UNK Short-Term Student & Guest Housing Policies

SECTION 1. Residential Units
The Office of Residence Life agrees to provide beds in the residence halls for use by the guests for the specified dates. The Office of Residence Life has the right to determine which halls will be used by the guest.

SECTION 2. Request for Guest Housing
Requests for housing should be submitted by the sponsoring group/department no less than 3 business days to the Office of Residence Life. All reservations must allow three (3) business days for the room to be reset before another booking is created. Requests should be made online using the Short-Term Student & Guest Housing Request Form. If multiple requests are received for guest housing, the request received first will have priority.

SECTION 3. Check-in/Check-out
The Residence Hall staff member of the respective building will be responsible for issuing the access card and appropriate key or fob upon check-in. The Residence Hall staff member will also be responsible to check the individual(s) out of the assigned space, determine if any damages occurred and retrieving the access card and appropriate key or fob. Failure to provide key, fob, and access card upon check out will result in up to $75 charges assessed to final bill.

SECTION 4. University Regulations
Both the sponsoring group/department and the guest(s) agree to all housing terms, conditions, and provisions as set forth above, by the University of Nebraska, Office of Residence Life, and in the Student Code of Conduct. Any violations of the policies/terms and conditions may result in the guest being asked to vacate the residential unit immediately and also the sponsoring group/department may forfeit the right to request guest housing in the future. Possession of narcotics, alcoholic beverages, or other unlawful drugs on University property is prohibited.

SECTION 5. Right to Inspect Facilities
Residence Life and Facilities staff reserves the right to inspect all residence halls utilized by the guest. Such inspection shall be conducted with the guest provided an emergency situation (i.e. fire, mechanical failure, etc.) does not necessitate immediate access to the facility. Further, the University may enter any building or room at any time to make required repairs. Appropriate notice will be provided announcing entry, if advance coordination was not feasible.

SECTION 6. Facility Upkeep
The Residence Hall staff member of the respective building is responsible to notify UNK Facilities once the guest has vacated the residential unit and alert them to any concerns. If a maintenance of facility issue arises during the guest stay, they must notify residence hall staff immediately so it may be addressed. If damages to the property occur during the guest stay, payment will be required at check-out.
SECTION 7. Parking
The sponsoring group/department shall be responsible communicating with UNK Police Department to obtain a Temporary Parking Pass if deemed appropriate prior to arrival. During the summer term a UNK parking permit is not required.

SECTION 8. Theft
The University shall accept no responsibility for theft or other loss of money, valuables, or personal items of guests or members of the staff attending the conference. All guests are instructed to securely lock their door every time they leave their room.