



Housing Policy for Employee Use of Residence Hall

NAME: **Housing Policy for Employee Use of Residence Hall**
ISSUING DEPARTMENT: **Student Affairs**
ISSUED DATE: **November 15, 2016**
REVIEWED DATE: **October 27, 2020**
APPROVING AUTHORITY: **President's Cabinet**
DATE REVISED: **October 11, 2020**

PURPOSE

This procedure outlines the Housing Policy for employee use of the Residence Halls.

SCOPE

This procedure concerns employees temporarily living on campus.

PROCEDURE

- Vice President for F&A approval is required for employee use of the Residence Halls. Human Resources will communicate approval and length of stay to employee and Housing.
- Rooms are designated for single occupancy. Guests are allowed for limited times (no more than three consecutive nights) and must notify Housing at housing@mansfield.edu of the arrival and departures of guests.
- Resident will keep the common areas (kitchen, multipurpose room, lounges, laundry, etc.) clean after each use.
- Resident is responsible for emptying trash to appropriate locations and keeping the unit clean.
- Room conditions will be assessed at check in and check out, with resident assuming responsibility for unusual cleaning and/or damages.
- Permanent residence cannot be within 50 mile radius of campus.
- Pets are not permitted.
- Rent charged will be consistent with the current student housing rate, unless otherwise specified by contract.
- Approved housing will be provided for the period identified by letter or as long as the employee is actively employed, whichever time period is less.

DISTRIBUTION

This policy will be posted to the Policies and Procedures web page and maintained by the staff of the designated offices.