

Sun Valley Company: **HOUSING/DORM REQUEST** 2014

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 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: Rent/deposits will be 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, and Triples \$3.92 per day. Couple room’s prices vary depending on room size. This is your responsibility to make sure your rent has been deducted each pay period. Deposits will vary depending on room size \$100.00 sm. rooms. \$200.00 couple rooms \$250.00 studios

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.**

Parking: Personal vehicles will need parking permit from the Human Resource Office. Employees/Residents or family members are not allowed to park R.V., camp trailers/trailers on Sun Valley Property. You are not allowed to have any type of hookups to any of Sun Valley Property facilities.

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 208-622-2986 or 1-800-894-9937 Cell (208) 720-6607

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 them from your final paycheck. **You will be responsible for washing your own linen during your stay here until you check out.**

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

Requests: Married Housing is very limited. If you are requesting a **couple’s room** please submit a letter (with this request) outlining the following information: Hiring Manager, position, if you have ever worked for Sun Valley Co. if so how long, dates of employment and marriage certificate.

All employee housing is first come first served please make sure you have been approved for a couple’s dorm room before you arrive. Both must sign the letter of request and each hand in your Bed Request.

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 _____ SIGNATURE _____
POSITION TITLE _____ HIRED BY _____
E-MAIL _____ PRINT ROOMMATES NAME _____
Or phone number _____ SINGLE Rm. _____
Return to: Sun Valley Company, Human Resource Office DOUBLE Rm. _____
Sun Valley Company, P. O. Box 10, Sun Valley, ID 83353 TRIPLE Rm. _____
COUPLE Rm. _____

Email: larizpe@sunvalley.com FAX:(208) 622-2985 PRINT ROOMMATES NAME _____