



UNIVERSITY HOSPITALITY PROPERTIES

Authority:	Vice Chancellor for Business Affairs
History:	Effective July 27, 1994; revised May 26, 1999, revised July, 1999, revised September 26, 2006, supersedes former Administration Policy No. AUX2.30 and FAC2.30 “University Rental Properties”
Related Links:	www.uncw.edu/ba/campus_services/rental.htm
Responsible Office:	Campus Services

I. Purpose

Explains university policies and procedures for the rental of university-owned hospitality properties.

II. Scope

Applies to all university departments and activities.

Hospitality rental properties covered by this policy include the following:

- A. Padrick House
- B. Wise House Bedroom
- C. College Acres House

III. Policy

A. General Policy

1. The University of North Carolina Wilmington has hospitality properties available to accommodate official university guests, visitors, interview candidates, or newly hired personnel. University departments or organizations may reserve these facilities. (All reservations are made through sponsoring departments.)
2. To reserve contact Campus Services. Reservations will be taken on a first come, first served basis and should be made at least two weeks in advance of the desired reservation date. Reservations for more than three consecutive months for the same guest will require approval obtained by Campus Services.

(See www.uncw.edu/ba/campus_services/rental.htm for a description of the hospitality properties available, their respective features, allowable reservation period, and rental rates for each property.)

B. Damages or Losses to University Property

The sponsoring university department or organization will be held financially responsible for any damages, losses or special cleaning to university property and/or furnishings caused by guests or renters. Furnishings may not be relocated or removed.

C. Damages or Losses to Personal Property

The university is NOT responsible for any damages to personal property. Any personal property left will be turned in to the Office of Campus Services.

D. Pets

Hospitality properties are considered part of the UNCW campus; therefore, pets are NOT allowed under any circumstances.

E. Smoking

In keeping with campus policy, smoking is NOT allowed in these properties.

F. Alcohol

Use of alcohol at gatherings must follow UNCW guidelines and policies. (Please see the Student Code of Life.)

G. Rental Rates and Other Charges

Rental charges are not payable in advance. All charges will be billed to the sponsoring university department or organization monthly and within ten days of the last day of the rental period via a UNCW Interdepartmental Invoice, unless otherwise agreed upon in advance with the Director of Campus Services. Losses, damages or special cleaning charges, if any, will be billed to the sponsoring department or organization at a later date, according to the telephone billing schedule and or replacement invoice receipts.

(See www.uncw.edu/ba/campus_services/rental.htm for rental rates for each property.)

IV. Procedure

A. Request for Reservations

1. Contact the Office of Campus Services (962-7755) at least two weeks in advance of the desired reservation date. Reservations will be taken on a first come, first served basis.
2. The Office of Campus Services will forward a reservation contract to the requesting university department or organization.
3. The requesting university official must sign the contract to confirm the reservation and to authorize billing of rental and other charges.
4. Return appropriate copies of the contract (as indicated) to Campus Services. The reservation is not valid until a signed copy is received at Campus Services.
5. The sponsoring department is required to provide an after hours contact.

B. Check-In and Check-Out

Check-In is at 3:00 p.m. Check-out is at 12 noon.

C. Issue and Return of Keys

1. **Key Issue:**
Keys will be issued prior to 5:00 p.m. on working days. The sponsoring department must sign out keys at the Office of Campus Services. On weekends and holidays the keys may be issued the day before the weekend or holiday begins.
2. **Key Return:**
Keys are due back to Campus Services by 12 noon of the check-out day. If check-out is on the weekend, keys may be dropped off at University Police with prior arrangements having been made with the Office of Campus Services.

D. Requests for Maintenance and Other Needs

1. During working hours on Monday through Friday, contact Campus Services at 962-7755 to request maintenance needs or discuss any concerns.

2. For emergency maintenance requests during evening hours and weekends, call University Police at 962-3184. For non-emergency requests during evening hours and weekends please contact the Office of Campus Services at 962-7755 on the next working day.

E. Rental and Other Charges

1. Campus Services will bill rental and other charges to the sponsoring university department or organization monthly or within ten days of the last day of the rental period via a UNCW Interdepartmental Invoice, unless otherwise agreed upon in advance with the Director of Campus Services.
2. Losses, damages or special cleaning charges, if any, will be billed to the sponsoring department or organization at a later date, according to the telephone billing schedule and or replacement invoice receipts.