



## Ohio Administrative Code

### Rule 3337-3-07 Guest and temporary housing.

Effective: April 1, 2025

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

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

#### (A) Overview

A limited number of overnight accommodations are available throughout the year for faculty/staff, individual guests affiliated with Ohio university and groups sponsored by departmental units. This policy provides guidelines for faculty, staff and guest eligibility and reservation procedures. This policy is not applicable for conference or workshop participants.

Ohio university supports the use of select residence hall rooms and apartments not being utilized for the current student population, to accommodate faculty, staff, university affiliated or departmental sponsored guests .

#### (B) Eligibility

Faculty/staff: individuals eligible to request housing accommodations include newly hired faculty or staff transitioning to Ohio university or existing faculty or staff needing housing due to extenuating circumstances. Any faculty or staff residing on campus for more than 30 days must sign a lease in compliance with relocation policy 41.11..

Individual or departmental sponsored guests: individuals eligible to request overnight accommodations must be affiliated with the university or sponsored through an Ohio university department. Departmentally sponsored guests would include guest speakers, experts in residence, award recipients, etc. Individual guests may include family members of current Ohio university



students, alumni visiting campus, etc.

#### (C) Reservations

Faculty/staff reservations will be accepted no sooner than six months in advance for overnight accommodations greater than one month and thirty days in advance for overnight accommodations less than one month. Individual guests may request a reservation no earlier than fourteen days prior to their on-campus visit. All rooms require a minimum stay of two nights.

Information regarding current availability and rates may be obtained by emailing housing and residence life at [housing@ohio.edu](mailto:housing@ohio.edu) or calling 740-593-4087.

All reservations will be accepted on a first-come, first-served basis, and confirmed by the housing office. - Check-in begins at three p.m. daily and must occur prior to eight-thirty p.m. unless special arrangements have been made; check out is at noon. Department personnel may pick up keys before the guest's arrival.

#### (D) Rates and refund schedule

The housing and residence life office determines overnight accommodation rates, which are subject to change. Special rates may be designated for holidays, special weekends, and meeting space (if requested).

Departments paying for overnight accommodations must complete a rental form and provide account information for billing. When departments pay for overnight accommodations for a university employee, information will be shared with human resources/payroll for tax compliance and reporting.

#### (E) Cancellation and refunds

Due to the limited number of available apartments and rooms on campus, strict cancellation policies apply. Overnight accommodations greater than thirty days requires a thirty days' cancellation notice to receive a refund of the security deposit. Overnight accommodations less than thirty days results in



a forfeiture of one night's charges if cancellation occurs after the reservation is made.

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