Guest Housing

FSS/PPS 08.01.04
Issue No. 1
Reviewer: Associate VPFSS Planning
Effective Date: 05/20/15 (E4Y)
Review Date: 02/19

01. POLICY STATEMENT

01.01 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.

02. OBTAINING GUEST HOUSING

Departments and Programs – Any academic department (Department) or university office (Office) may apply for the use of Guest Housing. An account manager should first inquire through the office of the Assistant Real Estate Director 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 Assistant Real Estate Director with a written request for Guest Housing, including: the guest(s) arrival and expected departure dates, name and title of guest(s), purpose of visit, and any special needs known to the account manager.

The Assistant Real Estate Director shall inform the account manager 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 to replace furnishings and fittings due to wear and tear.

Upon receipt from the Assistant Real Estate Director 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 Assistant Real Estate Director with account information for billing purposes.

Upon the completion of the use of the Guest Housing, the Assistant Real Estate Director shall forward to the account manager an invoice based on the per diem rate covering the term of use and FSS account information. The account manager will initiate an e-IDT transfer equal to the invoice amount.
02.03 **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 Assistant Real Estate Director for Guest Housing.

The Department or Office ("Sponsor") with whom the individual is associated shall provide the Assistant Real Estate Director: name of the individual, anticipated arrival and departure dates, the relationship of the individual to the University, an explanation of the need for the individual to make separate arrangements for Guest Housing outside a Department or Office, and contact information for the individual. The Sponsor shall serve as guarantor for payment of any unpaid moneys resulting from the individual’s failure to meet the terms of agreement regarding their stay.

The Assistant Real Estate Director shall solicit approval from the Associate Vice President for Finance and Support Services Planning (AVPFSSP) for permission to consider the individual for Guest Housing.

The Assistant Real Estate Director 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 Assistant Real Estate Director 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 to replace furnishings and fittings due to wear and tear.

The Assistant Real Estate Director will provide in advance of the guest’s arrival a copy of the Per Diem Residential Lease Agreement or other lease agreement form (Lease) as approved for use by the Office of General Counsel. The Lease shall be signed and returned to the Assistant Real Estate Director 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 Assistant Real Estate Director 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.
03. 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 and/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. The 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)

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, and/or other existing services at any specific Guest Housing)

i. Other relevant factors

04. RESPONSIBILITIES FOR GUESTS AND UNIVERSITY

04.01 During occupancy, guests are responsible for:

a. All housekeeping during their stay

b. Laundry, cleaning, or other services during the term of guest occupancy

c. All foods and beverages other than water

d. Informing the Assistant Real Estate Director of any repairs required at the apartment
04.02 The University shall be responsible for providing:

a. Keys to the premises

b. Bedding, general kitchen and table service, and furniture

c. All utilities including: electric, water, wastewater, TV cable, and internet services

d. Promptly repair or replace any damaged or inoperable University supplied services or equipment, (i.e. light bulbs, plumbing, broken furniture, cable service)

e. Custodial services prior to occupancy by each guest

f. Trash receptacles and trash pickup at a collection point outside the Guest Housing

g. Advance notice whenever possible informing guests regarding prior to entry of the Guest Housing for any purpose (i.e., maintenance, inspection)

05. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

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06. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Assistant Real Estate Director, Reviewer

Associate Vice President for Finance and Support Services Planning, Reviewer
Vice President for Finance and Support Services

Approved: __________________________________________
Reviewer

Approved: __________________________________________
Reviewer

Approved __________________________________________
Vice President for Finance and Support Services