



Faculty/Staff Temporary Campus Housing

Area:	University-wide	Number:	
Applies to:	All University Faculty and Staff	Issued:	August 16, 2018
Sources:		Revised:	
		Reviewed:	
Policy Owner:	Vice-President for Business and Operations	Page(s):	2

I. Purpose:

Policy provides guidance for University faculty and staff to acquire short-term on-campus housing.

II. Policy Statement:

University faculty or staff may request approval for short term housing in a University housing facility by following the request and approval procedure outlined in this policy. All housing assignments are based on housing availability for the period of time requested. Rental rates are established annually under the direction of the Vice President for Business and Finance and published by the University Housing Office. Cost includes furnishing, utilities and Wi-Fi. Apartment or unit rates are billed and payable monthly as invoiced. Delinquent payments are subject to payroll deduction by University Payroll Office. Pets are allowed with a refundable deposit based on cleanliness and damages assessed at the time of check-out.

III. Procedures

- 1) *Approval* – Application for University faculty or staff housing is made by completion of the [University Housing Faculty/Staff Request form](#). The application must be approved by the employee’s applicable Dean or Director, Provost/Vice President and President prior to being submitted to the Vice President for Business and Finance for final approval. The faculty/staff member applicant will be notified of the application status by a member of the University Housing staff and provided further details.
- 2) *Check-In Procedures* – Approved applicants must arrange with University Housing for unit check-in during working hours 8:00AM to 5:00PM (Monday through Friday), unless other arrangements have been previously made. The faculty/staff resident will check in on the day of arrival with the applicable housing facility Front Desk Receptionist, who will ask that they sign the registration book and will provide the unit access key or fob.
- 3) *Payment Procedures* – Faculty/staff resident is invoiced at the first of each month of residency by the University Office of Financial Accounting. Payment is due upon receipt to the University Housing Office. Payment may be made by check made payable to GSU Housing or by credit card.

- 4) *Check-Out Procedures* – At the designated date and time of check-out, the faculty/staff resident will render their key/fob to the designated member of University Housing staff. Following check out the unit is cleaned and inspected for any damages. Any damages are assessed and charged to the employee. If the resident has paid a required pet fee, the deposit refund will be processed and paid to the employee following cleaning and inspection of the unit for damages.