

# Salisbury University *Carriage* HOUSE

The Carriage House may be used to house visiting professors, lecturers and other invited guests. The house is not for current faculty or staff's personal use without President's approval. Carriage House reservations are flexible to meet your needs – from a quick overnight stay to a semester-long housing obligation. For more information please call the Facilities Reservations Office at 410-548-3344.

## RESERVING THE CARRIAGE HOUSE

- Reservations are handled by the Facilities Reservations Office through its online request center. Reservations for the Carriage House are made on a first-come, first-served basis.
- There is one bedroom and a loft. Families may be able to be accommodated. Contact the Facilities Reservations Office if you are making a reservation for more than one person.



### RENTAL

### CHARGES

Daily rate:	\$70.00
Weekly rate:	\$420.00
Monthly rate:	\$1050.00
Semester rate:	\$3,500.00

*Housekeeping, Physical Plant and University Police will be notified of occupancy by the Facilities Reservations Staff.*

## SU HOST'S RESPONSIBILITIES

- Please review the Guest Flyer and familiarize yourself with the features of the Carriage House. There are two areas on the Guest Flyer that you will need to fill out with your contact information and one area with your guests' names. Once completed, save a copy on your desktop and e-mail this flyer to your guest.
- The greeting of the guest is the responsibility of the hosting department.
- Keys need to be checked out and returned to University Police by the guest's SU Host. A \$50 fee will be applied if keys are lost or not returned.
- Housekeeping is available for extended stays. You will need to arrange a weekly time that is convenient for the guest and inform the Facilities Reservations Office.
- It is the responsibility of the hosting department to act as a liaison between the guest and the University. You are responsible to securing and setting up WiFi for the duration of your guests' stay. Please keep in mind SU does not provide toiletries (shampoo, soap, ect.) for your guests' Your guest should contact you regarding any maintenance or furniture issues Monday-Friday from 8 a.m.-5 p.m. You should then report these issues to the Facilities. Reservations staff Monday-Friday from 8 a.m.-5 p.m. If there is an urgent issue after business hours, the guest needs to call University Police.