



POLICY STATEMENT

Employee Temporary Housing Policy

SU Policy Number: 301-006.0

ORIGINATING OFFICE

Housing and Resident Life

PURPOSE

Shippensburg University temporary housing accommodations are available for short-term or long-term use. Shippensburg University maintains a limited number of housing units available for rent to full-time or part-time faculty and staff on a temporary basis. The units are traditional residence hall rooms. Housing and Residence Life will offer apartments when available. There is a \$25 per night fee for any staff or faculty member staying temporarily in housing. Although these accommodations can be made for long term use, it is not meant to be for a lasting period of time and/or permanent.

PROCEDURES for Employee Temporary Housing

1. Human Resources or a division/department head responsible for recruiting and hiring employees will inquire with Housing and Residence Life via webform (Employee Temporary Housing form) if temporary housing can be accommodated for a newly hired faculty or staff member.
2. Housing and Residence Life will provide confirmation of temporary housing availability to Human Resources or division/department head upon review of the Employee Temporary Housing form.
3. Housing and Residence Life will work directly with the new employee to coordinate temporary housing accommodations.
4. In cases where a new employee arrives on a weekend to check into temporary housing, Housing and Residence Life will work with Public Safety to distribute the key, ID card, and parking pass for the new employee.
5. Special accommodations may be made between Housing and Residence Life and the department/division.
6. The new employee will need to sign the Guest Housing Policy lease agreement (attached).

7. All guests should leave items provided in the room/apartment upon checkout. The cost to replace a key in a McLean or Mowrey Hall room is \$40.

RESCISSION

APPROVALS

Executive Management Team

FILENAME:

301-006.0 Employee Temporary Housing

DATE:

4/7/2020

DISTRIBUTION:

Public

SHIPPENSBURG UNIVERSITY
GUEST HOUSING AGREEMENT

By this lease made this _____ day of _____, 20____, between Shippensburg University and _____, tenant, Shippensburg University leases to tenant Guest Housing Apartment _____. The period of this agreement begins on _____, 20____ and will end on _____, 20__ (the "End Date"). Rental of \$_____ per month will be paid to Shippensburg University on the 15th of each month. The rental cost includes all utilities.

The following terms are agreed upon:

1. The tenant of Guest Housing must be a current employee/student of Shippensburg University.
2. The apartment is to be used only as a private dwelling for residential purposes by the tenant and spouse/established domestic partner if any, and the tenant's child or children and by no other persons.
3. Guests will leave the room, apartment, or suite in a condition as good as it is on the commencement date of the agreement, except for reasonable wear and tear. The cost of repairs made necessary by the misuse or neglect will be paid by the guest. Guests will be responsible for the cost of replacement of any missing items.
4. Guests are responsible for emptying garbage into the trash/recycling receptacles provided in the building.
5. The rent payment does not include an applicable University charge for parking vehicles on campus property. All guests will abide by all laws and Shippensburg University regulations regarding motor vehicles and parking regulations. Guests are provided parking space designated by university police.
6. All Guest Housing is designated non-smoking. Tenants of Guest Housing will neither smoke nor permit other occupants, or visitors to smoke within the room, suite, apartment or building.
7. Tenants of Guest Housing will not create or permit the continuance of any condition or situation in or about the apartment in violation of Fire Department regulations, rules of the Health Department, or provisions of the insurance policy covering the apartment.
8. Shippensburg University and the tenant will each retain a signed copy of this agreement. The parties to this agreement agree to its terms by signing below.
9. Pets must be approved by 1) Housing and Residence Life, 2) Office of Accessibility Resources, 3) Facilities and Planning, and 4) Environmental Health and Safety.
10. Mailboxes are not provided with guest apartments. Guests may receive mail through their sponsoring department on campus.
11. Guests and visitors are responsible for all campus policies outlined in the Student Code of Conduct and Swataney. Temporary Housing may be terminated based on a violation of any current campus policies.
12. Special accommodations may be made between Housing and Residence Life and the department/division based on the unique needs of the guest.

Keys Received by Tenant _____ Date: _____

For Shippensburg University _____ Date: _____