



## Guest Apartment Policy

**Document Number:** CSP-0001

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### ***General Description***

**Exceptions:**

None.

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### ***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.

## **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 are furnished with the following.

King Size Bed, Washer/Dryer, Iron/Ironing board. Full functioning kitchen with refrigerator, stove, dishwasher and microwave. A Keurig coffee pot, coffee and creamers are also provided and with bottled water. There are also pots and pans along with other kitchen and cooking utensils.

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

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## ***Revision Management***

**Revision History Log:**

<b>Revision #:</b>	<b>Date:</b>	<b>Recorded By:</b>
v1.0	7/26/2019 8:15 AM	Holly Warfel

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**Vice President Approval:**

<b>Name:</b>	<b>Title:</b>
Gary Logan	Vice President for Finance & Administration