

Marymount University
Overnight Accommodations Program for Commuter Students
March 2018

Program Purpose

To provide Marymount University commuter students with overnight accommodations per request.

Overnight Commuter Program: Policy Statements

Overnight Accommodations Program for Commuter Students Policy and Procedure

Commuter students will be provided the opportunity to register to have access to a residence hall room to spend the night. Linens, towels, and individual shampoo bottles are included for \$30 a night. Students will be permitted the opportunity to register for no more than four consecutive nights.

In order to register for a room, students can visit the Marymount Commuter Students web page to complete a Google Form or they can complete a hard copy within the OCRS office on Main Campus. Students will have the opportunity to register for a room in advance to their desired date. After a student has submitted a registration request, it will be processed and the student will receive a confirmation of registration email. Students can cancel their room registration no later than 4:00pm on their desired day of stay. In order to cancel their room, students must email OCRS with the subject line: "Overnight Commuter Accommodations Program – Cancel Reservation Request". Existing registrations after 4:00pm will be charged to the students' account. Students can pick up their key in the OCRS office the day in which they have registered for a room between 4:00pm-5:00pm and return it to the same location no later than 10:00am the day after their final registered date. Students who return keys later than 10:00am will receive an additional \$10 charge for every hour the key is late.

Charges Policy Statement

Any and all charges related to the Overnight Commuter Accommodations Program will be processed through the commuter student's student account.

Loss of Key Policy Statement

Loss of key policy will follow the current Office of Campus and Residential Services policy: "For your safety and security, room locks are changed following the report of a lost key. There is a \$180.00 charge per core each time you lose a key". Keys are to be returned upon check out.

Damages Policy Statement

Damages policy will follow the current Office of Campus and Residential Services policy and utilize a Room Condition Report: "The Office of Campus and Residential Services will use this form to determine any damages that may occur while you occupied the room. You should have received a pink copy of the room condition report after you and your Resident Assistant (RA) signed and dated the form... [Upon check out,] after noting any new damages on your room

condition report, you and your RA sign and date the inventory and you will be given a copy of your check out form...The room condition report will be turned in to the Area Coordinator for a final assessment”.

Overnight Guest Housing Policy Statement

Commuter students reserving a room will not be permitted to have guests spend the night. Students who violate this policy will be charged a penalty fee.