



Laurentian Leadership Centre of Trinity Western University SUMMER 2018 RESIDENCY APPLICATION FORM

This application is only for those wishing to reside at the Laurentian Leadership Centre during the summer months beginning 24th June, 2018\* and ending 30th August, 2018.

The following must accompany this application form:

- 1. One (1) completed Confidential Personal Reference Form
2. Completed Conduct Expectations Form

Mail application to the following address:

Laurentian Leadership Centre
252 Metcalfe Street
Ottawa, ON
K2P 1R3

Or scan and email to: LLCAdmin@twu.ca

For questions please contact:

Tel: (613) 569-7511, ext. 5020
Fax: (613) 236-5500
E-mail: LLCAdmin@twu.ca

I. PERSONAL INFORMATION

Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Current Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cellular \_\_\_\_\_

Male [ ] Female [ ] Date of Birth (year/month/day) \_\_\_\_\_

Citizenship \_\_\_\_\_

\*Due to the schedule of our programming this year, we are unfortunately not able to guarantee the availability of tenancy space until the 24th of June. The monthly rate will be adjusted for June to account for this. We apologize for any inconvenience.



II. RENTAL APPLICATION

This agreement is between the Laurentian Leadership Centre of Trinity Western University (hereafter known as the "LLC of TWU") AND

\_\_\_\_\_, (HEREAFTER KNOWN AS THE "TENANT")

THE TENANT AND THE LLC of TWU AGREE AS FOLLOWS:

The guest will require accommodations in the LLC of TWU from \_\_\_\_\_, 2018 through \_\_\_\_\_, 2018.

Preferred accommodation (please note that we cannot guarantee the availability of either request):

Shared room  \$400 per month (No HST)

Single room  \$500 per month (No HST)

(Please indicate here if you would like to request a specific roommate: \_\_\_\_\_)

Rental Rates for summer accommodations:

- Monthly rate (see above).
Weekly rate: \$175 + HST.
Daily rate: \$40 per day + HST.

Fee is payable to Laurentian Leadership Centre, attention Administrative Assistant. Payments must be made in advance in the form of monthly post-dated cheques for the duration of the stay, with payment for the first month due upon arrival.

The LLC of TWU will provide a room that includes a bed, nightstand, lamp, wardrobe, and bathroom, as well as cleaning supplies. Guest may have access to additional facilities including kitchen, TV room, laundry and storage. Tenants will agree to keep shared kitchen facilities clean.

Keys for the facility will be issued. Loss of keys will result in a replacement fee of \$32. Copying of LLC keys is prohibited.

The guest acknowledges that smoking is strictly prohibited inside the building as well as on the LLC property, and further agrees not to bring or allow to be brought onto the grounds any liquor/alcohol, narcotics, or unlawful substances.

The guest agrees to comply with the guidelines of the LLC of TWU contained herein and all other guidelines posted in the facilities and/or on the grounds.

The guest does hereby indemnify, agree to defend, and hold the University harmless from any and all loss, damage, or injury to any person or person whosoever, or property, arising from any cause or reason whatsoever in or about the University grounds of the described facilities; and the guest further agrees to waive all the claims against the University on account of any loss, damage, or injury from whatever cause which may occur to it on its property in the use and occupancy of the University premises; and the guest agrees to promptly and upon demand reimburse the LLC of TWU for any damage done to the University premises or equipment by the guest or any visitor of the guest deemed responsible.

This agreement constitutes the entire understanding and agreement of the guest and the LLC of TWU with respect the facility use and there are no other agreements except as set forth herein or attached hereto. This agreement will be interpreted as per the laws of Ontario, Canada. This agreement is not valid unless countersigned by an officer of the LLC of TWU.

AUTHORIZED GUEST
NAME
SIGNATURE
TITLE
DATE

LLC OF TWU
NAME
SIGNATURE
TITLE
DATE

**III. EMERGENCY CONTACT INFORMATION**

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cellular \_\_\_\_\_

Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cellular \_\_\_\_\_

Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Name of health care insurer \_\_\_\_\_

Insurance carrier telephone \_\_\_\_\_ Policy No. \_\_\_\_\_

Employer while in Ottawa \_\_\_\_\_ Phone \_\_\_\_\_

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**IV. WRITTEN QUESTIONS**

1. What will your occupation be while residing at the LLC this summer? (List employer and position you will be filling).
2. Why did you choose the LLC for residence this summer?
3. How did you hear about the summer rental at the LLC?

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**V. PERSONAL REFERENCE**

PERSONAL REFERENCE (LLC/TWU Confidential Personal Reference Form must be used.)

Name \_\_\_\_\_ Position/Title \_\_\_\_\_



# LAURENTIAN LEADERSHIP CENTRE

## Laurentian Leadership Centre Resident Trinity Western University CONFIDENTIAL PERSONAL REFERENCE FORM

**APPLICANT:** Enter your name and address on the appropriate lines, and then give this form to someone who is not a close relative, and who can comment honestly on your behalf. Please provide a stamped envelope to the Referee.

**PERSONAL REFEREE:** For admission to residency at the Laurentian Leadership Centre in Ottawa, the LLC Selection Committee will review this reference in conjunction with the applicant's general information. Please answer each question as accurately as possible.

**Please return completed form ASAP:**  
Mail form to the following address:

Laurentian Leadership Centre  
252 Metcalfe Street  
Ottawa, ON  
K2P 1R3

Contact Information:

Tel: (613) 569-7511, ext. 5020  
Fax: (613) 236-5500  
E-mail: [LLCAdmin@twu.ca](mailto:LLCAdmin@twu.ca)

*Please Print Clearly*  
**APPLICANT**

Surname \_\_\_\_\_ Given Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Province/State \_\_\_\_\_ Country \_\_\_\_\_ Postal/Zip \_\_\_\_\_

**REFEREE**

Title:  Dr.  Rev.  Mr.  Mrs.  Miss  Ms.

Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Tel. # \_\_\_\_\_ Email \_\_\_\_\_

Position \_\_\_\_\_ Organization Affiliation \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Province/State \_\_\_\_\_ Country \_\_\_\_\_ Postal/Zip \_\_\_\_\_

Tel. # \_\_\_\_\_ Email \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_

2. In what context/relationship? \_\_\_\_\_

3. How well do you know the applicant? Very well  Well  Casually



# LAURENTIAN LEADERSHIP CENTRE

1. Comment on the applicant's ability to live in and contribute to a Christian community:

2. Comment on the applicant's maturity and emotional stability:

3. Comment on the applicant's ability to accommodate change and handle stress:

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Signature\_\_\_\_\_

Date \_\_\_\_\_



# LAURENTIAN LEADERSHIP CENTRE

Laurentian Leadership Centre

## Conduct Expectations for Summer Residents

Living at the Laurentian Leadership Centre means living in community. Therefore, the following expectations for conduct have been established to ensure that a high level of respect and dignity be shown for all community members. Please read carefully and sign on the line provided, indicating your intention of adherence to the following list of Laurentian Leadership Centre conduct expectations.

I \_\_\_\_\_ hereby apply for summer residency at the Laurentian Leadership Centre of  
(Print Name) Trinity Western University and agree to:

1. Treat all other renters, tenants and staff members of the Laurentian Leadership Centre with respect and dignity.
2. Treat the Laurentian Leadership Centre facility with care and respect.
3. Assist with household duties as requested, assisting with kitchen chores and keeping public spaces clear of personal possessions at all times. No open flames or incense will be allowed anywhere in the building. No holes or adhesives may be used to hang pictures on walls.
4. Adhere to room guidelines, including regular cleaning of personal space.
5. Comply with the guest policies of the Laurentian Leadership Centre.
6. Refrain from bringing on or allowing others to bring on to the LLC property weapons of any kind (including but not limited to firearms, ammunition, replica firearms, hunting knives, and other blades, BB guns, and slingshots).
7. Refrain from bringing on or allowing others to bring on to the premises any form of alcohol, tobacco, or any illicit substance.
8. Refrain from engaging in sexual acts while on the premises of the LLC.
9. Refrain from any type of intoxication while on the LLC premises.
10. Recognize that this rental contract differs from the Laurentian Leadership Program and that I will be expected to supply my own linens, laundry detergent, disposable kitchen supplies (including aluminum foil, saran wrap, etc). The LLC will provide cleaning supplies including dish soap and chemicals for the sanitizer.

Any failure to comply with one or more of these expectations (at the discretion of LLC staff) may result in the termination of the residency contract.

The LLC staff reserve the right to enter tenant residence and to remove tenant possessions/food from public spaces as they deem beneficial to the living environment of the LLC.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date