



## Edwin P. Hoffman '64 House

### Guest Policy

*(Intended for internal use only)*

The Hoffman House is a smoke-free, adult facility and is not suitable for children under the age of 18. It is a pet-free facility, however, service animals with proper documentation may be permitted. Documentation of service animals must be submitted for approval to the President's Office and can be directed to Amanda Jenkins-ford (amandajenkins-ford@muhlenberg.edu) prior to the guest's stay. The kitchen is managed by the College's dining services department and is not available for guest use. Also, please note that the first floor is used for College events. As a courtesy to our guest(s) quiet hour begins at 10:00 p.m. nightly.

#### Eligible Guests

The Hoffman House guest rooms are available for prospective faculty and staff members, guest speakers and lecturers, guests of the President and members of the Board of Trustees. Requests should only be submitted for guests visiting campus for College-related business. All guests must have a designated staff or faculty host who will serve as the guest's point of contact.

#### Accommodations and Services

The Hoffman House offers three guest rooms on the second floor, each with a private bath, television, desk, telephone, Keurig with assorted coffee/tea, small refrigerator, computer port and wireless internet access. Additionally, there is an apartment suite on the third floor that includes a full kitchen, living room, bathroom and bedroom.

#### Room Rates and Payment:

The guest rooms are available to reserve at the nightly rate of \$75. The maximum length of stay for each guest room is two weeks. The apartment suite is available to reserve at a weekly rate of \$300. The maximum length of stay for the apartment suite is six weeks. The maximum length of stay for any one guest may not exceed a total of six weeks. Payment will be processed internally through a departmental account transfer.

#### Reservations and Cancellations

Reservations can be made by completing the Hoffman House Room Reservation Form located within the OneLogin portal under the heading "Student/Staff Tools." The President's Office, will respond by email to confirm room availability. ***Reservations are not considered confirmed until you receive notification from the President's Office.***

Cancellations must be made 24 hours in advance or a fee of \$75 will be charged. In order to provide adequate time for housekeeping, **guests may not check into their rooms until after 4:00 p.m. and must check out no later than 9:00 a.m.** Requests for early arrivals or late check out will be granted based on room availability.

#### Room Keys

Hosts are required to pick up room keys from the President's Office during normal business hours. Upon departure, guests may leave the room key in the Hoffman House room, or return the key to the host. Lost keys will result in a \$75 charge.