**Guest Housing FSS/PPS 08.06 (08.01.04)**

**Issue No. 2**

**Effective Date: 03/11/2019**

**Next Review Date: 02/01/2023 (E4Y)**

**Senior Reviewer: Director of Auxiliary Services**

**01. POLICY STATEMENT**

* 1. Texas State University owns certain residential property suitable and purposed as temporary housing for Texas State faculty, staff, and guests. The purpose of this policy statement is to define the solicitation, preparation, and execution of use agreements for university-owned guest housing.
1. **PROCEDURES FOR OBTAINING GUEST HOUSING**
	1. Departments and Programs

Any academic department or university office may apply for the use of guest housing. An account manager should first inquire through the office of Auxiliary Services to see if guest housing space is available to meet the account manager’s space needs.

If it is determined that adequate guest housing space may be available, the account manager shall provide the director of Auxiliary Services with a written request for guest housing, including: department point-of-contact, the name of the guest and anyone else traveling with the guest who will share the housing, age of any accompanying children, arrival and expected departure dates, title of the guest, purpose of visit, and any special needs known to the account manager.

The director of Auxiliary Services shall inform the account manager of the name and location of the assigned guest housing and the cost of the guest housing on a per diem basis. The sponsoring department or office shall be billed a per diem rate equal to the university’s cost of utilities and connectivity, custodial services, prorated maintenance costs (based on the previous fiscal year) of providing the guest housing, and an allowance based on estimated cost of facility repairs and cost of replacement furnishings and fittings due to wear and tear.

Upon receipt of notification from the director of Auxiliary Services that guest housing has been assigned, the account manager shall confirm in writing that adequate funds are in place to reimburse the university per diem cost and provide the director of Auxiliary Services with account information for billing purposes.

Upon the completion of the use of the guest housing, the director of Auxiliary Services shall forward to the account manager an invoice based on the per diem rate covering the term of use and Finance and Support Services account information. The account manager will initiate an e-IDT transfer equal to the invoice amount.

* 1. Individuals

Any individual associated with the university as: incoming staff, visiting faculty, invited guest, regent, dignitary, or other similar person or persons (whose specific circumstances do not allow a sponsoring department or office to arrange guest housing space) can contract directly with the director of Auxiliary Services for guest housing.

The department or office (sponsor) with whom the individual is associated shall provide the director of Auxiliary Services with: department point-of-contact, the name of the guest and anyone else traveling with the guest who will share the housing, age of any accompanying children, arrival and expected departure dates, title of the guest, purpose of visit, and any special needs known to the sponsor. The sponsor shall serve as guarantor for payment of any unpaid money resulting from the individual’s failure to meet the terms of agreement regarding their stay.

The director of Auxiliary Services shall solicit approval from the vice president for Finance and Support Services (VPFSS), permission to consider the individual for guest housing.

The director of Auxiliary Services shall notify the sponsor of the acceptance or denial of the request for consideration, if it is determined that the individual is a qualified candidate for guest housing and guest housing space is available.

The director of Auxiliary Services shall inform the sponsor or individual: whether adequate guest housing is available, the name and location of the assigned guest housing, and the cost of the guest housing on a per diem basis. The individual shall be billed a per diem rate equal to the university’s cost of utilities and connectivity, custodial services, prorated maintenance costs (based on the previous fiscal year) of providing the guest housing, and an allowance based on estimated cost of facility repairs and cost of replacement furnishings and fittings due to wear and tear.

The director of Auxiliary Services will provide in advance of the guest’s arrival a copy of the Per Diem Residential Lease Agreement or other lease agreement form as approved for use by the Texas State University System Office of General Counsel. The lease shall be signed and returned to the Real Estate specialist upon or before arrival and occupancy of the guest housing.

Rents shall be paid by the individual on a monthly basis at rates as specified in the lease. At the time the individual is scheduled to vacate the guest housing, the director of Auxiliary Services shall prepare and submit to the individual a final invoice for final month prorated to cover only those actual days in residence for the cost of the guest housing and promptly receive payment from the individual.

1. **PROCEDURES FOR DETERMINING AVAILABILITY AND ADEQUACY OF GUEST HOUSING**

03.01 In determining availability and adequacy of guest housing for departments, offices or individuals, the university may consider the following criteria:

a. existing approved guest housing reservations or leases conflicting with the requested dates;

b. duration of expected occupancy (i.e., all guest arrangements must have a planned departure date, and it is not typical that guest housing would be made available for a period in excess of one year);

c. duration of stay in relation to any other planned use of the guest housing, (i.e., custodial, renovation, repairs, etc.);

d. number of guests in relation to the number of available beds in any guest housing space, (i.e., a one-bedroom unit would not be adequate for a group of six guests). No agreements shall be approved for guests over and above the number of available beds (including fold-out couches or futons), except to accommodate small children when guests have no other viable options for housing, in which case rents shall be adjusted to account for the additional wear and tear;

e. accessibility needs of the guests in relation to the existing conditions of the guest housing, (i.e., a second story apartment only accessible by stairway may not be suitable for all guests);

f. parking availability;

g. anticipated security needs;

h. type of on-site services required by the guest (i.e., performance standards of high-speed connection, medical services, or other existing services at any specific guest housing); and

1. other relevant factors
2. **RESPONSIBILITIES OF GUESTS AND THE UNIVERSITY**
	1. During occupancy, guests are responsible for:
3. all housekeeping during their stay;
4. laundry, cleaning, or other services during the term of guest occupancy;
5. all foods and beverages other than water; and

d. informing the director of Auxiliary Services of any repairs required at the apartment.

04.02 The university shall be responsible for providing:

1. keys to the premises;
2. bedding, general kitchen and table service, and furniture;
3. all utilities including: electric, water, wastewater, TV cable, and internet services;
4. repair or replacement of any damaged or inoperable university supplied services or equipment, (i.e., light bulbs, plumbing, broken furniture, cable service);
5. custodial services prior to occupancy by each guest;
6. trash receptacles and trash pickup at a collection point outside the guest housing; and
7. advanced notice whenever possible informing guests regarding the need for access prior to entry of the guest housing for any purpose (i.e., maintenance, inspection).

**05. REVIEWER OF THIS PPS**

05.01 Reviewer of this PPS includes the following:

Position Date

Director, Auxiliary Services February 1 E4Y

1. **CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Director, Auxiliary Services; senior reviewer of this PPS

Vice President for Finance and Support Services