

 <b>POLICY &amp; PROCEDURES MANUAL</b> <b>WAYLAND BAPTIST UNIVERSITY</b>	<b>Classification Number: 7.4.6</b> <b>Revised: August 14, 2017</b>
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**SUBJECT: USE OF UNIVERSITY GUEST ROOMS- PLAINVIEW CAMPUS**

Guest rooms in the dormitories are available for temporary use by parents and other campus visitors. Reservations are made through the Office of Student Housing for dormitory guest rooms. Keys are provided by that office.

The following practices are established for this use:

1. Priority is given for university-related business, such as candidates being interviewed, new faculty or staff temporary lodging, or overnight stay for parents of prospective students.
2. Stays are limited to three days in succession and six days in any given month unless approved by the executive director of student services.
3. A fee of \$15 daily per person is charged to provide cleaning and linen services.

Contact for Interpretation: Vice President of Enrollment Management

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This policy statement supersedes all previous policy statements on this subject.

Revisions:

- 08/14/2017 Revision-title change
- 04/11/2007 - Review
- 12/15/2006 - Revision-editorial change
- 08/15/2004 - Revision-omit #2, TITLE change
- 07/01/2004 - Reissue as 7.4.6
- 07/01/2004 - Revision-price change
- 12/05/1994 - Inception as policy 8.4.2