



Delaware State University

University Area(s) Responsible: Office of Student Affairs & Enrollment Services

Policy Number & Name: 6-26 Guest Housing Policy

Approval Date: 07/15/16

Next Review Date: 07/15/18

I. Purpose

Delaware State University (“the University”) has a limited number of accommodations available for individuals affiliated with the University and groups that are sponsored by departmental units. This policy provides guidelines for guest eligibility, length of stay allowed and reservation procedures. In addition, this policy assures that appropriate cancellation procedures are in place to cover costs associated with operations. This policy is not intended for conference or workshop participants.

II. Scope and Applicability

This policy applies to University residence hall bed spaces and apartments not being utilized for the current student population, as a means to address the housing needs of campus guests, visitors and temporary residents.

III. Definitions

Guest: Any individual occupying University Guest Housing for a period of no more than 7 days.

Temporary Resident: Any individual occupying University Guest Housing for a period greater than 7 days.

IV. Policies and Procedures

A. Eligibility

The following individuals are eligible to utilize guest housing facilities:

1. Guest affiliated with or sponsored through a University department such as visiting faculty and guest speakers.
2. Newly hired University employees who have relocated to Delaware.
3. Prospective students and their family members.

B. Length of Stay

Temporary Residents will not be allowed to exceed the maximum occupancy period of 60 days. Employees residing in Guest Housing must vacate the residence within 2 business days of termination or separation from the University.

C. Reservations

1. All requests for guest housing must be made in writing by completing the Guest Housing Reservation Form (Exhibit A) and submitting it to the Director of Housing and Residential Education at least 10 business days before the proposed check in date of the guest.
2. Guest reservations may be paid by check payable to Delaware State University or cash upon check-in. Payments will also be accepted at the University cashier's window.
3. University departments that will be financially responsible for guest charges as well as requesting reservations for an eligible guest must provide a departmental number and an approved purchase order prior to check-in. University Travel or Purchase cards are not allowed to be used for Guest Housing Reservations. The Director of Residential Housing or his designee will provide an invoice for the total charges to the Finance Department for proper processing and accounting.
4. All reservations will be accepted on a first-come, first-served basis, and confirmed by the Director of Residential Housing or his designee. Guest Housing check-in time is 3:00 p.m. daily; check-out is at noon. Department personnel may pick up keys 24 hours in advance of guest arrival.
5. Upon check-in all guest must read and acknowledge the Guest Housing Regulations document.

D. Rates

Rates are determined by the Department of Finance and are subject to change. Special rates may be designated for holidays and other University events. Information regarding current availability and rates may be obtained by calling 302-857-6326.

E. Departmental Billing

Guest housing charges that are to be billed to a University department will handled in the following manner. Upon checkout of a University department guest, the Department of Housing and Residential Education will prepare an invoice detailing the full charges incurred by the guest. The invoice will then be sent to the Finance department for final processing.

F. Cancellation and Refunds

Due to the limited number of available guest housing units on campus, strict cancellation policies apply. All cancellations require a 24 hour notice prior to arrival date to receive a refund of pre-paid guest charges. Guest housing requires a payment of one night's charges if cancellation occurs after the allotted cancellation timeframe. The cancellation policy will be reviewed with the individual as reservations take place. Cash refunds are not available at the point of service. Refunds will be processed and received within four (4) weeks from request.

G. Notice

The Director of Residential Housing shall provide notice to the Office of Enterprise Risk Management of all individuals occupying guest housing. In the case of employees, Human Resources shall also receive notification. Human Resources shall also notify the Director of Residential Housing if an employee occupying guest housing separates from the University during their occupancy of guest housing.

H. Room Turns

Facilities Management will be responsible for ensuring that guest housing rooms are cleaned and prepared to be occupied prior to guest check-in. Residence Life staff will inform Facilities Management staff which rooms need to be turned upon guest check out.



Guest Housing Reservation Form

GUEST INFORMATION			
FIRST NAME	LAST NAME	DSU D# (IF APPLICABLE)	
ANY ADDITIONAL GUEST(S) OCCUPYING SAME ROOM YES NO	NAME(S) OF ADDITIONAL GUEST(S)		
HOME MAILING ADDRESS		HOME TELEPHONE	WORK OR CELL NUMBER
CREDIT CARD INFORMATION VISA MASTERCARD	NUMBER		EXP. DATE
DEPARTMENT NUMBER, IF APPLICABLE		DEPARTMENT APPROVER	
DEPARTMENT CONTACT		CONTACT PHONE/EMAIL	
ARRIVAL DATE/TIME	DEPARTURE DATE/TIME	PARKING PASS NEEDED YES NO	
VEHICLE INFORMATION			
MAKE	MODEL	LICENSE PLATE #	STATE
ANY SPECIAL NEEDS?			
# OF KEYS ISSUED	STAFF MEMBER ISSUING KEYS		GUEST ROOM ASSIGNED

1. All Guests/Temporary residents must adhere to all university conduct and facilities policies.
2. Entrance doors to all residential facilities must remain locked at all times.
3. Delaware State University is a drug and alcohol free campus. Drugs and alcohol are prohibited in any guest housing residence.
4. Delaware State University is a smoke-free environment. Smoking anywhere on campus is prohibited.
5. All Guests/Temporary Residents must evacuate the building during a fire alarm. Failure to evacuate will subject the Guest/Temporary Resident to a fine of \$100.
6. Cooking or any cooking equipment is strictly prohibited in any Guest Housing facility.
7. Guests are expected to refrain from loud and excessive noise as well as obnoxious and rowdy behavior. Courtesy and respect should be shown to all guests and residents at all times.
8. Delaware State University reserves the right to terminate this agreement for any violation by university guests and/or their guests.
9. A fee of \$100 will be assessed for lost room keys.
10. No pets of any kind are permitted in University Guest Housing.
11. Guest/Temporary Residents are responsible for any damages/property loss caused during their stay in University Guest Housing. The Department of Housing and Residential Education reserves the right to charge a minimum \$100 Damage Fee to any Guest/Temporary Resident.

Delaware State University accepts no responsibility for theft, destruction, loss of other personal property.

I have read the above regulations and acknowledge my understanding of them.

Guest Printed Name

Guest Signature

Date