Guest Apartment Policy

General Description

Exceptions:
None.

Policy Content

Apartments can only be reserved for official Trinity University guests.

Location

106 Oakmont Court (in back of the William Knox Holt Center)
Apartment #1 - 1st Floor
Apartment #2 - 2nd Floor

Reservations

Through the Office of Conferences & Special Programs (T-SPACE)

Check In Time

2:00 p.m.

Check Out Time

11:00 a.m. (no exceptions)

The Rate

$70.00 per day. Use of the apartments will be charged to the account number provided through the T-SPACE reservation and will appear on the general ledger at the end of the month. Questions regarding charges should be directed to Lois Garza in Conferences & Special Programs at x7601 or lgarza@trinity.edu

Cleaning Service

The apartments are cleaned between the hours of 11:00 a.m. and 2:00 p.m. Host departments are expected to arrange their guest's departing schedules so the cleaning staff will have access to the apartments during these hours.

Max Occupancy Per Night
2 people - No Children or Pets

Max Length of Stay
3 Nights

(Card) Keys
Must be picked up at the Trinity University Police Department Office and returned to that office within 3 hours after guest's departure. A charge of $50.00 will be made to the host department for lost keys or keys not returned within the 3 hour period.

Telephone Numbers
Apartment #1 (210) 999-3107
Apartment #2 (210) 999-3108
Dial last four digits to make on-campus calls. Dial 9 to get an off-campus line. Guests are expected to make long-distance calls by credit card or calling collect.

Numbers to Know
TU Police Department:
999-7000 (Emergency number for when you are thinking "help!")
999-7070 (Non-emergency inquiries, lockouts, escorts or parking)

Physical Plant:
999-8413 (To report any problems with plumbing, electric, etc.)

Additional Information
Both apartments have one king size bed. The apartments have a refrigerator, microwave and a Keurig Coffee Maker. Soap, shampoo, hair dryer, and an iron and ironing board are provided. Cooking is not allowed in the apartments. The cleaning staff will dispose of any leftover food and/or beverages. The apartments also have wi-fi connectivity. The login information is posted in each apartment.

Please call the Office of Conferences and Special Programs (210) 999-7601 if you have any questions concerning use of the guest apartments
Requirements

Approvals:
VP for Finance and Administration

Revision Management

Revision History Log:

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<th>Recorded By:</th>
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<td>7/26/2019 8:15 AM</td>
<td>New document</td>
<td>Holly Warfel</td>
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