

Dormitory-style housing is available for employees on a first come first serve basis. They are located on Sun Valley’s premises and close to the Lodge/Inn. This housing is for full time eligible employees ONLY under the conditions of the Housing 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:** Rooms are small, no smoking, or alcohol in any dorm room. All dorm rooms have two or three beds, a few dresser drawers, a closet and a sink with a medicine cabinet. Most dorms sizes are 14’ x 8’ 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 in that dorm building. The larger dorms have TV rooms; please expect close living conditions. Room must be cleaned to receive full deposit refund, all personal belongings must be removed, bedding handed in, room must be vacuumed, and sink washed. No pets, no babysitting in dorms.

**Rent/Deposit** Rent/deposit is deducted directly from your paycheck bi-weekly. 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> it is your responsibility to make sure your rent has been deducted each pay period. Rent starts when you take your key and stops when your dorm key is handed in. **\$150.00 dep. per person for all dorm rooms, if damage repairs cost more than deposit this will be deducted from your final pay check. Reg. Triple \$5.50 per day, Reg. Double \$6.50 per day, deducted bi-weekly this may vary depending on the dorm room size.**

**Reservations** **Are a must,** bed spaces may get sold out. 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. Form must be all filled out for approval of employee housing.**

**Vehicle** All vehicles parked on Sun Valley property must have a SV sticker for identification, one vehicle per resident due to limited parking space. All vehicles must be moved after each snow storm or be towed at your expense.

**Check-In:** Check in should be done between **8 a.m. and 5 p.m. Monday through Friday during office business hours.** 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

**Linen:** All bedding (sheets, blanket, pillow/pillowcase and towels) will be provided at no charge. Linen must be handed in when you check out of employee housing or you may be charged from final paycheck. **You will be responsible for washing your own linen during your stay here until you check out. This must be handed in when you check out to receive your deposit refund.**

**Benefits:** Washer & dryers free use, 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 when needed.

**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/proof of prior rental/utility agreement for at least two years, both must be employed by Sun Valley Resort.

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 Bed Request Form.

**YOU ARE ALLOWED TO MOVE IN THREE DAYS PRIOR YOUR START WORK DATE**

PLEASE RESERVE A DORMITORY BED SPACE FOR MY ARRIVAL MONTH\_\_\_ DAY\_\_\_ YR\_\_\_\_\_.

Age: \_\_\_18-23 \_\_\_24-28 \_\_\_29-33 \_\_\_34-39 \_\_\_40+ MALE\_\_\_\_\_ FEMALE\_\_\_\_\_

Please type information below and email/fax/mail in this form.

Last Name\_\_\_\_\_ First Name\_\_\_\_\_ Hiring Manager\_\_\_\_\_
Position\_\_\_\_\_ Start date\_\_\_\_\_
E-MAIL\_\_\_\_\_ or phone number\_\_\_\_\_
**Check Mark or print roommate’s names**

Return to: Sun Valley Company, Human Resource Office DOUBLE Rm.\_\_\_\_\_
Sun Valley Company, P. O. Box 10, Sun Valley, ID 83353 TRIPLE Rm.\_\_\_\_\_
Email: [larizpe@sunvalley.com](mailto:larizpe@sunvalley.com) FAX:(208) 622-2985 COUPLE. Rm.\_\_\_\_\_