Request received by Residential Living to use guest housing

Is it a single student?

Is space available? (gender specific)

Reservation is made for time period

Student arrives and signs guest housing agreement and payment is collected

Guest checks out and damages, etc. are assessed and collected or billed

Funds taken to Cashier's Ofc for deposit

Request permission from Exec. Comm. to allow group to use guest housing

Permission granted?

Coordinate with Campus Activities and UC Services

Collect info. on numbers, gender, dates, etc.

UC Services collects info. On numbers, gender, dates, etc. to be given to Res. Living and provides updates as needed

Will Residential Living coordinate directly with group?

Make reservations and room assignments

Info. is provided to appropriate staff who prepare for arrival

Client arrives at predetermined check-in times and completes appropriate paperwork

Event is held.

Group checks out

Send invoice directly to client

Collect payment and deposit with Cashier's Ofc

Send invoice to UC Services to consolidate and mail to client

Staff inspects facilities, completes key/card inventory, and assesses charges

Is group using SRSU facilities in addition to housing?

Is it a single student?

Verbally provide cost information and guidelines

Is group using SRSU facilities in addition to housing?

Collect info. on numbers, gender, dates, etc.

Client is referred to off-campus options

Is space available?