



**Chula Vista Resort  
Employee Housing  
Complex Information  
&  
Contract Application  
Form**

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**Temporary (Seasonal) & Year-Round Housing**

**Your Informational Guide to Housing  
Rate & Payment Information**

**Accommodations and Amenities**

**Rules, Regulations, and Policy Guidelines**

**Housing Application & Contract**

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## Tennant Responsibilities

- ☞ Tenants and employees of Chula Vista living in Chula Vista housing are responsible for maintaining appropriate hygiene and sanitary practices. For example: garbage shall be removed daily from each rental unit to the common area receptacles provided in each parking area of housing. Housing rooms will be cleaned weekly. The land lord will supply chemicals and vacuums for these weekly cleanings which are located at the human resources offices for your use. Please wash your bedding weekly in the commercial washers and dryers provided in the common area laundry, (bedding should be washed in hot water and dried in dryers on high heat settings.) This practice will help keep your room and bedding area free from any possible infestations or disease which can spread, (ie: staff infections, scabies, lice, bed bugs, roaches, ticks, wasps, bees, hornets, spiders, mice etc). Tenants are responsible for the financial cost for removal of any infestations whether it be animal or insect. Tenants also agree to keep their unit door closed to keep their personal belongings safe and to keep flying insects from entering the unit. No animals or pets are allowed in any units. Only professional service contractors or Chula Vista Resort maintenance personnel are allowed to make repairs, paint or treat with chemicals in any of the rooming facilities. Professional recommendations and solutions to problems created by the tenant will be administered by Chula Vista management only and will be reviewed with the tenant of the unit prior to the service.

It is the responsibility of each tenant to communicate in a timely manner with the housing manager regarding major or minor issues related to the lodging units or roommate pairings. Housing complaints will be considered and acted upon by the housing manager in a timely regard depending on the nature of the issue. Roommate incompatibility can usually be resolved by practicing open communication with all involved parties. Rooms will be thoroughly cleaned and inspected prior to move in by Chula Vista Resort and rooms will be thoroughly cleaned by the tenant and inspected by Chula Vista Resort prior to departure.

A room condition report and file will be maintained for each room unit. A complete listing of maintenance items will be maintained for each lodging unit in the human resources office. This listing may include professional communications certifying work which has been complete in each unit. (ie: pest control, sanitation, furniture and appliance condition, etc).

Initials  
\_\_\_\_\_

## Keys & Personal Belongings

- ☞ All residents will be issued ONE key per tenant to the unit. Replacements are available at a rate of \$50 per key. The resident/tenant, who loses their key, will also be responsible for the replacement and purchase of keys for the other tenants in the room.

Initials  
\_\_\_\_\_

strictly prohibited in the complex. Any violation will result in immediate eviction, loss of deposits or program fees and termination of employment with Chula Vista Resort.

### Occupancy

- ☞ All housing is designed for multiple occupancy accommodation for two, three, four and six people. Individual rooms and fee adjustments, (if applicable), will need to be approved by the housing manager. **SUBLETTING IS NOT ALLOWED.**

### In-Room & Common area amenities (available to housing residents only)

- ☞ Washers & dryers are located in the employee housing area & are available for use for a fee.
- ☞ Wireless internet and Cable TV are available in each room and included with your rent
- ☞ Most (not all) rooms are equipped with a full sized stove/oven & apartment sized refrigerator. NEVER leave unattended items cooking on the stove or baking in the oven. This type of irresponsible action could cause personal injury as well as damage to rooms. Also, heating elements and appliances with (hot) open coils are not allowed in the rooms due to the fire hazard potential. Extension cords may only be used to connect a single device. DO NOT use an extension cord in combination with any power tap or outlet splitter. Smoke and CO Detectors are in rooms for the safety of all residents of the facility. All smoke detectors shall be operational at all times. DO NOT REMOVE batteries from the smoke detectors. If a smoke detector does not work notify the housing manager immediately to have it repaired or replaced. Rooms shall not be allowed to contain an accumulation of items that hinder movement within the room or provide a large source of combustible material.
- ☞ The tenant is responsible for purchasing their own personal hygiene/cleaning items for example soap, shampoo, garbage bags, toilet paper, and cleaning supplies. Linens are provided in the cost of the rent for each person. Each tenant is responsible for laundering their own linens & clothing.
- ☞ Any other appliances and essential items that a tenant may need for personal use must be purchased on their own. For example, hair dryers and irons are personal items that are not provided. All other appliances should be approved by management so it does not cause a hazard potential to tenants or damage to the housing complex property or rooms.
- ☞ Daily mail service will be provided through the resort. Packages and mail can be received by the employee in the Housing Office. Outgoing mail service like letters or postcards is available through the Hotel Front Desk for the cost of the Postage. Parcel packages may also be sent via the US Post Office in Wisconsin Dells. Tenants in the complex may receive mail at the resort through the following address:  
Name of the Tenant  
C/O Chula Vista Resort  
Employee Housing Complex - Room # \_\_\_\_\_  
2501 River Rd PO Box 30  
Wisconsin Dells, WI 53965
- ☞ The housing complex and the use of recreational and laundry facilities, internet access and any other employee areas within the resort complex are for employee tenants only.

- ✓ Drawing, writing, or painting on walls, door frames, bed posts, furniture, etc.
- ✓ Badly stained flooring/carpet - Missing furniture or drapery.
- ☞ If a resident is absent from the premises for three or more consecutive days without notifying management in writing of such absence, Chula Vista Resort will assume the room has been abandoned.
- ☞ If the tenant leaves or is asked to leave the employment of Chula Vista Resort, housing units must be vacated within 24 hours after employment termination.
- ☞ Once a tenant is living in the Chula Vista Housing Complex, no refunds will be given for rent that has already been paid.

**Landlord rights**

- ☞ Landlords (authorized management & owners of Chula Vista) may at any time, with or without notice, cause, or reason, enter into any room within the employee housing complex. Rights for such entry may include but are not limited to, safety, housekeeping purposes, security, fire and health codes, and for any necessary or reasonable inspections or investigations into housing policy violations.
- ☞ The Landlord has the right to change, add, delete or modify, housing contract guidelines or housing policies and procedures at any time. Landlords will make every reasonable attempt to inform tenants of these changes prior to their effective date through company notices or email. It is ultimately the responsibility of the tenant to understand and be aware of those changes in housing policy and procedure and contract guidelines at all times.

**BREACH OF AGREEMENT & TERMS OF CONTRACT**

If a tenant fails to perform or observe any of the terms of this agreement, Chula Vista Resort shall give the tenant written notice of such breach requiring the tenant to remedy the breach or vacate the premises. As a result of a continuing breach, Chula Vista Resort may declare this resident terminated and institute action to expel the tenant from the premises without limiting the liability of the tenant for the rent due or to become due under this agreement.

If the tenant has been given such a notice and has remedied the breach or been permitted to remain in the premises, and the tenant commits a similar breach, this agreement may be terminated. Management and housing authorities have the right to determine special circumstances and situations.

By signing the housing contract and housing application packet, you the tenant, agree to all conditions, policies, and procedures stated in the application and contract guidelines. You also agree by signing the contract and application that all monies due for rent, fines, fees, and/or deposits you are assessed will be taken as payroll deduction unless otherwise specified. You also agree that by signing the contract and application, you are responsible for keeping all areas in and around the employee complex clean & free of unsafe objects, garbage or debris. Finally, by signing this agreement, you as the tenant have been made fully aware of all contract rules, policies, and procedures. It is your responsibility to be aware & fully compliant of any changes, additions, modifications, or deletions that occur to the housing contract or housing policy and procedure during your active living status in the complex.

Date Contracts/Policies Last Amended:

August 27, 2001	November 06, 2006	November 01, 2010	September 15, 2016
April 1, 2002	March 9, 2007	April 18, 2012	April 2, 2019
April 1, 2003	November 14, 2008	October 15, 2013	November 30, 2021
April 27, 2006	February 06, 2009	February 10, 2015	



## DIAL 911 FOR FIRE OR EMS RESCUE Fire Safety in a Dorm Type Setting



Cooking is the leading cause of most fires in this type of environment, followed by careless smoking.

- Cook in designated areas only, and never leave cooking equipment unattended when in use. Cook only when you are alert.
- Maintain cooking equipment. Keep equipment and surrounding areas clean and free of combustibles.
- Smoke outside only. Use and maintain a proper ashtray or urn. Maintain the smoking area at least 3 feet away from the building. Put it out – all the way – every time.

Electrical products, room heaters, and lighting such as halogen lamps are the source of many dorm fires. Keep combustibles away from heat sources and don't overload electrical outlets, extension cords, and power strips. Be aware that electronic devices, such as laptops, tablets and cell phones can cause a fire if the battery overheats. Always place the device on a hard surface when charging or it is plugged into current. Be certain electronic devices are turned off when unattended. Never leave a laptop on a bed or other types of soft furniture while it is running as venting can easily be blocked. Do not use extension cords, only use multi outlet devices that have their own self contained circuit breaker and plug them directly into a wall receptacle. Do not connect multiple cords together. Never cover light bulbs with paper or clothing. Candles or any open flame devices should not be allowed. Clean lint traps in clothes dryers after each use and keep surrounding areas clean. Carbon Monoxide is odorless. It can make you sick and at high levels even kill you. If a CO alarm activates and people are feeling ill, evacuate the building immediately and call 911.

### MAINTENANCE OF SMOKE DETECTORS AND CO ALARMS.

**"The occupant of a unit in a residential building shall maintain any smoke detector in that unit, except that if an occupant who is not an owner, or a state, county, city, village or town officer, agent or employee charged under statute or municipal ordinance with powers or duties involving inspection of real or personal property, gives written notice to the owner that a smoke detector in the unit is not functional the owner shall provide, within 5 days after receipt of that notice, any maintenance necessary to make that smoke detector functional."**

**"The owner of a residential building shall maintain any such smoke detector that is located in a common area of that residential building."**

### EMERGENCY PLANNING

Know the proper procedure in an emergency including your location and address. Never block doorways, halls, or exits. Never remove batteries or disable smoke alarms. Make sure your smoke alarm is working.

Know the location of the nearest fire extinguisher and how to use it in case of a small fire. Call 911, activate the Fire Alarm and evacuate BEFORE an attempt is made to extinguish the fire. Stay between your exit and the fire.

### Wisconsin Dells - Minimum Housing Rules

1. You are staying in a facility that is operating under a special City of Wisconsin Dells license. Such facilities are subject to increased municipal ordinances regarding length of stay, noise, drug use, cleanliness, safe use of electric devices and other nuisance issues.
2. The maximum length of stay in an Employee Housing facility is 26 weeks in a 52 week period.
3. No noise shall be made that can be heard more than 100 ft from the origin of the noise.
4. After 9:30 pm, no noise shall be heard off the premise of the facility. After 9:30 pm, no resident of the facility shall make noise that can be heard in the room of another resident of the facility.
5. No trash or refuse shall be left out or on the ground. All trash and refuse shall be immediately deposited into proper trash and refuse containers.
6. NO PETS are allowed at the facility, except for service animals.
7. Extension cords may only be used to connect a single devise. DO NOT use an extension cord in combination with any power tap or outlet splitter.
8. Rooms shall not be allowed to contain an accumulation of items that hinder movement within the room or provide a large source of combustible material. This includes stacks of 5 or more boxes.
9. Smoke and CO detectors are in rooms for the safety of all residents of the facility. All smoke detectors shall be operational at all times. DO NOT REMOVE batteries from the smoke detectors. If a smoke detector does not work notify the facility manager immediately to have it repaired or replaced.
10. There is absolutely no drug use tolerated in the facility.

#### Tenant Signature

I have read and understand the contents of this Housing Contract. By signing I acknowledge that I agree to abide by the rules and laws stated above.

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Signature

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Date



**Chula Vista Resort Employee Housing Rental Contract**

Name of Employee \_\_\_\_\_

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Anticipated Move in Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Cellular Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Please check one of the following:

\_\_\_\_\_ I am in need of temporary (seasonal) housing in the complex & am not declaring permanent residency in the complex for more than one full calendar year. (\$95/week & \$250 program fee).

\_\_\_\_\_ I am in need of permanent (year-round) housing & will declare a residency status in the complex & live there more than 6 (six) months in the year. (\$95/week & \$250 program fee).

**Housing Contractual Agreement Clause:**

I, \_\_\_\_\_, have been accepted into employment with Chula Vista Resort and have been guaranteed a (space) room in the Chula Vista Employee Housing Complex. I have read through, understand, and agree to all of the attached terms, conditions, rules, and guidelines in the housing contract. I also realize that payments for the remaining balance of my total housing cost after any pre-payment will be through payroll deductions and give Chula Vista Resort the authorization to deduct these payments from my bi-weekly payroll checks as explained in the payment portion of the contract. I also agree that any damages and other charges incurred through housing inspections or common area cleaning or damage fees may also be payroll deducted until the amount is paid in full. By signing this contract, I also agree that I am ultimately responsible for understanding all contract, housing policy and procedure additions, changes, modifications or deletions during my course of active living in the complex that management has the right to administer and enforce.

\_\_\_\_\_ I fully agree & understand to the terms & conditions of this rental contract for Chula Vista housing

Signature of Resident (Employee) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Chula Vista Resort Representative \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**HR OFFICE USE ONLY:**

Date Contract Received in HR: \_\_\_\_/\_\_\_\_/\_\_\_\_ Authorized Signature: \_\_\_\_\_

Room Number Issued - Room # \_\_\_\_\_

\$250 Program Fee/Deposit Received? \_\_\_\_\_ YES \_\_\_\_\_ NO Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\$250 Program Fee/Deposit Paid By? \_\_\_\_\_

Tenant Payment option:

\_\_\_\_\_ Payment via Regular Weekly Payment Plan Through Payroll Deduction  
Date of 1<sup>ST</sup> Payroll Deduction \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Other Payment Option

Please describe: \_\_\_\_\_