings if the upkeep of the common area or rooms is not meeting standards for cleanliness and damage assessments.

Check out/Eviction

- Chula Vista employee housing units are expected to be left in the same condition that it was at the time of arrival. ALL personal and food items MUST BE properly disposed of in the entire complex and each individual unit. If you leave anything behind, it is subject to be removed and thrown into the disposal containers (dumpsters). Carpets are to be vacuumed, bathrooms & kitchens must be clean, and the outdoor areas around the complex must be picked up. Failure to make sure that rooms are in good condition will result in the employee's paycheck being delayed in processing & fines and fees deducted out of the final paycheck.
- If there are cleaning or repairs needed to your unit you when you leave, you will be charged accordingly. This may include but is not limited to the following:
 - Broken windows, screens, furniture, fixtures, etc.
 - Drawing, writing, or painting on walls, door frames, bed posts, furniture, etc.
 - Badly stained carpet – Missing furniture or drapery.
- If a resident is absent from the premises for three or more consecutive days without notifying management in writing of such absence, Chula Vista Resort will assume the room has been abandoned.
- If the tenant leaves or is asked to leave the employment of Chula Vista Resort, housing units must be vacated within 24 hours after employment termination.
- Once a tenant is living in the Chula Vista Housing Complex, no refunds will be given for rent that has already been paid.

Landlord rights

- Landlords (authorized management & owners of Chula Vista) may at any time, with or without notice, cause, or reason, enter into any guest room within the employee housing complex. Rights for such entry may include but are not limited to, safety, housekeeping purposes, security, fire and health codes, and for any necessary or reasonable inspections or investigations into housing policy violations.
- The Landlord has the right to change, add, delete or modify, housing contract guidelines or housing policies and procedures at any time. Landlords will make every reasonable attempt to inform tenants of these changes prior to their effective date through company notices or email. It is ultimately the responsibility of the

tenant to understand and be aware of those changes in housing policy and procedure and contract guidelines at all times.

BREACH OF AGREEMENT & TERMS OF CONTRACT

If a tenant fails to perform or observe any of the terms of this agreement, Chula Vista Resort shall give the tenant written notice of such breach requiring the tenant to remedy the breach or vacate the premises. As a result of a continuing breach, Chula Vista Resort may declare this resident terminated and institute action to expel the tenant from the premises without limiting the liability of the tenant for the rent due or to become due under this agreement.

If the tenant has been given such a notice and has remedied the breach or been permitted to remain in the premises, and the tenant commits a similar breach, this agreement may be terminated. Management and housing authorities have the right to determine special circumstances and situations.

By signing the housing contract and housing application packet, you the tenant, agree to all conditions, policies, and procedures stated in the application and contract guidelines. You also agree by signing the contract and application that all monies due for rent, fines, fees, and/or deposits you are assessed will be taken as payroll deduction unless otherwise specified. You also agree that by signing the contract and application, you are responsible for keeping all areas in and around the employee complex clean & free of unsafe objects, garbage or debris. Finally, by signing this agreement, you as the tenant have been made fully aware of all contract rules, policies, and procedures. It is your responsibility to be aware & fully compliant of any changes, additions, modifications, or deletions that occur to the housing contract or housing policy and procedure during your active living status in the complex.

Date Contracts/Policies Last Amended:

August 27, 2001
April 1, 2002
April 1, 2003
April 27, 2006
November 06, 2006
March 9, 2007
November 14, 2008
February 6, 2009
November 1, 2010
April 18, 2012
October 15, 2013
February 10, 2015
September 15, 2016

Chula Vista Resort
Employee Housing Rental Contract



Name of Employee _____

Today's Date ____/____/____ Anticipated Move in Date ____/____/____

Cellular Phone Number: _____ E-Mail Address: _____

Please check one of the following:

____ I am in need of temporary (seasonal) housing in the complex & am not declaring permanent residency in the complex for more than one full calendar year. (\$85/week & \$250 program fee).

____ I am in need of permanent (year-round) housing & will declare a residency status in the complex & live there more than 6 (six) months in the year. (\$85/week & \$250 program fee).

Housing Contractual Agreement Clause:

I, _____, have been accepted into employment with Chula Vista Resort and have been guaranteed a (space) room in the Chula Vista Employee Housing Complex. I have read through, understand, and agree to all of the attached terms, conditions, rules, and guidelines in the housing contract. I also realize that payments for the remaining balance of my total housing cost after any pre-payment will be deducted through payroll deductions and give Chula Vista Resort the authorization to deduct these payments from my bi-weekly payroll checks as explained in the payment portion of the contract. I also realize and agree that any damages and other charges incurred through housing inspections or common area cleaning or damage fees may also be deducted as payroll deductions until the amount is paid in full. By signing this contract, I also agree that I am ultimately responsible for understanding all contract and housing policy and procedure additions, changes, modifications or deletions during my course of active living in the complex that management has the right to administer and enforce.

____ I fully agree & understand to the terms & conditions of this rental contract for Chula Vista housing

Signature of Resident (Employee) _____ Date ____/____/____

Chula Vista Resort Representative _____ Date ____/____/____

HR OFFICE USE ONLY:

Date Contract Received in HR: ____/____/____ Authorized Signature:

Room Number Issued - Room # _____

\$250 Program Fee/Deposit Received? ____ YES ____ NO Date ____/____/____

\$250 Program Fee/Deposit Paid By? _____

Tenant Payment option:

_____ Payment via Regular Weekly Payment Plan Through Payroll Deduction

Date of 1ST Payroll Deduction ____/____/____

_____ Other Payment Option

Please describe: _____