

## **The Inn at Southeastern**

### **Faculty Sponsor and Guest Agreement**

**INTRODUCTION:** This agreement outlines the guidelines for faculty sponsors and for guests residing at the Inn at Southeastern. The Inn offers support for University academic programs by providing convenient, complimentary housing for visiting scholars, artists and professionals. The Inn is a completely furnished four-bedroom house with a fully equipped kitchen, laundry room, dining room, living room and study. Each bedroom has a private bathroom. Guests are assigned an individually secured bedroom and have access to all common areas.

**ELIGIBILITY:** To be eligible for housing at the Inn, guests must provide significant contributions (e.g., master classes, lectures, performances, research partnerships, etc.) to teaching and learning that directly impact Southeastern's faculty and students. Exceptions are rare but may be granted by the University President or his designee on a case by case basis. Guests may be housed for a maximum of one academic year. Housing also includes accommodations for the guest's family if needed.

**RESERVATIONS:** Reservations must be made by a sponsoring faculty member. The faculty member should call ahead to check for availability before initiating an application. Also, please note that if The Inn should become uninhabitable at any time after a reservation has been made or during the stay of a guest, it will be the responsibility of the sponsoring faculty member to make alternative arrangements for the guest.

**ROOM KEYS:** Guests are issued one room key. The room key opens the exterior door and the assigned bedroom door. If a guest loses a room key, another key can be obtained from the Center for Faculty Excellence. Due to security precautions, if the original key is not returned, the appropriate locks will be changed and new keys issued. The guest or sponsoring department will be charged \$125.00 for the lock change. Keys may not be duplicated.

**KITCHEN:** The kitchen is fully equipped for meal preparation. Food and beverages are not provided. Please do not remove dishes or cookware. An ice maker is available in the laundry room.

**TELECOMMUNICATION SERVICES:** A telephone with local service is provided in each guestroom. The phone numbers at The Inn are: (985) 549-2369-kitchen, 3080-bedroom #1, 3281-bedroom #2, 3279-bedroom #3, and 3276-Bedroom #4. Only local calls may be made from the phones. You will need to dial "9" for an outside line before dialing the phone number. To dial an on-campus number, only the last four digits of the phone number are required, and you do not need to dial "9" for these extensions. A television with basic cable TV service is available in each room. Wireless Internet access is available throughout the Inn.

**ARTWORK:** The artwork at the Inn is provided by the Southeastern Louisiana University Contemporary Art Gallery. Please do not move or tamper with the artwork.

**LINEN and CLEANING SERVICE:** Each guestroom is furnished with sheets, comforter, pillows with pillowcases, towels, washcloths, and hand towels. For laundry needs, washers and dryers are located in the laundry room on the first floor of the Inn. The Inn does not provide laundry or cleaning services during your stay. Housekeeping staff will clean the Inn upon your departure in preparation for arriving guests.

Garbage pickup is conducted on an "as needed" basis. Please place all household garbage in a plastic bag and secure it tightly. Place in the large garbage can that is in the laundry room, then put the can on the carport near the house and call ext. 5791. We will schedule a pickup. Please empty all garbage in this manner before your departure.

**MAINTENANCE:** Every effort is made to keep the Inn in good repair. If you notice anything that is in need of attention, please report it to ext. 5791.

**VISITORS AND DEPENDENTS:** Guests of the Inn are reminded that they are responsible for the behavior and security of personal visitors and dependents. A visitor is any person visiting the guest that is not affiliated with Southeastern. Children of the guest should never be left unattended.

**MAIL:** U.S. and campus mail will not be delivered to guests staying in the Inn. This includes delivery of packages by services like FedEx and UPS. If you would like to receive mail, it must be addressed to the sponsor's departmental office.

**PARKING:** A guest parking permit is provided for each guest and must be displayed in the vehicle at all times.

**ROOM CONDITION AND DAMAGE CHARGES:** The guest is held responsible for changes in the condition of the room that he/she is assigned plus their furnishings, including linens. Damages refer to those things outside of normal use and depreciation. If damages do occur, it is the guest's responsibility to pay the charges.

Charges for loss of or damage to items or defacement in any common area (such as kitchen, dining room, living room and study), like charges for damages to individual rooms, will be charged to the guest. Damages are determined by comparing prior and post-guestroom and common area condition. Charges are determined by University Physical Plant personnel or Center for Faculty Excellence, as appropriate, and reflect the labor and material costs to affect the necessary repairs.

**TOBACCO:** Southeastern is a tobacco-free campus. The use of tobacco products is prohibited at The Inn and on all University property (indoors and outdoors). Tobacco use includes, but is not limited to cigarettes, cigars, cigarillos, pipes, hookah-smoked products, electronic cigarettes, and oral tobacco products such as dips, chews, etc.

**POLICY ENFORCEMENT:** Guests are reminded that use of a guestroom is strictly conditioned on compliance with the requirements set forth herein, all local, State and Federal laws and all policies of the University. In addition to the policies described previously, the following are also enforced:

1. Disruptions and disturbances that prevent other guests from enjoying a peaceful environment in the Inn are not permitted.
2. The Inn may not be used for parties, banquets, receptions, or other social events.
3. The University reserves the right to enter guestrooms and other areas of the Inn for the purposes of repair, maintenance or safety inspections.
4. The following are not allowed in guestrooms:
  - a. Pets, of any kind;
  - b. Equipment requiring more than 120- volt electricity;
  - c. Appliances exceeding 1800 watts or 15 amps;
  - d. Hot plates, open flames, or open coil appliances;
  - e. Firearms, fireworks, explosives or weapons of any kind;
  - f. Candles of any kind.

**EMERGENCIES:** In case of emergency or if you notice any suspicious activity, call Campus Police, ext. 2222, anytime of the day or night. If the smoke alarm or Carbon Monoxide alarm sound, exit the building and call (985) 549-2222. For plumbing or electrical emergencies, dial ext. 3333 or call (985) 549-3333. This is our Physical Plant number, which will automatically roll over to University Police after hours.

*A fire extinguisher is located in the kitchen pantry and the laundry room.*

If you have any problems or questions during regular university office hours, please call the Center for Faculty Excellence, ext. 5791. We will be happy to assist you!

**I have read this agreement and agree to comply with all conditions herein for the extent of my stay.**

**Guest:** \_\_\_\_\_

Print name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

