

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department: Facilities Services
Subject: Guest House - Sperati
Date Issued: November 28, 2005
Date Revised: February 17, 2015
Approved By:

I. Policy/Procedure

This policy outlines the guidelines for reserving a room at the Sperati Guest House by those temporarily on campus for college business.

II. Purpose

The Sperati Guest House has rooms available to that are convenient and reasonable for accommodating speakers, adjunct faculty, job candidates, performing artists, etc.

III. Terms and Definitions

- Sperati Guest House – The College-owned residence at 501 High Street. It offers bed and breakfast style accommodations for visiting individuals that come for short-term college business.
- Sperati Guest House Manager - The manager resides in Sperati and manages all functions related to guest house operations.

IV. Procedures and Guidelines

Request a reservation for the guest house through the guest house manager. Reservations can be made by calling the manager at 563-380-7289 or extension 1050 or by e-mail at "hughpa02@luther.edu."

A. Guidelines for renting Sperati:

- Contact should be made at least 48 hours in advance.
- Be prepared to give your Datatel account number for a department charge. This is the preferred method for payment.
- Cancel reservations immediately when the room is not needed. There is often a waiting list for accommodations. There will be a \$20.00 charge assessed to the person or department for failure to notify the manager of a cancellation.
- All rooms must be vacated by 11:00 am unless special arrangements have been made with the guest house manager.
- Rates are published annually in the guest house brochure that is distributed to departments.
- The guest house is not available for faculty, staff or students wishing to house relatives or friends.
- Special permission may be granted to allow children under four years of age.
- Luther College grounds and buildings are smoke free.
- No pets are allowed in Sperati. Service animals are allowed. Please notify the manager if you utilize a service animal

- B. The first floor parlor and dining room are available for meetings, receptions and gatherings until 8:00 p.m. by contacting the guest house manager.
- C. The guest house manager submits billings weekly to the Office for Financial Services for processing departmental charges.
- D. If a departmental charge is not possible, personal checks are the preferred method of payment.

V. Confidentiality and Record

The guest house manager keeps records for two years documenting the name of the person who stayed, how long they stayed and the charges billed.