**(H813)** **LUTHERAN THEOLOGICAL SEMINARY AT GETTYSBURG**

## ***Commuter Students Part-time Housing "Crash Room" Policy***

1. The **maximum** contract will be for three nights weekly. Anything over three nights will require a dedicated room with full semester charges, as well as participation in a Refectory lunch plan.

2. To request a campus "crash room" for the semester, a commuter housing application must be completed. Applications will be distributed each semester but assignments will not be made until after all full-time students have been assigned permanent housing. Notification of assignments will be done a few weeks prior to each semester. **A "signed agreement" must be received in order to be considered for a "crash room". This will be done on a first come, first serve basis.**

3. Payment will be charged to the student's account. There will be no refunds for nights the room is not occupied. Check-in time will be after 12:00 noon and check-out time will be on or before 10:00 a.m.

4. Keys will be issued the first day of occupancy of the semester and **must be returned at the end of each semester**. A $30 deposit will be charged to your student account when receiving your key. The deposit will be removed from your account when your key is returned to the Events/Housing Office at the end of each semester. **Commuters may not occupy the room on any nights other than those covered by the "signed agreement" unless prior arrangements are made with the Housing Office. The rooms will be used for other persons/groups on various occasions as needed.**

5. Commuters must provide their own linens and towels. Blanket and pillow are provided.

6. Storage space, where appropriate for the building, as well as closets, wardrobe, chest of drawers in the rooms may be utilized to keep **limited** personal belongings needed during occupancy (bedding, etc.) but must be clearly marked with name of tenant (see application) and **must be removed at the end of the semester**. (There is limited storage and it is primarily used by full-time residents. Any items left in the storage area/rooms following the end of the semester will be disposed of.) **The seminary is not responsible for any lost or stolen items left in the rooms or in the storage area.**

7. All rules and regulations included on the "signed agreement" are considered a part of this policy.

## ***Single Night Use of a Dormitory Room Policy***

1. When lodging is available, students may request a room for a single night. To request a campus dorm room for **one night**, not on a regular basis, **a 48-hour advance notice is required in order for rooms to be set up.** A room request form should be completed and submitted to the Events/Housing Office. Forms are available outside of the Events/Housing Office and the Mailroom. **PLEASE NOTE: Lodging may not be available to you if you don't make your room request 48 hours in advance.**

2. Pre-payment is required at the student cost of $25 a night. **Check-in time--after 12:00 noon; check-out time--no later than 10:00 a.m.**

3. Two nights maximum allowable weekly.

4. Keys will be issued from the housing office upon check-in. To return your key, complete a key return envelope (available outside the mailroom), place the key in the envelope and place the envelope in the key return box located outside of the mailroom.

5. Bed linens, towel and wash cloth will be provided. There is no available storage.