


PROCEDURE FOR POLICIES/ PROCEDURES

NAME: Housing Policy for Use of Residence Hall
ISSUING DEPARTMENT: Cabinet
ISSUED DATE: November 15, 2016
REVIEWED DATE: Annually
APPROVING AUTHORITY: Cabinet 
DATE REVISED:

PURPOSE

This procedure outlines the Housing Policy for use of the Residence Hall

SCOPE

This procedure concerns all faculty and staff staying in Sycamore apartments or other residence rooms.

PROCEDURE

- Cabinet approval to be received via Human Resources including length of stay and date of arrival/departure
- Parking should be in existing faculty/staff zones, not depriving students of student resident parking spaces
- Guests are allowed for limited times (no more than three consecutive nights) and must notify the resident director of the arrival and departures of guests.
- Dependent children are not allowed in University residence halls as overnight guests for more than three consecutive nights and must notify the resident director 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 their units clean on a weekly basis
- Pets, other than service animals, are not allowed.
- Resident is required to provide notice of their impending arrival and departure, generally one week in advance.
- Room conditions will be assessed at check in and check out, with resident assuming responsibility for unusual cleaning and/or damages. Room condition reports are electronic and maintained on-line, resident may view the room condition report at any time.

DISTRIBUTION

MU Policies/Procedures Directory will be distributed through the web and maintained by the staff of the designated offices.