

External Guest Form

The (insert department name).....at The American University in Cairo (AUC) will host (insert name).....(the Guest) at the AUC's Faculty Housing (insert location details).....(the Unit) from.....to.....according to the following terms and conditions:

- 1- The Unit will be used as a private residence and for no other purpose.
- 2- AUC has the right to relocate the Guest from one Unit to another or even to another building within the AUC Faculty Housing.
- 3- The Unit will be occupied only by the Guest. No one else may occupy the Unit.
- 4- The Unit is for the sole use of the Guest and Guest's direct dependents. A direct dependent is defined as a first-degree relative according to Egyptian Law (i.e. spouse, son, daughter, and parents). The Unit may not be used by non-family members and may not be shared with other non-family individuals without AUC prior written approval. Advance notification to AUC must be sent to the Executive Director, Integrated Services or his/her designee.
- 5- This Guest Form automatically terminates if the Guest willfully destroys the Unit and/or its furniture or abuses AUC property in any manner, including assigning it to any other party or using it for any other purposes.
- 6- AUC Faculty Housing has the right to provide emergency and routine maintenance to the Unit in order to maintain the Housing premises to acceptable standards.
- 7- The Guest undertakes not to cause any disturbance or discomfort to neighbors or other residents and to use the facilities to which he/she is eligible in a safe and appropriate manner, complying with AUC governing rules at all times.
- 8- The Unit may not be used by the Guest or any other person or party as a place for conducting any business and may not be sub-let to any other party.
- 9- The Guest shall at all times safeguard AUC property, including the building, the Unit, and all its component parts which includes but is not limited to: tiles, carpets, switches, windows, doors, hinges, knobs, sinks, toilets, bidets, pipes, screens, wiring, furniture, fixtures, telephones, curtains and appliances. The Guest may not make any modifications in the Unit or add/demolish any part of the property or its component parts, including the garden if applicable.
- 10- AUC may not be held liable for the loss, theft, or damage of money, personal belongings, or any other personal property of the Guest and his/her dependents or guests; or for any personal injuries sustained by the Guest and his/her dependents or guests on or about the Unit, including any damages caused by acts of nature or third-party negligence or accidents such as water leak.
- 11- The Guest shall, with reasonable notices and agreed upon time, allow access to the Unit to authorized AUC officials and personnel, or its assigned contractors, in order to check, carry out damage assessment, repairs and maintenance, alterations and improvements, etc.
- 12- In case of emergencies, defined as "situations that pose a significant threat to personal safety or equipment," AUC officials may break into the Unit without prior notice to the Guest for major maintenance-related problems, such as water leak from a pipe (not a dripping faucet), loss of electricity, air conditioning, cooker, power outage, or any other situation which may affect safety, order and security.

- 13- The Guest agrees to be directly responsible for keeping the Unit and its furnishings clean and free from damage, to co-operate with the other residents in the common protection of property, to maintain the living space, and to advise AUC of any deteriorated conditions of the Unit or its furnishings so that timely repairs can be made.
- 14- The AUC is not responsible for providing “consumable” items such as television, irons, toasters, vacuum cleaners, microwaves, and coffee makers, in addition to dishwashers, washing machines, and dryers. However, AUC will continue to maintain the furniture in the Unit as well as the stove/oven, refrigerator, and water heater, if any.
- 15- Upon vacating the apartment, the guest must follow the below proper checkout procedures:
 - A random inspection for the apartment will take place by an AUC representative and charges for any losses or damages may apply.
 - All main door keys should be left in the apartment when the AUC tenant departs. In the case of AUC New Cairo Housing, all key cards should be left in the apartment on the date of departure.
- 16- The Guest undertakes not to cause any disturbance or discomfort to neighbors or other residents and to use the facilities to which he/she is eligible in a safe and appropriate manner, complying with AUC governing rules at all times.
- 17- Drugs, weapons, or material prohibited either by law or by AUC rules may not be used or stored in the Unit.
- 18- The Guest may not relocate AUC furniture from one AUC Housing apartment to another or any other place without prior written approval of the Executive Director, Integrated Services.
- 19- The Guest agrees to be responsible for the keys of the Unit, and to hand it over upon final checkout of the Unit.
- 20- Pets are allowed in the Unit provided that their presence does not trigger reasonable complaints from neighbors. In case of a neighbors' complaint, the Guest will be responsible for getting rid of the cause of the complaint. The Guest is responsible for the actions of the pets and is liable to other residents for damage caused by those pets.
- 21- This Guest Form is governed by the Egyptian Law.

I have read, understood, and agreed to be bound by the above terms and conditions:

Name:

Signature:

Date: