



Policy Title: Guest Housing

Policy Number:

Date Issued: October 9, 2023

**Responsible Executive: Associate Vice President
of Real Estate Operations**

Date Last Revised: October 24, 2023

Responsible Office: Real Estate Operations

Guest Housing Policy

Policy Statement

Guest Housing at Baylor University (the “University”) offers apartments on or near campus as a service/benefit to the University community.

Reason for the Policy

Guest Housing at Baylor University offers apartments on or near campus that can be utilized by visiting faculty, departmental guests, new hires relocating to Waco, or Baylor faculty/staff who need transitional housing.

Individuals/Entities Affected by this Policy

Baylor University faculty, staff, and departmental guests/visiting lecturers.

Exclusions

Undergraduate Baylor students, non-Baylor/departmental sponsored visitors to campus, and most graduate students (see exceptions under “Principles” section).

Related Documents and Forms

University Policies and Documents

[Usage Agreement for Guest Housing](#)

Parking Guidelines

Forms and Tools

[Online Reservation Request Form](#)

[Online Payment Portal](#)

Contacts

Subject	Contact	Telephone	Office email/web site
Guest Housing	Real Estate Operations	254-710-4109	https://realestate.web.baylor.edu

Principles

Availability: Guest Housing at Baylor University offers 24 fully furnished, all-utilities paid apartments on or near campus. There is a three-night minimum stay required for the use of Guest Housing. Apartments are assigned on a first-come, first-serve basis. The maximum use of Guest Housing is one year; however Real Estate Operations reserves the right to impose more restrictive use-time limitations due to demand on an as-needed basis.

Eligibility: Guests are defined as individuals affiliated with Baylor University and sponsored by a department, office, program or other division of Baylor in support of the mission of the University. Guests can include, but are not limited to visiting faculty, departmental guests, new hires relocating to Waco, or Baylor faculty/staff who need transitional housing i.e., renovating a home or in the process of selling/purchasing a new home in the Waco area.

Guest Housing cannot be utilized for Baylor students. There are a few exceptions dependent upon availability:

- Truett Seminary Students: remote students who come to campus for 1-2 weeks at a time throughout their program of study.
- Ph.D. Social Work Online Students: remote students who come to campus for one week at the start of their program for an on-campus orientation.
- Post-Doctorial Researchers: New post-doc international researchers can utilize Guest Housing for up to one month as transitional housing.
- International Student Researchers: Students from international universities can utilize Guest Housing if their hosting department makes the request and either that department or their home university covers the cost of housing.

Rate/Amenities: Guest Housing may be charged either per night or per month; per month is defined as 14 nights or more within a 30-night timeframe. The rate will either be charged to the guest or the department via intercompany processing as selected on the reservation request form.

A non-refundable cleaning fee is assessed for stays lasting longer than two months. This fee is included in the first month's rent.

Rent/rate covers rent, utilities, basic cable, and wireless internet provided by the University. Trash can be deposited in the larger dumpsters behind/beside the buildings.

All units include a washer/dryer, TV, pots & pans, dishes, utensils, bed linens, and towels. Guests are encouraged to bring their own personal items for use in the apartment throughout the duration of their stay.

Pets are not allowed within the Guest Housing apartments.

Apartments are cleaned by Aramark Housekeeping before the guest's arrival and after their departure. Intermittent cleanings are the responsibility of the guest.

Maintenance of the apartments is maintained by Aramark Facilities Service.

Requests/Usage Agreement

Requests are submitted via an [online reservation request form](#). Departments are encouraged to reach out ahead of time to check availability before submitting the online reservation request form.

For stays lasting two months or longer, a [Usage Agreement for Guest Housing](#) is included for the guest and their hosting department chair/supervisor to sign and return to Real Estate Operations.

Payment

By Guest:

If the guest is responsible for payment, payment is due:

- by the 15th of the month or
- before departure, if staying for a shorter stay.

The initial invoice is included in the guest's arrival packet. Moving forward, monthly invoices are either sent on the last business day of the month or the first business day of the new month.

Payment can be processed by the guest via credit/debit card or electronic check (ACH) on a secure, online payment portal (eCommerce – <https://realestate.web.baylor.edu/gh-payments>) or by personal check payable to Baylor University. Checks may be sent by campus mail or delivered to the office.

By Department:

For stays paid by a Baylor department, a Chart of Accounts account identifier is included on the request form. If departmental funds are being utilized to cover a visiting lecturer

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or departmental guests and they are not employees of the University, this is not considered a taxable benefit to the guest. When departmental funds are utilized to pay housing expenses for a University employee (e.g. to assist a new employee or long-term visiting faculty member with housing expenses), this is considered a taxable benefit to the employee. Each month, around the 15th of the month, a University Housing & Utilization Report is submitted to Payroll. Payroll makes note of reservations being covered by departmental accounts and records those as a taxable benefit against the employee, if applicable.