

# *The Student Village*

**@ Menlo Park Apartments  
Terryland, Headford Road, Galway**

**Tel: 091 768663 Fax: 091 768664**

**Email: [menloapts@iol.ie](mailto:menloapts@iol.ie)**

**Web: [menloparkhotel.com](http://menloparkhotel.com)**

## **Student Information 2009-2010 Academic Year**

Thank you for your interest in the Student Village @ Menlo Park Apartments for the upcoming academic year 2009-2010. Applications are currently open for **full year NUI students** only as per the following availability status:

### **Current Availability Status:**

Single Rooms: Limited Availability. Accepting applications from 2<sup>nd</sup> February 2009.

Twin Rooms: Availability. Accepting applications from 2<sup>nd</sup> February 2009.

Single Semester bookings: Fully booked. No applications will be accepted.

Below you will find our Student Application Pack, which outlines general information about the complex, terms & conditions of rental, rates & payment details, and includes an application form. Due to the high demand for student housing in Galway we recommend that you enquire and reserve your accommodation as early as possible. Applications are only accepted fully complete with all of the above information, including signature, photo, PPS or CAO number and deposit. Incomplete applications will not be accepted. Sharing/special requests will be noted but are not guaranteed. Advice of position availability will be given only once your application has been processed. If we are unable to offer you accommodation your booking deposit will be returned to you in full. **Application approval is in no way confirmed until you receive an offer of a position by mail.**

You are welcome to call into the reception office during business hours to have a look around the grounds of the complex and exterior areas. Interior viewings are only available by appointment, please phone 091 768 663 to make arrangements.

If you have any queries or questions that have not been covered in the information that follows, please do not hesitate to contact us.

Kind Regards

Apartment Manager  
Menlo Park Apartments

# *The Student Village*

@ Menlo Park Apartments

## Student Application Pack 2009-2010

The Student Village @ Menlo Park Apartments is a purpose built complex designed to meet the needs of today's student market. The non-smoking complex is 7 years old and is situated in close proximity to the National University of Ireland, Galway (NUIG) and to the city centre, making it an ideal location for students to enjoy both the academic and social aspects of Galway City.

The complex consists of thirty-five 2 and 3 Bedroom non-smoking apartments, sleeping just 140 students. We pride ourselves on being able to offer that personal touch due to our size and complex design. All apartments share a communal landscaped courtyard area, with the U-shaped complex design providing for a friendly village atmosphere and offering students the opportunity to meet other student residents. We strive to provide a safe, comfortable home away from home for our students, with well-equipped apartments in a secure residential location, just 15 minutes walk from the NUIG campus.

### Apartment Types

We offer two types of apartments:

#### **2 Bedroom Apartments:**

Consisting of one Deluxe Single Ensuite room (Double Bed) and one Twin ensuite room, sleeping 3 students. All are non-smoking and have ground floor access, some with disabled facilities available.

#### **3 Bedroom Apartments:**

2 Storey duplex apartments, consisting of one Standard Single Ensuite room, and two Twin Ensuite rooms, sleeping 5 students. Most of these apartments are 1<sup>st</sup> floor access, with the single room on the 1<sup>st</sup> floor with kitchen and lounge area, and the two twin rooms on the 2<sup>nd</sup> floor. All are non-smoking.

### Room Types

We offer three different room types:

1. Twin Ensuite room – sharing with one other person, in either a 2 or 3 Bedroom Apt
2. Standard Single Ensuite room – Single bed in a 3 Bedroom Apt, sleeping 5 students in total
3. Deluxe Single room (Some with ensuite) – Dbl bed in a 2 Bedroom Apt, sleeping 2/3 students

Our spacious bedrooms offer separate wardrobes, bookshelves, study desks, desk lamps and a Broadband Internet Access point for each student.

Please specify your requested room type on the application form in order of preference, only numbering options you will accept if offered, i.e do not select twin ensuite room type if you are not prepared to share a room. Cancellation fees will apply if you choose not to accept an offer for a room type you have entered as a preference.

### Sharing with others

It is our policy to try to match students of a similar age, school year and disposition together in an apartment. Twin rooms are always same-sex sharing, though an apartment may be mixed with males and females sharing communal areas. Any special requests or sharing preferences need to be noted on the application form. Whilst we endeavour to do all possible to meet any specific needs or requests you may have regarding sharing, they can not be guaranteed.

# ***The Student Village***

## **@ Menlo Park Apartments, NUIG Campus Accommodation**

### **Terms & Conditions of Rental**

1. The Student Village @ Menlo Park Apartments is only available to students of the National University of Ireland Galway.
2. A standard tenancy agreement is entered into between the Student and Menlo Park Apartments Management (MPA Management). The student is obliged to adhere to all complex rules as per the tenancy agreement. Once the student has been offered a position a tenancy agreement will be sent to the student. Only students who have paid in full and returned their signed tenancy agreement will be issued with a key.
3. **The tenancy agreement is for the full period outlined and students are liable for this period even if they do not stay for all of it. No refunds will be given in the event of early vacation.**
4. Menlo Park Apartments reserves the right to revoke a tenant lease with notice to the tenant as per our disciplinary procedure, in the event of the following:
  1. Breach of terms and conditions of lease.
  2. On the tenant ceasing to be a registered student at NUIG.
  3. Upon any other reason the management may deem necessary for the good and proper management of the complex.
5. **Applicant is responsible for ensuring all monies are received by the dates required, as outlined in this document or as agreed with management. Applicant is aware his/her reservation may be cancelled without prior notification if monies are not received by given deadlines.**
6. In the event of cancellation, an administration fee of €100 will be deducted and the balance of monies will be refunded, provided cancellation takes place prior to 14<sup>th</sup> August 2009. **There are no booking deposit refunds for cancellation after 14<sup>th</sup> August 2009.**
7. Security/Deposit money will be returned by cheque to the Tenant once management is satisfied that the premises are returned in the order in which it had been received. Inspections will be carried out after vacation and deposit returned thereafter. If the security deposit does not cover the cost of damage caused, then the Guarantor is liable for the balance of monies.
8. All relevant bank charges and expenses incurred are borne by the Tenant/Guarantor.
9. The apartment complex is **NON SMOKING**, under no circumstances is smoking allowed within any of the apartments.
10. All tenants are responsible for the up-keep and proper maintenance of fixtures, fittings and appliances and articles in their apartment. Once the inventory is signed all tenants are responsible for all items therein.
11. **Gates must be left locked at all times to maintain complex security. Gate entry code is given to residents only and is expected to be kept confidential.**
12. **STRICTLY NO PARTIES allowed. Residents are to keep noise at an acceptable level at all times in consideration of other students and local residents. Guests must vacate the premises by 12am. No overnight guests permitted. Residents are responsible for the actions, behavior and damage caused by their guests whilst on the premises.**
13. **Playing sport on the grounds of the complex, within the courtyard or against the building walls is strictly prohibited.**

\*Note: Please see Residential Tenancy Agreement for full Terms and Conditions.

# The Student Village

@ Menlo Park Apartments  
NUIG Campus Accommodation  
Terryland, Headford Road, Galway

## Payment Procedure

Payment:	Amount:	Payable:
Booking Deposit	€800 (See Below)	With Application Form (Deposit is additional to Rates)
1 <sup>st</sup> Payment	See Rate table	1 <sup>st</sup> Years: Due within 3 days of 1 <sup>st</sup> CAO offers All Others: Due 14 <sup>th</sup> August 2009
2 <sup>nd</sup> Payment	See Rate table	Due 4 <sup>th</sup> December 2009

## Rate Table

<u>Rent Level</u>	<u>Room type</u>	<u>Weekly Rate</u>	<u>Total for Academic Year</u>	<u>1<sup>st</sup> Payment</u>	<u>2<sup>nd</sup> Payment</u>
1	Twin En-Suite	€80	€2,960	€1,660	€1,300
2	Standard Single En-Suite	€100	€3,700	€2,200	€1,500
3	Deluxe Single (Some with En-suite)	€110	€4,070	€2,270	€1,800

## Booking Deposit

The Booking Deposit of €800 is payable with application form and is additional to each Rent Level. The deposit is made up of the following:

### Electricity Deposit - €310

Electricity is metered per apartment, with the cost being divided equally between residents. Statements will be issued to all apartments bi-monthly showing electricity usage for that period. If there is a balance (+ or -) at the end of the student year the monies will be refunded or the remainder will be payable by the student/guarantor.

### Security/Damage Deposit - €250

After apartments are vacated at the end of the student year a thorough inspection will be carried out on all units to ensure they are left in the condition in which they were received. Upon satisfaction that units are in order the security money will then be refunded to the occupants. Deductions will be made in the event of damage or breakage.

### Household Charges - €240 (Non Refundable)

The charges covered in this non-refundable fee include TV licence, Refuse Disposal, Telephone line rental, Broadband Internet access and NTL Cable TV for the year.

**Please Note: The Applicant is responsible for ensuring all monies are received by the dates required, as outlined in this document. Please be aware that reservations may be cancelled without prior notification if monies are not received by given deadlines.**

(It is your responsibility to contact us to arrange payment, we will not call you to follow up).

Payments can be made by cheque, bank draft (Euro), electronic bank transfer, Laser card or most credit cards. Please contact us for full details if you wish to arrange payment by bank transfer. Cheque and bank draft payments are to be made out to Menlo Park Apartments.

***The Student Village***  
**@ Menlo Park Apartments**  
**NUIG Campus Accommodation**  
**Terryland, Headford Road, Galway**

**Application Process**

Applications are currently open for full year NUI students of all ages. To apply, please forward the following:

1. Fully completed Application Form (Page 6).
2. Deposit payment of €800 as outlined on Page 4.
3. 1 Passport photo with name written on the back.

Due to the high demand for student housing in Galway we recommend that you enquire and reserve your accommodation as early as possible. Applications are only accepted fully complete with all of the above information, including signature, photo, PPS or CAO number and deposit. Incomplete applications will not be accepted. Sharing/special requests will be noted but are not guaranteed. Confirmation of position availability will be given once the allocation procedure is complete. If we are unable to offer you accommodation your booking deposit will be returned to you in full. **Application approval is in no way confirmed until you receive an offer of a position by mail.**

We will confirm by post which position you have been offered, and will enclose a Tenancy Agreement for you and your Guarantor to sign. You are required to return this Tenancy Agreement fully completed within seven days of receipt to validate your lease. **\*Please note: Both Tenant and Guarantor must sign the Tenancy Agreement to validate the lease.**

**Payment Deadlines**

**Payment of the first moiety is due as follows:**

1<sup>st</sup> Year Students: Due within 3 days of CAO 1<sup>st</sup> Round offers

All other students: Due by **14<sup>th</sup> August 2009**

If payment has not been received by these dates the position will be released for re-sale without prior notification or deposit refund.

**Second moiety payment** is due no later than the **4<sup>th</sup> December 2009** for all students. If payment is not received before or on this date the position will be released for 2<sup>nd</sup> Semester re-sale without deposit refund.

**Cancellations**

In the event that a student has paid monies and fails to be offered a place at NUIG, and therefore is unable to occupy the position offered to him/her at the Menlo Park Apartments, then an administration fee of €100 will be deducted and the balance of monies will be refunded, provided cancellation takes place prior to 14<sup>th</sup> August 2009 (or within 3 days of 1<sup>st</sup> Round CAO offers for 1<sup>st</sup> year students only). **There are no booking deposit refunds after 14<sup>th</sup> August 2009.** All other refunds are assessed on a case by case basis, and are at the discretion of Management. (Exception: If we are unable to offer you one of your nominated preferences then your deposit will be returned to you in full.)

**Check in**

Check in is from **Saturday 5<sup>th</sup> September 2009** onwards. Early check in may be available upon request. On check in each student is required to sign in. They will then be given their key, a student information pack and shown through to their allocated apartment. Check out is by **Sunday 23<sup>rd</sup> May 2010.**

A full **inventory list** will be issued to each premises detailing contents of the apartment. This list must be completed in full, signed and returned to the office no later than **17<sup>th</sup> September 2009.**

Students are also required to present a copy of their college ID to the office at Menlo Park Apartments no later than **25<sup>th</sup> September 2009.** Your college ID will then be used for security purposes and reference at the apartments.

Insert  
Photo  
Here

**The Student Village**  
**@ Menlo Park Apartments**  
**NUIG Campus Accommodation**

Office Use Only  
YR:  
  
RM:  
  
PRF:

**Application Form 2009/2010**  
Please write clearly in Block Capitals

**Surname:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Male**  **Female**

**Nationality:** \_\_\_\_\_ **Have you stayed here previously? Y / N**

**Home/Permanent Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home Tel No:** \_\_\_\_\_ **Student Mobile:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Student CAO No.** \_\_\_\_\_ **Student PPS No:** \_\_\_\_\_  
(Irish students only) (Social Security Number)

**Entry year of study:** 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> P/Grad (Please circle)

**Course being studied:** \_\_\_\_\_

<b>Room Type Required</b>	<b>Standard Single</b>	<b>Deluxe Single</b>	<b>Twin</b>
	<b>Ensuite</b>		<b>Ensuite</b>
(Nbr 1-3* in order of preference)	( )	( )	( )

**\*Please only number options you will accept if offered\***

**If you have particular people you would like to share with please enter their names below and submit applications together. Room allocation is at the discretion of the Manager and whilst we try to accommodate all requests, they cannot be guaranteed.**

**Share Twin room with (if applic):** \_\_\_\_\_

**Share Apt with:** \_\_\_\_\_

**Do you suffer from any relevant medical conditions i.e. Asthma?** \_\_\_\_\_

**\*Name and address of Guarantor:** \_\_\_\_\_  
\_\_\_\_\_

\* If any issues arise throughout the year the above Guarantor may be contacted.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_