



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Room and Board Agreement

Eligibility

Eligibility for room and board pursuant to this Room and Board Agreement is dependent upon your status as a current full-time (40 hour per week) seasonal employee of YMCA of the Rockies. Your occupancy of on-site housing does not affect the terms and conditions of your employment, your employment remains “at-will” notwithstanding your housing decision. By agreeing to this Room and Board Agreement, you are not agreeing to remain “on-call” before and after your shifts have ended.

Termination of Occupancy

If you fail to abide by the terms and provisions of this Room and Board Agreement, or the policies and rules outlined in the Housing Handbook (this handbook is included with your hiring paperwork), or if your employment is terminated for any reason including, but not limited to, the at-will election of YMCA of the Rockies, this Room and Board Agreement will terminate and you must vacate the lodging within 48 hours after written notice from YMCA of the Rockies. YMCA of the Rockies also reserves the right to terminate this Room and Board Agreement in the event of a natural disaster (e.g. fire, floods, etc.), military action, unusual government action, pandemic, terrorist act, civil strife, or other causes that risk impacting the health and safety of those on the property of YMCA of the Rockies or the property or business activities of YMCA of the Rockies. Depending on the dismissal circumstances, the YMCA of the Rockies has the right to ask you to leave immediately and/or have you escorted off property.

Any of your personal property that you fail to remove prior to the termination of your occupancy may be handled, removed, or stored by YMCA of the Rockies at your sole cost and expense, and YMCA of the Rockies, in no event, shall be responsible for the value, preservation or safekeeping thereof.

Drug & Alcohol Policy

YMCA of the Rockies is committed to safe, healthy, wholesome, and productive working and living environments for its staff, volunteers, and guests. In order to help promote these values, YMCA of the Rockies prohibits employees and volunteers from engaging in the use, sale, distribution, manufacture, cultivation, or possession of drugs, drug or alcohol containers, paraphernalia, derivatives, controlled substances, or alcoholic beverages on YMCA of the Rockies premises. Any illegal use of drugs or controlled substances (including marijuana) by any employee or volunteer of YMCA of the Rockies, regardless of the location or circumstances, will not be tolerated.

Right of Entry

While YMCA of the Rockies values each employee's privacy we reserve the right to enter and inspect rooms when necessary to ensure the safety and health of all employees. To the extent reasonably practicable under the circumstances and except in case of emergency, we will provide advanced notice of entry.

Alterations

No alterations, improvements, or additions to your room may be made.

Maintenance Responsibility

You will be responsible, together with your roommates, for maintaining your room in a reasonably clean and safe manner, including (i) complying with applicable health and safety laws governing their occupancy; (ii) keeping the room reasonably clean, safe, and sanitary; (iii) disposing of garbage, rubbish, and other waste from the room in a clean, safe, sanitary, manner and location as directed by YMCA of the Rockies; (iv) using in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning, elevators, and other facilities and appliances; (v) conducting yourself and your guests in a manner that does not disturb the peaceful enjoyment of others on the property. YMCA of the Rockies will be responsible for making all repairs. All maintenance issues and fixes must be reported for repair immediately. We have staff dedicated to maintaining and taking care of our property, they will be called to resolve any issues reported.

Pets

No pets of any kind are allowed. If you have a bonafide Emotional Support or Service animal please contact HR@ymcarockies.org to obtain the required documents needing completion by your physician. These documents must be received and approved before you arrive on the property.

Cooking

No cooking appliances will be allowed in rooms. Cooking appliances include but are not limited to hot plates, electric fryers, crock pots, coffee machines, electric kettles, microwaves, toaster ovens, etc. Staff housing common areas will have a refrigerator, microwave and Keurig Coffee maker for your use.

Financial Responsibility

Notwithstanding YMCA of the Rockies's responsibility to make repairs, any repairs or replacements required as a result of alterations, improvements or additions made to a room or as a result of negligent action or inaction will be made at the expense of all occupants of the affected room unless the need for such repairs is determine to have been caused by a specific occupant. The cost of such repairs or replacements will be paid to YMCA of the Rockies within two weeks of written notice. All personal property brought onto the YMCA of the Rockies property will be at your sole risk and expense and in no event will the YMCA be responsible for loss by theft or any other means.

YMCA has high standards and expectations for keeping your living quarters clean. You are agreeing to payroll deductions and these standards and expectations. You will need to

follow check out procedures completely. Not checking out or any damages that occur due to negligence during your employment agreement will result in a deduction of up to \$200 from your paycheck.

Both Room and Meal:

- Housing and meals will be a total deduction of **\$200/week**.
- Room and Meal cannot be split.
- What's Included:
 - Dormitory style lodging with up to 3 roommates
 - All rooms include: bed linens, towels, toilet paper, cleaning supplies
 - Internet, all utilities, access to free laundry facilities
 - Parking for personal vehicle
 - Meal Plan includes -all-you-can eat buffet style 3 meals a day, 7 days a week
- Dietary restrictions will be met to the best of our ability
- The room & board deduction will not be tied to the number of hours worked
- Staff who leave (voluntary or involuntary) before their work agreement ends will not be responsible for the room & board deduction for future weeks during which they will no longer work

Housing Assignment

Staff living on grounds should be prepared to have up to 3 roommates during your time with us. Cohabitation is prohibited and you are not permitted to have a non-roommate in your room between 11PM and 7AM.

Housing is assigned on a first come, first served basis. Human Resources housing team works hard to accommodate everyone and to make your housing experience as efficient and convenient as possible, however due to the number and variety of staff requests, it is not always possible to accommodate the request of everyone.

I understand that I am to become familiar with the contents of the handbook, as it outlines Association guidelines. If I have questions, I understand that I should talk to my supervisor and/or the Human Resources Department.

Furthermore, I understand that:

- Employment with YMCA of the Rockies is at-will. I have the right to end my work or volunteer relationship with the organization, with or without advance for any reason. The organization has the same right.
- The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration.
- The handbook is not all-inclusive, but is intended to provide me with a summary of some of the organization's guidelines.
- This edition replaces all previously issued handbooks.
- The need may arise to change the guidelines described in the handbook, except for the at-will nature of employment. The organization therefore reserves the right to interpret them or to change them without prior notice.
- No representative of YMCA of the Rockies, other than the President of the Association, has the authority to enter into an agreement of employment for any specified period, and such agreement must be in writing, signed by the President and myself. We have not entered into such an agreement.

You will sign this document during your onboarding process

Gender Inclusive Rooming:

Gender Inclusivity seeks to provide an environment that is welcoming to all gender identities and is not limited to the traditional gender binary (male and female).

You might consider choosing Gender Inclusive Rooming if...

- You feel comfortable living with someone who identifies as gender queer, transgender or a nonbinary identity.
- You identify as gender queer, transgender or a nonbinary identity.

OPTIONAL

Yes, I would like to be housed in a Gender Inclusive Room.

No staff member will be assigned to a Gender Inclusive Room without their consent.