
SUBJECT: SUMMER HOUSING POLICY

Policy:

1.0 General

1.1 Lewis-Clark State College residence halls will be used to house both individuals and conference groups from commencement in the spring term until ten days prior to the official opening of the halls for fall term. Availability of space to both individuals and groups is based upon usage that supports the educational mission of the institution and usage that does not interfere with residence hall refurbishing projects.

2.0 Conference Housing

2.1 Rates are set in conjunction with the Vice President for Student Affairs and the Vice President for Administrative Services.

2.2 Two rates will be established. The standard rate with and without linen and a reduced rate for student or youth groups with or without linen.

2.3 Groups designated to use hall facilities will confirm by signing a conference housing agreement.

2.4 Each summer a designated number of spaces in the hall will be dedicated to conference housing.

2.5 Groups with special setup requirements will incur the cost of the special setup.

2.6 Groups opting for linen service will have linen delivered on a weekly basis (linen includes: pillow, pillow case, sheet set, wash cloth, hand towel, bath towel, and blanket).

2.7 The Idaho room tax of seven percent is included in all rates quoted.

3.0 Individual Summer Housing

3.1 Rates will be set in conjunction with the Dean of Students and the Financial Vice President.

3.2 The Idaho room tax is not included in the quoted rates and will be added to the bill of all students who reside in the residence hall for less than thirty days.

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- 3.3 Individuals desiring summer housing will complete a summer housing application.
- 3.4 Individual rates do not include linen service.
- 3.5 A designated number of spaces will be identified in each hall for individual use. If students opt to rent space in the conference area, they may do so with the understanding that they will have to move if the space is booked for a conference.
- 4.0 Fee Collection For Summer Housing
 - 4.1 All financial transactions associated with individual or conference housing will occur through the Controller's Office.
- 5.0 Responsibility for Summer Housing
 - 5.1 Individual and conference housing requests will be coordinated through the Office of Student Life.
 - 5.2 Policies and procedures related to summer housing will be initiated and implemented through the Office of Student Life.