MANDATORY FORMS PACKET

Welcome to Summer of Art 2015!

The following packet must be completed and submitted in order to complete your registration file.

Please read and complete all documents thoroughly, and submit as soon as possible.

Please make a copy for your records and submit all originals immediately to:

Otis College of Art and Design
Summer of Art
9045 Lincoln Boulevard
Los Angeles, CA 90045

All forms must be completed and submitted prior to the first day of class. Students will not be permitted to attend the program without proper documentation.

If you have questions please contact the Summer of Art office:
soa@otis.edu // (310) 665-6864
To complete the registration process, students must submit the following documents:

Important: Digital signatures are not accepted. Signatures must be hand signed.

### Required Forms for ALL Participants

Return and complete as soon as possible

- **Form One**  
  Student Enrollment Agreement

- **Form Two**  
  Parent/Guardian Consent & Waiver for Emergency Medical Treatment
  - Include copy of student's medical insurance card

- **Form Three**  
  Family Information

- **Form Four**  
  Acknowledgment of Student Code of Conduct, Zero Tolerance Policy, and Consent to Free Time

### Required Forms for students participating in HOUSING

(Housing is only available for students between 15 – 18 years.):

All Housing Forms are due no later than **Tuesday, May 26**.

Housing is available on a first-come, first-served basis.

- **Form Five**  
  Housing Policies

- **Form Six**  
  Playa Del Oro Apartments’ House Rules

- **Form Seven**  
  Housing Application

- **Form Eight**  
  Credit/Debit Authorization

- **Form Nine**  
  Roommate Questionnaire

- **Form Ten**  
  Arrival/Departure Information

**IMPORTANT!**

Be sure to bring a copy of your PICTURE IDENTIFICATION to Housing Check-in on Sunday, July 5, 2015.

### Optional Forms

- **Form Eleven**  
  Carpool Information (due no later than Friday, June 5)
Payment and Refund Policy
In consideration for my enrollment for each full semester, I hereby agree to pay Otis College of Art and Design (the “College”) the tuition, fees, and other charges based on my schedule of classes in accordance with published payment deadlines. I understand that if I withdraw or am dismissed from the College, any unpaid balance of tuition and fees for the full semester, including unpaid installment payments, if any, is due and payable immediately and that any refund is due only in accordance with the refund policy as stated in the most recent Otis Summer of Art Student Handbook and brochure. I understand that this agreement will become part of my permanent record file and will remain valid during my entire enrollment at the College.

Enrollment Conditions
I understand and agree to all the following:

Each student is required to attend all sessions of all classes in which he or she is enrolled unless engaged in research or location assignments off campus that have been authorized by the student’s instructor, or as a result of illness, family death, emergency, or similar circumstances. Auditing or attending classes for which a student is not officially enrolled is not permitted.

A student’s course of study may require the student to engage or participate in research, independent activities, or location assignments both on and off campus. Particularly, but not exclusively, when such activities require the student to participate off campus or without supervision, any act committed by the student is done so independently and not as an agent of the College. Students are expected to comply with general law and the policies of the College as expressed in the Code of Student Conduct at all times, whether on or off campus. The College assumes no responsibility for any loss, cost, damage, expense, liability, claim or demand (collectively “liability”) either by the student or a third party as a result of any such activity or action that might occur at any location or in transit thereto. The College recognizes that a student may have a physical or emotional disability or conditions that might make the performance of such required activities more difficult. By signing this agreement, any such student understands that the College disclaims any responsibility or liability for injury, death or damage that may result from any such condition, whether or not known to the College, and that any such student is subject to the same responsibilities and liabilities as all other students without reasonable accommodation, except as otherwise required by law. Each student hereby agrees to indemnify, defend, and hold the College harmless from any liability covered by this paragraph.

While studying at the College, a student may have occasion to borrow or rent props, equipment or other personal or real property, and to hire models or other persons. In doing so, any student is acting independently and not as an agent of the College. The College assumes no responsibility or liability for any contracts or agreements with third parties in connection therewith. The student hereby agrees to indemnify, defend and hold the College harmless from any liability resulting from any such action. Also, a student may be permitted by the College, at its sole and exclusive discretion, to use and/or borrow equipment, props and other College property. Any such College property shall be provided solely on an AS-IS basis, without representation or warranty of any kind, and the student assumes all risks arising from the condition or use of the property. In the event any such College property is lost, stolen or damaged, the student shall promptly, at the option of the College, either repair or replace such property at the student’s sole and exclusive expense.

The College assumes no liability for any property of its students. The student hereby releases the College from any liability for the loss, theft, or damage of any student’s property brought onto campus or used in any official College activity off campus.

If a student engages in any negligent or other wrongful or unlawful conduct, including without limitation such conduct that results in personal injury, property damage, invasion of privacy, libel, slander, defamation, and/or infringement of copyright, whether or not related to any work or project undertaken by the student while studying at the College or during any official College activity off campus, the student understands that the College will not defend, insure, or provide legal counsel for the student in connection therewith. The student hereby agrees to indemnify, defend, and hold the College harmless from any liability which the College may incur from any such conduct.

In consideration for being permitted to enroll in or attend any class, seminar or course of study at the College, and to the extent consistent with the College’s Policy on Intellectual Property Ownership and with federal, and state law, the student hereby (a) assigns to the College any and all rights to all copyrightable and patentable works the student creates as part of a Sponsor supported project, as part of his/her employment as a College employee, or with use of College resources, (b) waives any and all rights under Civil Code Section 3344 and authorizes the College to forever use, without compensation to the student, the student’s name, photograph, image, voice, or likeness to publicize or promote the College or any art work, project, or other work created by or contributed to by the student during the period of enrollment, and (c) releases the College from any liability for the loss, theft, or damage of any copyrightable or patentable work made while such work is in the possession or control of the College.

No student shall be permitted to use the name or logo of the College in connection with (or as part of) any art work created by the student, whether or not in the course of study at the College, or in any product that is marketed without the express written consent of the College.
The student agrees to keep his or her mailing address current with the Registrar for the dissemination of College-related material such as registration packets, grades, gallery announcements, etc. However, the student hereby consents to the College automatically updating his or her mailing address using available resources such as post office forwarding notices or various intra-College forms that call for the student address.

During your enrollment at Otis, the College may use e-mail and text messaging as an official means of communication. Students will be responsible for all charges and fees accrued with e-mail and/or text message communications.

By enrolling in Summer of Art, the student agrees to abide by all College policies and procedures, as outlined in the published Summer of Art Student Handbook. The College reserves the right to take any action deemed necessary with students who violate College policies. Should the College determine that a student’s behavior(s) severely disrupt the campus community and/or a student is deemed to pose any threat to the community, the College may invoke a suspension or expulsion. A student who may potentially be harmful to himself or herself may be referred to off-campus psychological resources to seek resolution. A student referred to off-campus psychological resources is required to adhere to the referral. Non-compliance with this referral will result in the student being suspended until such time that the student chooses to comply. Students referred to off-campus psychological resources are expected to comply with the College’s requests for evaluations, records, etc.

Enrollment for any semester is no guarantee of enrollment for subsequent semesters. Such enrollment will be dependent upon student performance and the payment of outstanding balances due the College.

As a private institution, the College reserves the right at its sole and exclusive discretion to dismiss, to refuse to admit, and to withhold records, credits, transcripts, certificates, degrees or diplomas from any student whose attendance, behavior or academic standing is unsatisfactory, who is delinquent in any financial or other obligations to the College, or whose conduct on or off campus is detrimental to the interests or reputation of the College or the community in general.

Disclaimer
Otis College of Art and Design reserves the right in its sole discretion, to deny any persons registration or enrollment in, or admittance to, any Continuing Education or Pre-College course including Summer of Art.

As a condition of enrollment, I agree to be bound by all other rules, regulations, and standards that Otis College of Art and Design has or may adopt. I also agree that if I fail to make any payment to the College when due, I agree to pay (to the extent permitted by law) all costs and expenses, including reasonable attorney’s fees, incurred by the College in attempting to collect such payment. Irrespective of the granting, receipt or revocation of any and all financial aid loans, awards, grants, scholarships or gifts each student is and shall remain personally liable and obligated for the full and complete satisfaction of all amounts due and owed to the College. I further acknowledge that I will not be permitted to attend classes if I have any delinquent balance due to the College.

(I)/(We) are the undersigned parent(s) or legal guardian of the Student ("Student"), whose name appears below, a Student in the Summer of Art Program ("the Program"). (I)/(We) understand that participation in the Program carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. (I)/(We), in consideration for Student being accepted into and allowed to participate in the Summer of Art Program, for the Student, myself/ourselves, and our heirs, personal representatives and assigns, do hereby waive, release, discharge and covenant not to sue the College, its affiliates and its/their trustees, officers, employees, agents and volunteers, from liability from any and all claims, including the negligence of the College, its affiliates, and its/their trustees, officers, employees, agents and volunteers, resulting in personal injury (including death), accidents or illness, and property loss arising from, but not limited to, participation in the Program. (I)/(We) agree to indemnify and hold the College harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities (including attorneys’ fees) brought as a result of Student’s involvement in the Program, and (I)/(We) also agree to reimburse the College for any such expenses incurred by it. (I)/(We) have read this consent to participation and risk, waiver of liability, and indemnity agreement, fully understand its terms, and understand that (I)/(We) am/are giving up substantial rights, including the right to sue. (I)/(We) acknowledge that (I)/(We) am/are signing this agreement freely and voluntarily and, by signing below, (I)/(We) intend this agreement to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Student’s Name (Print): __________________________________________ Age: __________________________

Parent(s)/Guardian(s) (Sign): __________________________________________ Date: __________________________

Print Parent(s)/Guardian(s) Name(s): __________________________________________

Student Social Security Number: __________________________________________

For Otis College of Art and Design

All students must date and sign here.

I am the Student referred to herein. I am ____ years old. I have read, and I understand, all of the terms and conditions above and I agree to be bound by all of them.

Date: __________________________ Student (Sign): __________________________

This form must be completed and submitted prior to the first day of class. Students will not be permitted into the program without proper documentation. Please make a copy of this form for your records. Mail the original with all required forms IMMEDIATELY to Otis College of Art and Design / Summer of Art, 9045 Lincoln Blvd., Los Angeles, CA 90045 (Fax: 310-865-8854)
# Parent/Guardian Consent & Waiver for Emergency Medical Treatment

## Student Information

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<th>Student Name</th>
<th>Home Phone</th>
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## Insurance Policy Information

Is the student covered by health/medical insurance?  
☐ Yes  ☐ No  
If yes, please provide the following information:

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<tr>
<th>Policy Holder's Name</th>
<th>Relation</th>
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## Emergency Contacts

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The undersigned, in the event of a medical emergency involving the above-named student, understands and agrees to hereby authorize and consent to Otis College of Art and Design ("Otis"), and any of its officers, teachers, employees, representatives or agents, taking, arranging for or consenting to any and all medical treatment and diagnostic procedures and treatment, including but not limited to the receipt or administration of pharmaceuticals, anesthesia, X-ray, examinations and surgery, as prescribed or recommended by the attending physician or responsible individual without additional prior notice or consent of the undersigned. The undersigned also understands and agrees that Otis will reasonably attempt to contact the undersigned in the event of a medical emergency involving the above named student, but that any of the above treatment will not be withheld if the undersigned cannot be reached. The undersigned further understands and gives consent in advance of any specific diagnosis or treatment being required. It is further understood that the undersigned will assume full responsibility for any such medical treatment, including payment of any and all costs.

The undersigned hereby releases and waives, and further agrees to indemnify, hold harmless and reimburse Otis, and its officers, teachers, employees, representatives and agents, from and against any claim which the undersigned or the above-named student, or any other person or entity may have or claim to have, known or unknown, directly or indirectly, for any losses, damages or injuries arising out of or related to such medical emergency.

Student Signature  Date
Name of Parent or Guardian  Relation  Date
Parent or Guardian Signature  Date

☐ PLEASE ATTACH A COPY OF STUDENT’S INSURANCE CARD TO THIS FORM

Any student with a documented disability (physical, learning, or psychological) needing academic accommodations should contact Students with Disabilities Services (located in the Student Resources Center) at cbranch@otis.edu or (310) 846-2554.

This form must be completed and submitted prior to the first day of class. Students will not be permitted into the program without proper documentation. Please make a copy of this form for your records. Mail the original with all required forms IMMEDIATELY to Otis College of Art and Design / Summer of Art, 9045 Lincoln Blvd., Los Angeles, CA 90045 (Fax: 310-665-6854)
## Student Information

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<th>Student Name</th>
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## Mother or Guardian

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Acknowledgement of Student Code of Conduct, Zero Tolerance Policy, and Consent to Free Time

Student Code of Conduct & Zero Tolerance Policy

Students are members of the College community and society at large and are expected to comply with all federal, state, and local laws and all policies of the College. The College hereby reserves the right to terminate and expel any student at any time for any reason because of violations of College policies. Please refer to the Summer of Art Student Code of Conduct in the Student Handbook.

Otis maintains a zero tolerance policy for all illegal activity, including the possession or use of drugs, alcohol, or firearms, whether on or off the Otis campus. Students who are in violation of any Otis policies, rules, regulations, etc., or otherwise create an unsafe or unproductive situation or environment may be disciplined by Otis at its sole and exclusive discretion. Discipline may include dismissal of the student from the program without any refund and/or the receipt of a grade of “F”. Prior to attending classes, each student and his or her parent/guardian must sign an acknowledgement form regarding these policies.

All policies, especially with regard to curfew, visitors, and the Summer of Art Student Code of Conduct are clearly outlined to parents and students in the Summer of Art Student Handbook.

Disclaimer

Otis College of Art and Design reserves the right in its sole discretion, to deny any persons registration or enrollment in, or admittance to, any Continuing Education or Pre-College course including Summer of Art.

Free Time

Parents/guardians of students who stay in housing should be aware that students have free-time with no direct supervision on weekdays from 8:00am to 9:00am, during the one-hour lunch break, and from 4:00pm to 10:00pm. They also have free time from 8:00am to 10:00pm on Saturdays and Sundays. Students living in housing are required to attend the Saturday field trips (times of field trips vary), where there is limited supervision.

Students and Parents/Guardians are asked to sign this form, acknowledging these policies.

I have read and agree to abide by the Summer of Art Student Code of Conduct on page 11 of the Summer of Art Handbook.

Student Signature ___________________________________________ Date ________________

Parent or Guardian Signature ___________________________________________ Date ________________

This form must be completed and submitted prior to the first day of class. Students will not be permitted into the program without proper documentation. Please make a copy of this form for your records. Mail the original with all required forms IMMEDIATELY to Otis College of Art and Design / Summer of Art, 9045 Lincoln Blvd., Los Angeles, CA 90045 (Fax: 310-665-6854)
Dear Summer of Art Applicant,

Otis College of Art and Design has arranged housing for qualified applicants attending our Summer of Art program. These rooms are available to Summer of Art students who are 15 – 18 years old ONLY and who live outside a 15-mile radius of the College. Housing costs for Summer of Art participants must be paid in full by May 26, 2015. If you register after May 26, 2015 your housing payment is due in full on the day you register. Playa Del Oro Apartments amenities for resident students include air-conditioned apartment units, a swimming pool and Jacuzzi, and bedding that includes a bedspread, blanket, sheets, and pillows. Each apartment is fully furnished apartment unit including a television and fully equipped kitchen.

Otis College of Art and Design will also provide:

- Live-in Resident Assistant Supervision by Otis College (10pm to 8am daily)
- Extracurricular social events
- Free parking at the Otis campus
- Shuttle service to and from LAX and Playa Del Oro Apartments on the first and last day of housing. (Students must inform the Office of Student Affairs regarding flight schedules by May 26, 2015.)

The cost of housing for two-bedroom apartment occupancy is $1,667.00 including a $150.00 refundable deposit. There will be up to three (3) students and one (1) Resident Assistant in each two bedroom apartment unit. The last date to pay for and secure housing is May 26, 2015. Housing space will be filled on a first come, first served basis. Should you have questions contact Morgan Brown, Coordinator of Residence Life and Housing at (310) 846-2648.

To apply for housing, carefully complete the enclosed materials and return:

- Otis Housing Policies Agreement (requires signature of parent/guardian and student) (Form 5)
- Playa Del Oro House Rules (requires signature of parent/guardian and student) (Form 6)
- Housing Application (requires signature of parent/guardian and student) (Form 7)
- Credit/Debit Card Authorization (Form 8)
- Roommate Questionnaire (Form 9)
- Arrival/Departure (Form 10)

Submit these materials to the Summer of Art Office. Upon receipt of all materials, the Office of Residence Life and Housing will contact you to confirm your room reservation at the Playa Del Oro Apartments. During check-in you will be required to provide a copy of your PICTURE IDENTIFICATION.

Warm regards,

Inez Bush, Associate Director, Pre-College Programs and Professional Development for Teachers
Direct line: (310) 665-6864
Email: soa@otis.edu

Morgan Brown, Coordinator of Residence Life and Housing
Direct line: (310) 846-2648
Email: mbrown@otis.edu
The Playa Del Oro Apartments has many amenities compared to a conventional residence hall. However, with those advantages also come responsibilities on the part of the students and their guardians. The following are the policies for students who plan to stay at the Playa Del Oro Apartments this summer. It is the student’s responsibility to follow these policies while in residence at the Playa Del Oro Apartments.

- A staff of live-in Resident Assistants supervises Summer of Art residents from 10pm to 8am. The College reserves the right to have Resident Assistants enter Summer of Art residents’ rooms without notice to ensure that the policies outlined in this document are being maintained.
- Summer of Art residents are expected to participate in planned extra-curricular activities, evening study periods, and weekend field trips.
- No excessive noise (i.e. radio, television, music, etc.) is allowed at any time. Summer of Art residents must maintain quiet hours between 10pm and 8am.
- Summer of Art residents must observe a 10pm curfew (Students must be in their apartment and check-in with their Resident Assistant by 10pm).
- Summer of Art residents are expected to comply with all applicable Federal, State, and City laws and ordinances and all College policies and procedures, including but not limited to the Code of Conduct.
- Regardless of age, the consumption, possession, or distribution of alcohol is prohibited. The use of illegal drugs or controlled substances is prohibited. Possession of paraphernalia associated with drug use is considered evidence of use and a clear breach of this policy. This is a zero tolerance policy. Violation of this policy will result in immediate dismissal from the housing program without refund, and may also warrant dismissal from the Summer of Art program without refund.
- Summer of Art residents are responsible for their visitors and for visitors’ compliance with these policies. Absolutely no visitors are allowed in assigned rooms or on the Summer of Art resident floor or apartment building after 10:00pm or on Playa Del Oro Apartments property.
- Roommates will be of the same gender.
- Otis is committed to providing an enjoyable living environment. All policies are clearly outlined to parents and students before move in. Students who are in violation of policies or are otherwise creating an unsafe or unproductive situation or environment will be removed from the program, without refund. Removal from housing is at the sole and exclusive discretion of the College.
- Apartment furniture may not be rearranged. Vandalism will not be tolerated. Rooms must remain in their initial standardized configuration throughout the program. The Summer of Art Housing Program is a guest of the Playa Del Oro Apartments and is expected to keep the facility in excellent condition. If damages occur in the apartment unit while attending the Summer of Art program, all roommates will be held accountable for such damages. Parents and guardians are also liable for such damages.
- Each student agrees to abide by all Playa Del Oro house rules, attached herein.

Please note: Housing checkout is on Saturday, August 1, 2015, by 12:00 NOON.

Students are required to bring a copy of your picture ID to Check-in.

In signing below, I ____________________________, confirm that I understand, and agree to abide by these policies. Failure to abide by these policies may result in dismissal from housing of the Summer of Art Program without refund. Dismissal from housing may warrant a dismissal from the Summer of Art Program.

Student Signature ____________________________ Date ________________

Parent or Guardian Signature ____________________________ Date ________________

This form and your payment must be received no later than May 26, 2015.
Please make a copy of this form for your records and submit the original with your payment and all required forms to:

Otis College of Art and Design / Summer of Art
9045 Lincoln Blvd., Los Angeles, CA 90045
(fax) 310-665-6854

Note: This form must be completely filled out and submitted prior to first day of housing. Students will not be admitted into the housing program without proper documentation.
Resident membership at this property carries with it pride of belonging and a responsibility to fellow residents. Every effort is made to make your stay here enjoyable and comfortable. But the support and cooperation of you, as a fellow member, is necessary. The observance of certain minimal requirements will help maintain the high standards.

1. **NOISE CONTROL:** Community living makes it necessary that each resident consider his neighbor. Excessive noise and loud music in apartments, hallways or outside areas cannot be permitted at anytime. Enjoy yourself but please, not at the expense of your neighbor’s comfort. Music, TV’s, etc., should be turned down at 10:00 pm on weekdays and midnight on weekends.

2. **RECREATIONAL FACILITIES:** Our facilities are furnished by management for the use of residents. Invited guests may use the facilities, when accompanied by sponsoring resident, or on an “as available” basis. Shirts or some swimsuit covering, and shoes or sandals MUST be worn in the Clubhouse at all times. NO BARE FEET. IN THE EVENT ANY RESIDENT OR MINOR OF SUCH RESIDENT OR INVITED GUEST CONDUCTS HIMSELF IN AN UNBECOMING MANNER OR CAUSES HIMSELF TO BE A NUISANCE WHILE USING SUCH FACILITY, MANAGEMENT RESERVES THE RIGHT TO REVOKE RECREATIONAL FACILITIES PRIVILEGES. Use of the facilities by minors shall be governed by the following rules and regulations:
   a. No use of the Clubhouse and all Clubhouse facilities by anyone under 14 years of age, unless in the company of the Lessee, parent and/or guardian.
   b. No use of pool facilities by anyone under 14 years of age unless in the company of the Lessee, parent and/or guardian.
   c. No use of the fitness center by anyone under 14 years of age, unless in the company of the Lessee, parent and/or guardian.

3. **OUTDOOR COMMON AREAS:** For the safety of all, glass or breakable objects are not permitted in any of the pool areas. To keep the pools operating properly, no foreign objects such as poolside furniture, plastic cups, or liquids are to be put into the pools. Again – the use of the pool, spas and pool areas by anyone under 14 years of age is prohibited unless under the direct supervision and company of the Lessee, parent and/or guardian. In the interest of safety and general upkeep of all common areas, there can be no use of unmotorized vehicles (skateboards, roller skates, bicycles, tricycles, etc.), no horseplay, and no games or sports played in any common area.

4. **USE AND CARE OF EQUIPMENT:** It is the responsibility of each resident to treat and use all equipment as though it were your own. Use of facilities is limited to certain hours, and it is expected that all will respect those hours. The use of all such facilities shall be governed by posted rules and regulations for the health and safety of all residents and their minor children.

5. **PETS:** No cat, dog, parrot, or other bird animal or any aquarium in excess of a 25-gallon capacity is to be kept on the premises or in any apartment.

6. **BALCONIES AND WINDOWS:** No objects of any kind are to be set on balcony ledges. No alterations or attachments of any kind are to be affixed to any portion of the balcony or overhang. No objects of any kind are to be placed on or affixed to the windows or doors where they are visible from the exterior of the building nor visible on the hall side of apartment doors. Such objects include but are not limited to towels, wearing apparel, posters, flags, signs, stickers, decals and tinfoil. In the interest of safety, and pertinent fire and insurance ordinance/regulations, barbecue’s, hibachi’s or other such devices of a similar nature, which use charcoal, propane gas or a similar combustible fuel are not to be kept, stored, or used within the apartments, or on any apartment balcony or patio. Only approved outdoor patio furniture is allowed on balconies/patios.

7. **BICYCLES AND MOTORCYCLES:** No mopeds or motorcycles are to be stored on patios, balconies, in apartments, under stairways or in any other area except as designated by Management. Up to two bicycles and tricycles may be stored in the apartment or on the balcony provided they are presentable in appearance and maintained for use.

8. **PARKING:** Authorized parking areas and appropriate stickers are issued to residents. Be sure your sticker is affixed to the proper location on your car. Any vehicle without an authorized sticker is subject to tow-away at owner’s expense. Visiting guests and tradesmen should be warned not to park in authorized spaces or they, too, may be towed away. Vehicles must be in operating condition with current registration.

9. **UNINVITED GUESTS AND SOLICITORS:** We urge all residents to help keep unauthorized persons off the premises. Discourage and report all door-to-door soliciting and unauthorized use of facilities. Residents are urged to carry their access keys at all times, for identification.

10. **TRASH ROOMS AND RECEPTACLES:** Rubbish containers and ashtrays are provided for your use. It is the responsibility of each resident to keep the premises tidy. Please do not leave cups, plates, papers, cigarettes, etc., anywhere on the grounds. Use the containers, Newspapers, rubbish, etc., must be placed down the trash chute and not left in the hallways or stairways.

11. **SMOKING:** in order to make our environment healthier and safer for all residents and employees, no smoking is permitted in the clubhouse lobby, conference rooms, party room, TV theater, gyms, restrooms, elevators, hallways, stairwells or any other enclosed area.

12. **PROHIBITION AGAINST POSTING OF SIGNS AND NOTICES:** Any type of objects which may deface the buildings, common area, structures, landscaping, walls and fencing are not permitted. Residents and guests are prohibited from posting signs, notices, flyers, posters, stickers and other like items on any building, common area, landscaping, walls, fencing or other structure without the prior written consent of management.

OWNER RESERVES THE RIGHT TO MAKE AND ENFORCE SUCH OTHER REASONABLE RULES AND REGULATIONS AS IN OWNER’S JUDGMENT MAY BE DEEMED NECESSARY OR ADVISABLE FROM TIME TO TIME, TO PROMOTE THE SAFETY, CARE AND CLEANLINESS OF THE PREMISES AND FOR THE PRESERVATION OF GOOD ORDER. RESIDENT ACKNOWLEDGES HE HAS READ ALL THE FOREGOING HOUSE RULES AND UNDERSTANDS THAT SAID RULES ARE THOSE WHICH ARE REFERRED TO IN PARAGRAPH 5c OF THE LEASE AGREEMENT BETWEEN THE OWNER OF THE PROPERTY AND RESIDENT. RESIDENT AGREES TO COMPLY WITH SAID RULES.

IN THE EVENT THE OWNER SHALL PROVIDE ORGANIZED RECREATIONAL OR SOCIAL ACTIVITIES FOR RESIDENTS, SUCH SHALL BE DEEMED GRATUITOUS AND THE OWNER RESERVES THE RIGHT IN ITS SOLE DISCRETION TO CHANGE, CANCEL OR TERMINATE SAID ACTIVITIES WITHOUT NOTICE. MANAGEMENT RESERVES THE RIGHT TO PERMIT THE CLUBHOUSE, COMMON AREAS AND/OR RECREATIONAL FACILITIES TO BE USED FOR PRIVATE PARTIES, MEETINGS, OR FUNCTIONS AND CHARGE APPROPRIATE USAGE.

Resident Student Signature ____________________________ Date ____________

Parent or Guardian Signature ____________________________ Date ____________

This form must be completed and submitted prior to Housing check-in. Students will not be permitted into the program without proper documentation. Please make a copy of this form for your records. Mail the original with all required forms IMMEDIATELY to Otis College of Arts & Design Summer of Art, 9045 Lincoln Blvd., Los Angeles, CA 90045 (Fax: 310-268-6854).
Housing Application

Applicant Information
Please read carefully and write clearly. Return to Otis with payment in full by May 26, 2015.

Full Name
Age
Date of Birth
Street Address
City
State
Zip
Country
Daytime Phone Number
Other Contact Number

Parent/Guardian Information

Full Name
Relationship to Student
Street Address (if different from above)
City
State
Zip
Country
Daytime Phone Number
Other Contact Number

Liability Release

(I)(We) am/are the undersigned parent(s) or legal guardian of the Student (“Student”), whose name appears below, a Student in the Summer of Art Program (“the Program”) at Otis College of Art and Design (“the College”), while residing at the Playa Del Oro Apartments. In consideration for the College allowing the Student to participate in the Program and reside at the Apartments, (I)(We), for the Student, myself/myselfselves, and our heirs, personal representatives and assigns, do hereby waive, release, discharge and covenant not to sue the College, the Playa Del Oro Apartments, their affiliates, trustees, officers, employees, agents and volunteers, from liability from any and all claims, including the negligence of the College, the Playa Del Oro Apartments, their affiliates, trustees, officers, employees, agents and volunteers, resulting in personal injury (including death), accidents or illness, and property loss arising from, but not limited to, loss or damage caused by participating in the Program or staying at the Playa Del Oro Apartments. (I)(We) agree to indemnify and hold the College and the Playa Del Oro Apartments harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities (including attorneys’ fees) brought as a result of Student’s involvement in the Program or residence at the Playa Del Oro Apartments. (I)(We) have read this consent to participation and risk, waiver of liability, and indemnity agreement, fully understand its terms, and understand that (I)(We) am/are giving up substantial rights, including the right to sue. (I)(We) acknowledge that (I)(We) am/are signing this agreement freely and voluntarily and, by signing below, (I)(We) intend this agreement to be a complete and unconditional release of all liability to the greatest extent allowed by law.

I have also read the Housing policies and understand and agree to abide by these policies.

Student’s Name (Print): ________________________________ Age: __________________
Parent(s)/Guardian(s) (Sign): __________________________ Date: ________________
Print Parent(s)/Guardian(s) Name(s): ____________________________ All students must date and sign here.

I am the Student referred to herein. I am _____ years old. I have read, and I understand, all of the terms and conditions above and I agree to be bound by all of them.

Date: ________________ Student (Sign): __________________________

- Apartment Occupancy Rate (Due by May 26, 2015): $1,667.00, includes a refundable $150.00 deposit
- Method of payment:
  - Check: Make check payable to Otis College of Art and Design
  - Credit/Debit Card Authorization: Please complete Form Eight, Credit/Debit Card Authorization

This form must be completed and submitted prior to Housing check-in. Students will not be permitted into the program without proper documentation. Please make a copy of this form for your records. Mail the original with all required forms IMMEDIATELY to Otis College of Art and Design / Summer of Art, 9045 Lincoln Blvd., Los Angeles, CA 90045 (Fax: 310-665-6854)

841807.1
Credit / Debit Card Authorization for Housing

I, __________________________________________ hereby grant Otis College of Art and Design authorization to charge the following credit (debit) card:

Name on Credit Card: ___________________________________________________

Account Number: ___________________________ Expiration Date: __________

Card Authorization Code: ______________________ Type (circle one): MasterCard Visa

I hereby represent that I have the authority to execute this Authorization and agree that this Authorization is effective as of today and is valid.

Signature: __________________________________________ Print Name: ________________________________________

In addition, the Card may be used for all charges incurred in connection with the Agreements, including, but not limited to missing items and damages to the premises.

I understand and consent to the use of my Card without my signature on the charge slip, that a photocopy or fax of this Authorization will serve as an original, and this Credit/Debit Card Authorization cannot be revoked and will not terminate until the later of: 1) thirty (30) days after the leased premises are vacated; 2) all charges incurred during the term of the Agreement and submitted in connection with this Authorization have cleared the Card or otherwise paid.

Cancellation Policy: Payment is non-refundable, unless Summer of Art resident student is replaced with an incoming student resident of the summer program.

Amount of Payment: $1,667.00 (including a $150.00 refundable deposit less any charges for damages and cleaning at the conclusion of the Program). Note: housing prices are subject to change. Deposits will be refunded within 30 days of the conclusion of the Program.

Cardholder’s Signature __________________________________________ Date ______________

Cell Phone _____________________________ E-mail Address __________________________

Cardholder’s Billing Address ______________________________________________________

________________________________________

Student Name ___________________________ Student DOB ______________________

Relationship to Student ____________________________

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Applicant Information

Student Last Name __________________________ Student First Name __________________________ Mi __________________________ Age __________________________

Roommate Data

Your answers to the following questions will assist us in our effort to select a compatible roommate for you. We will attempt to honor all reasonable requests when making roommate assignments, however, we cannot guarantee or promise roommate compatibility.

Your gender
☐ Male ☐ Female

Have you participated in Summer of Art before?
☐ Yes ☐ No

Do you watch much television?
☐ Yes ☐ No

Do you often listen to music?
☐ Yes ☐ No

Do you plan to bring a stereo?
☐ Yes ☐ No

Will you have a car?
☐ Yes ☐ No

How important is it to keep your room neat?
☐ Very Important ☐ Important ☐ Not Important

Would you prefer rooming with someone your own age?
☐ Yes ☐ No ☐ Not Important

If given the choice, workload permitting

What time would you go to bed at night?
________________________

What time would you wake up in the morning?
________________________

What Specialization Course are you in?
_______________________________

Rank in order of preference, your personal interest in music. (1=best, 11=worst)

☐ Classical ☐ Rap/Hip-Hop ☐ Punk ☐ Alternative

☐ Jazz ☐ Country ☐ Heavy Metal ☐ Rock

☐ Techno ☐ Soul/R&B ☐ Bluegrass ☐ Other __________________________

Activities Survey

What kind of extra-curricular activities would you like to participate in? For example, movie nights, potlucks, board games? List as many as you wish. This information will be used to plan evening and free time activities. Please list your suggestions here:

Roommate Request

Is there a specific Summer of Art resident you wish to room with?

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# FORM TEN
## Arrival / Departure Information

### Student Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Age</th>
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<tbody>
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</table>

Contact Phone Number (during day of arrival, preferably a mobile phone number)

### Parent/Guardian/Conservator Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Relationship to Student</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Contact Phone Number (during day of arrival, preferably a mobile phone number)

A complimentary shuttle for students arriving and/or departing from LAX (Los Angeles International Airport) will be provided during check-in between the hours of 9:00am and 5:00pm and during check-out between the hours of 9:00am and 12:00pm to and from LAX. Please provide us with the following information as soon as possible to ensure that a staff member and shuttle are at the airport upon your arrival.

### Arrival Information (please check one)

- [ ] will be dropped off by: 
  - Name: 
  - Relationship to Student: 
- [ ] will arrive on own: 
  - Car Make: 
  - Car Model: 
  - License Plate Number: 
- [ ] will arrive to LAX & need complimentary shuttle. Flight information is:
  - Airline Carrier: 
  - Flight Number: 
  - Arrival Time: 
  - Departure Location: 
  - Departure Time: 
  - Arrival Location: 
  - Arrival Gate: 
  - Name of family members/friends arriving with student (if any): 

### Departure Information (please check one)

- [ ] will be picked up by: 
  - Name: 
  - Relationship to Student: 
- [ ] will prepare own departure 
- [ ] will depart from LAX & need complimentary shuttle. Flight information is:
  - Airline Carrier: 
  - Flight Number: 
  - Departure Time: 
  - Arrival Location: 
  - Arrival Time: 

### Additional Information (Please include any information you would like to add, ok to use back)

In the event that you need to contact the Office of Residence Life and Housing, please contact us at (310) 846-2648.

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This form must be completed and submitted prior to Housing check-in. Students will not be permitted into the program without proper documentation. Please make a copy of this form for your records. Mail the original with all required forms IMMEDIATELY to Otis College of Art and Design / Summer of Art, 9045 Lincoln Blvd., Los Angeles, CA 90045 (Fax: 310-665-6854)
Interested in ride sharing? Want to carpool?

As a convenience to Summer of Art students and parents, Otis is compiling a carpool list for distribution for those who would like to participate. If you wish to have your name included on the list, please fill out this form and return it to the address or fax below by Friday, June 5th. The final list of rides and/or riders will ONLY be emailed to those students who wish to participate. *It is the student's responsibility to make their own contacts and coordinate carpools.* We hope this will make it easier for students commuting to Otis this summer.

Otis does not assume or accept any responsibility or liability for any action, injury, damage, cost, etc., incurred or suffered by any student or parent resulting from or related to his or her participation in the carpool.

**Applicant Information**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Parent Name</th>
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Street Address

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<th>Zip</th>
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Contact Phone Number 1

Contact Phone Number 2

Email Address

I would like to be a....

Check appropriate box(es)

- [ ] Rider
- [ ] and/or
- [ ] Driver

This form must be completed and submitted prior to Friday, June 5. Students will not be permitted into the program without proper documentation. Please make a copy of this form for your records. Mail the original with all required forms IMMEDIATELY to Otis College of Art and Design / Summer of Art, 9045 Lincoln Blvd., Los Angeles, CA 90045 (Fax: 310-665-6854)