**Overview:**

The paperwork for Pennington needs to be filled out for each rotation.  There is no “pass the keys to the next person” option.  Each resident/student has to fill out paperwork.

**Making Arrangements:**

At least two weeks prior to your rotation, you must email the housing form (last page of this document) to both eklhousing@lsuhsc.edu and to Jerry.Blanchard@pbrc.edu

**Important:**

Facilities Management or Security needs to know who is in the apartment at all times and that person needs to have the proper documentation, for security reasons.  If this is not done properly or rules are not followed, the Program could lose these apartments and be moved to less desirable accommodations.

**Housing Address:**

6400 Perkins Road

Baton Rouge, Louisiana 70808

**Checking in:**

When you arrive, please contact the Pennington Security Office at 763-2508 (24 hour operation) You will be escorted to the security office by an officer to complete the check-in process as follows:

* Signing and/or completion of the “Terms and Conditions for Temporary Housing Use of a Residential Unit”.
* Issuance of Room Key and Parking Hang Tag - Each tenant will be assigned one key for their apartment. This key will be the personal responsibility of the tenant. The apartment key should be relinquished to the Residence Center Management upon conclusion of your stay. Keys that are lost will be replaced for a $25 fee including keys that are not returned upon moving out of the Residence Center.
* Issuance of Rules and Regulations for Residency Center
* Directions to your room.
* Each room will be photographed prior to check-in to document its condition prior to occupancy.

**Departing:**

Residents are to sign off (to Security) upon vacating the apartment and also turn in the key.  The Facilities Management Department will have the apartments cleaned provided there is a one (1) weekday separation between the vacating occupant and the new arriving occupant. They understand that this may sometimes, be hard to do.

* **Tenants will need to bring** bed linens, towels, cooking and eating utensils, plates, pots, and a microwave.
* There are small refrigerators in each apartment for use and additional refrigerator/freezer space can be used in the refrigerators in the common areas.
* **Maintenance:** Air conditioning maintenance, plumbing, and other maintenance issues: ~~There is an on-site attendant in the Residence Center Monday-Friday between the hours of 7:00 a.m. and 3:00 p.m. Any maintenance issues, complaints, etc. should be addressed to the attendant. Outside of the attendant’s hours, please contact Facilities directly (763-2505) or Security (763-2508).~~ All maintenance issues, complaints, etc. should be addressed to the Facilities Management Department (225.763.2505) and/or Security (225.763.2508). After normal business hours and on weekends, all correspondence should be addressed to the Security Office.
* Tenants are responsible for providing and changing replacement light bulbs.
* Televisions in bedrooms are a courtesy for use, but will not be replaced if broken.
* **Garbage** must be emptied into the bins located in the common areas.
* **Visitor parking** normal business hours (Monday- Friday 8:00 a.m.–5:00 p.m.)is limited to the Quail Parking lot during. Visitors may park adjacent to the Residence Center at other times.
* **Calls** placed from the unit telephones to other areas of the Pennington Center can be dialed by dialing 3 before the last four digits of any Pennington telephone number. Local calls (225 area code) can be made by dialing 9 + the seven digit phone number.
* **WIFI** internet access: Select the wireless network entitled GUEST.
* **Fitness Center** Membership may be purchased from the Fitness Center. Full payment must be received in advance. A contract and waiver should be completed and turned into the Fitness Center.
	+ Monday-Friday 6:30 a.m. – 7:00 p.m.
	+ Phone: 763-2924

The undersigned guest (“Guest”) has requested that **PENNINGTON BIOMEDICAL RESEARCH CENTER (“PBRC**”) allow the undersigned to utilize on a temporary basis, residential apartment # \_\_\_\_\_ located in the Living Quarters Building on PBRC’s campus at 6400 Perkins Road, Baton Rouge, Louisiana 70808 (the “Unit”). PBRC has agreed to allow the undersigned to utilize the Unit, subject to the terms and conditions set forth below.

LENGTH OF STAY

The Guest has requested use of the Unit for \_\_\_ days, commencing on \_\_\_\_\_\_\_\_\_ , 20\_\_, and ending on \_\_\_\_\_\_\_\_\_ \_\_ , 20\_\_ . Check out time is \_\_\_\_ am/pm on the last day of your stay.

KEYS Each guest will be assigned one key for their apartment. This key will be the personal responsibility of the guest. The apartment key should be relinquished to the Residence Center Management upon conclusion of your stay. Keys that are lost can be replaced for a $25 fee including keys that are not returned upon moving out of the Residence Center.

NON-LIABILITY OF PBRC. The Guest agrees that PBRC shall not be liable for injury, death or damage to person or property of the Guest, his or her family, guests, employees or invitees, occurring in, on or about the Unit or occurring anywhere in or upon the adjoining grounds or property of PBRC, or in any other building or structure on said grounds, however caused or arising, except those resulting from the gross negligence of PBRC. The Guest agrees to defend, indemnify, and hold harmless PBRC from and against any and all claims, suits, damages or expenses (including reasonable attorneys’ fees) resulting from or relating to (a) the use or occupancy of the Unit or PBRC’s surrounding property and facilities by the Guest or the Guest’s guests or invitees, including matters caused by the sole or concurrent negligence of PBRC, but excluding those matters caused by the gross negligence of PBRC, or (b) a breach of the terms hereof by the Guest, or (c) the violation of applicable laws by the Guest.

THE GUEST SPECIFICALLY ACKNOWLEDGES AND AGREES THAT (A) PBRC PROVIDES TEMPORARY USE OF THE UNIT AS AN ACCOMODATION TO ITS GUESTS AND IN FURTHERANCE OF THE MISSION AND OBJECTIVES OF THE PENNINGTON BIOMEDICAL RESEARCH CENTER; (B) AS BETWEEN THE GUEST (AND ANYONE CLAIMING BY, THROUGH OR UNDER THE GUEST) AND PBRC, IN NO EVENT SHALL PBRC BE DEEMED AN INNKEEPER OR HAVE ANY OF THE DUTIES OF AN INNKEEPER UNDER APPLICABLE LAWS; (C) PBRC MAKES NO REPRESENTATIONS OR WARRANTIES CONCERNING THE SAFETY OR SECURITY OF THE UNIT OR PBRC’S ADJOINING PROPERTIES (INCLUDING THE PARKING LOT) AND THE GUEST ASSUMES ALL RISKS RELATING TO ITS USE OF THE UNIT, INCLUDING WITHOUT LIMITATION RISK OF LOSS OF PROPERTY BROUGHT INTO THE UNIT OR ONTO THE PROPERTY OF PBRC, INCLUDING WITHOUT LIMITATION THE VEHICLE(S) OF THE GUEST AND ANY CONTENTS IN SUCH VEHICLE(S); AND (D) IN NO EVENT SHALL PBRC BE DEEMED A DEPOSITARY OR BAILEE OF THE GUEST’S PROPERTY AND THE GUEST ASSUMES SOLE RESPONSIBILITY FOR HIS/HER PROPERTY.

MISCELLANEOUS - In the event PBRC institutes legal proceedings against the undersigned Guest to enforce these Terms and Conditions, and PBRC prevails in such proceedings, the undersigned Guest agrees to reimburse PBRC for all reasonable attorneys’ fees and court costs incurred by PBRC in connection therewith. Venue for any legal proceedings brought by either the Guest or PBRC relating to the arrangements and agreements contemplated herein shall lie exclusively in a court of competent jurisdiction located in East Baton Rouge Parish, Louisiana. These Terms and Conditions shall be interpreted without regard to authorship.

The Guest signing below certifies that he/she has read and understands these Terms and Conditions and consent to become parties to all the obligations expressed herein. The Guest signing below also certifies that he/she has read and understands the attached welcome note, which outlines the general guest rules of the Residence Center, and consents to abide by the guest rules for the Residential Center. PBRC can immediately terminate the stay of Guest in the Residential for any violation of the guest rules.

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**GUEST SIGNATURE** **DATE**