

Rhode Island College Policy for Guest Room Usage

Rhode Island College has two guest rooms available to provide overnight accommodations for designated visitors who are at Rhode Island College on college business, external events, consultants, candidates interviewing or other reasons as deemed appropriate by the administration.

Description of Rooms:

The overnight guest rooms are located in the rear lower level of Browne Hall. Each room accommodates up to two persons. Each room has two twin beds, armoire closet, ¾ bath (shower stall – no tub) with radiant heated floors, microwave, small refrigerator, iron and ironing board, coffee pot, a/c – heating unit, desk, phone, TV and internet access . Parking is available in M Lot near the Safety and Security office.

IMPORTANT NOTE: Rooms are not ADA accessible; rooms are not allergen free.

[Images of Room \(link to be added when posted on web or sent to sponsor\)](#)

Guest room reservations for college business or candidates interviewing on campus will not be charged any fees.

All other room reservations the following room charges apply: \$50.00 per night

How to Request a Room Reservation:

Guest room reservations must be sponsored by an active RIC employee/department and reserved through the Office of Human Resources. Please contact, Sandy Langlois, extension 9880 or email slanglois@ric.edu.

A reservation form is available on-line or through the Office of Human Resources must be completed and submitted **at least two business days in advance of arrival**.

The sponsoring individual is responsible for picking up and returning the guest room key(s), to the Office of Human Resources during normal business hours. If this is not possible keys must be returned to the RIC Safety and Security Office.

Check-out time is typically 11:00 a.m. and check-in time is typically 3:00 p.m., in order to allow time for cleaning of the rooms. Sponsors are asked to reserve one additional day for guests unable to adhere to the normal check-out or check-in time (this may result in two additional days depending on circumstances.)

Guest Room Policy:

1. All reservations must be made at least two business days in advance on a first-come basis.
2. The guest and sponsoring department shall be held fully responsible for any damage either to the room, furniture or facility.
3. Rhode Island College facilities are smoke-free environments. No smoking is allowed in either guest room.
4. Guests scheduled for 7 days or more will have one complimentary midweek room cleaning, change of linens and replacement of soiled towels.

5. No unauthorized use of guest rooms is permitted.
6. Use of the guest rooms are open to all Rhode Island College faculty and staff depending upon availability and business reason. (NOTE: Although guest rooms are not normally used for personal use, they may be reserved for such reasons and charged the appropriate daily rate, if space is available and at the sole discretion of the administration. However, Rhode Island College reserves the right to cancel personal (non-college sponsored) guestroom reservations without notice.)
7. Sponsors are responsible for collecting guest room keys and are expected to return the keys to the Office of Human Resources before 4:30 p.m. on the day of scheduled departure, if it falls on a business day. Evening or weekend departures, sponsors *or* guests may return keys to the Security and Safety Office.
8. Sponsor will be billed \$50 for each lost key (charge to rekey the lock and new keys).
9. No parties or unacceptable behavior in the guest rooms is permitted. Only registered guests are permitted to stay in the rooms. All College visitor policies apply to guests.
10. Rhode Island College is not responsible for any loss, injury, theft or damage that might occur.
11. No pets are allowed.
12. Rhode Island College will not provide any toiletries or any other personal items to guests.
13. Violation of any of the above rules may result in denial of future use.

Billing/Payment Procedure:

1. Copy of Confirmation forwarded to the Accounting Office regardless of cost.
 - a. Confirmation must include name of sponsor, nights reserved, name of guest and billing address
2. Accounting office will prepare and mail invoice to Guest, if applicable.
 - a. All invoices are payable within 30 days.
 - b. All checks by Guest are to be made payable to Rhode Island College and mailed to:
 - i. Rhode Island College, Accounting Office, Bldg. 5, 600 Mt. Pleasant Ave., Providence, RI 02908
 - c. Checks received without insufficient funds will be charged back to the sponsor.
 - i. Such incidents may result in denial of future use.

4/27/17