

Guest Housing Agreement

Sul Ross State University
A Member of the Texas State University System

Name _____

Street Address _____ City _____

State: _____ Zip _____ Telephone _____

Email _____

Group- _____

PROPERTY DAMAGE- The visitor is liable for any conditions requiring special cleaning or damages to the assigned unit (including appliances), University property, lobbies, recreation areas, TV rooms, laundry areas and other semipublic areas caused by his/her willful actions or negligence. The visitor will not be liable for damages caused by Acts of God or for normal wear and tear. The visitor will receive a bill for the full amount of any of the above-mentioned damages. The said amount is due immediately upon receipt and will prevent future visitation if not paid in full.

I. **LIABILITY-**The University does not assume any responsibility for loss, theft or damage of personal property of the visitor.

II. **OCCUPANCY PROVISION-**The University reserves the right to make assignments of accommodations as considered necessary. The University may terminate this agreement and take possession of the room at any time.

III. **OCCUPANCY ALOTTED-** The guest will be limited to the camp duration as set forth in the camp reservation form.

IV. **PAYMENT PROVISION-** The guest will be charged \$30 per night or as determined by the Director of Residential Living. All charges will be applied to the guest's account at Sul Ross or be invoiced to the camp.

V. **KEY AND/OR ACCESS CARD-**The visitor will be required to return all keys and/or access card(s) issued at the time of departure to avoid a lock replacement fee. Cost for replacement is: \$325 for unit key, \$60 for each bedroom key, and \$5 for each access card.

VI. **CHECK-OUT-**The visitor may check out during posted office hours. Prior to departure all keys and access cards must be returned and trash removed from the room. Excess trash left in room may result in a \$25 cleaning charge.

Upon acceptance of housing under this agreement, the visitor agrees to abide by all published University and Residence Hall rules, regulations and policies. Copies of these policies can be found online at <http://www.sulross.edu/>

By signing below I hereby acknowledge that I have read and agree to abide to the terms and conditions of this agreement and do hereby agree that I will abide by and be legally bound to the terms and conditions of this agreement.

Guest signature (Responsible adult if under 18)

Date

Camp Representative Signature

Date

Residential Living Staff Signature

Date

OFFICE USE ONLY

Building _____ Room # _____

Check-In Date (mm/dd/yr) _____

Check-Out Date (mm/dd/yr) _____

Amount paid \$ _____ Receipt # _____

Key(s) Issued Yes No

Keys Returned Yes No

Bedroom key(s) Issued Yes No

Bedroom key(s) Returned Yes No

Access Card Issued Yes No

Card # _____

Access Card Returned Yes No

Additional Charges \$ _____

Staff Checking Out Guest:

