



Ohio Administrative Code Rule 3337-3-07 Guest and Temporary Housing.

Effective: May 3, 2019

The version of this rule that includes live linksto associated resources is online at

<https://www.ohio.edu/policy/03-007>

(A) Overview

A limited number of accommodations are available throughout the year for individuals affiliated with Ohio university and groups that are sponsored by departmental units. This policy provides guidelines for guest eligibility and reservation procedures. This policy is not intended for conference or workshop participants.

Ohio university supports the use of select residence hall bed spaces and apartments not being utilized for the current student population, as a means to accommodate faculty, staff, campus guests and visitors.

Housing office staff will publish online a list of the accommodations to which this policy applies, linked through <http://www.ohio.edu/housing/>.

(B) Eligibility

Individuals eligible to utilize guest housing facilities must be affiliated with or sponsored through an Ohio university department. Overnight visitation may include family members of current Ohio university students.

(C) Reservations

Departmental reservations will be accepted no sooner than six months in advance for apartments and thirty days in advance for overnight accommodations. Individual guests may request a reservation



no earlier than fourteen days prior to their on-campus visit.

Information regarding current availability and rates may be obtained by calling housing and residence life at 740-593-4087.

All reservations will be accepted on a first-come, first-served basis, and confirmed by the housing office. Reservations must be made at least twenty-four hours in advance, and check-in must occur prior to eight-thirty p.m. unless special arrangements have been made. All rooms require a minimum of two nights stay. Check-ins begin at three p.m. daily; check out is at noon. Department personnel may pick up keys in advance of guest arrival.

(D) Rates and refund schedule

Rates are determined by the housing and residence life office and are subject to change. Special rates may be designated for holidays, special weekends, and meeting space (if requested).

(E) Cancellation and refunds

Due to the limited number of available apartments and guest housing on campus, strict cancellation policies apply. Apartment rental cancellation requires a thirty day notice to receive a refund of the security deposit. Guest housing requires a forfeiture of one night's charges if cancellation occurs after the reservation is made.

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