

Sun Valley Company: **DORM BED REQUEST**

2013

Dormitory-style housing is available for many employees on a first come first serve basis. They are located on Sun Valley’s premises and close to the Lodges. This housing is for full time eligible employees ONLY under the conditions of the Dorm Agreement. Company housing eligibility ends with termination of employment. *Sun Valley Company is not responsible for lost or stolen item; please do not bring items of value to dorm rooms. Your personal belongings are not the company’s responsibility; you must be 18 years old or older to live in Sun Valley Company housing facilities.*

**Rooms:** The rooms are small. No smoking, or alcohol in any dorm room. All dorm rooms have one or two beds, a few drawers, a closet and some have a sink with a medicine cabinet. They are designed primarily for sleeping and **storing a limited amount** of personal items. Each dorm or floor has a common bathroom/shower area, which is used by all residents of that dorm building. The larger dorms have TV rooms; please expect close living conditions.

**Cost:** **There is no deposit,** rent is deducted directly from your paycheck. Pay stubs are used as receipts for your rent or you may go on line and look at your rent deductions under benefits <http://sinclairnet.sinclairoil.com> Prices: Singles \$7.21 per day, Doubles \$4.85 per day, Triples \$3.92 per day Reservations are necessary. Please complete this form and return it to the housing director. This does not guarantee the type of room you are requesting **this guarantees a bed space.**

**Check-In:** Normal check-in should be done between 8 a.m. and 5 p.m. Monday through Friday **ONLY.** Do not expect anyone to be there for you during the weekends or after hours to check you into the dorm rooms if we are not expecting you. Any exceptions must be made in advance by calling or e-mailing the Employee Housing Director Leticia Arizpe [larizpe@sunvalley.com](mailto:larizpe@sunvalley.com) 208-622-2986 or 1-800-894-9937 Cell (208) 720-6607 Fax # 208-622-2985

**Linen:** All bedding (sheets, blanket, pillow and towels) will be provided at no charge. Linen must be handed in at end of season or you will be charged for it from final paycheck. **You will be responsible for washing your own linen until the end of season.**

**Benefits:** Employee residents are provided with the following services free of charge..... Washer & dryers, cable connection, phone line & Wi-Fi in your rooms. We also have a fully equipped gym and communal television areas for you to enjoy. Residents are also provided with cleaning supplies and vacuums for keeping your dormitory clean.

**Requests:** Employee housing is first come first served please make sure you have been approved before you plan your trip. Married housing is limited; please submit your Dorm Request early and a letter with the following information. What position you were each hired for? Dates you and your spouse will need housing. Please note if one quits or is terminated the couple housing agreement is also terminated, you must both be working for the company to continue to live in our married housing. Both must sign the letter of request and each must hand in a Bed Request form.

**PLEASE RESERVE A DORMITORY BED SPACE FOR MY ARRIVAL. Month \_\_\_ Day \_\_\_ Yr.. \_\_\_**

Age: \_\_\_18-23 \_\_\_23-27 \_\_\_27-30 \_\_\_30-40 \_\_\_40+ MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ POSITION TITLE \_\_\_\_\_

Name of Manager who hired you \_\_\_\_\_

E-MAIL \_\_\_\_\_ SINGLE Rm. \_\_\_\_\_

DOUBLE Rm. \_\_\_\_\_

Return to: Sun Valley Company, Human Resource Office TRIPLE Rm. \_\_\_\_\_

Sun Valley Company, P. O. Box 10, Sun Valley, ID 83353 MARRIED housing \_\_\_\_\_

Email: [larizpe@sunvalley.com](mailto:larizpe@sunvalley.com)

FAX:(208) 622-2985

PRINT ROOMMATES/SPOUSE NAME