Iowa State University
Department of Residence (DOR)

GUEST HOUSING CONTRACT TERMS AND POLICIES

Revised: July 2025

This document establishes the Guest Housing Contract (contract) Terms and Policies for guest housing in Schilletter/University Village (SUV). It is the guest's responsibility to become familiar with all aspects of this contract. **This contract is a legally binding agreement between Iowa State University (ISU) and the contract signatory (guest).** No verbal statement by any party is considered a waiver of any term or condition, whether expressed or implied.

I. GUEST HOUSING CONTRACT TERMS

A. Eligibility

1. To be eligible to stay in guest housing, you must have a recognized affiliation with Iowa State University and must have an ISU staff/faculty member who will serve as your main point of contact (sponsor). This affiliation can be as an ISU employee, visiting scholar, scientist, researcher or Post Doc. You may also be a part of an organization that has set up a contract with Iowa State University and the ISUCard Office to allow their members to receive an Iowa State University ID Card.
2. Guest housing is not intended for conference-sized, long-term groups. Groups with more than 18 participants and/or needing more than 6 apartments should contact Department of Residence Conference Services for assistance with their housing needs.
3. Guest housing is not intended for registered or prospective ISU students.

B. Contract Term and Extensions

1. Guest housing is considered temporary and is not intended for stays longer than 9 months.
2. Guests can submit a guest housing contract no more than 6 months in advance and no less than 2 weeks in advance. Both the guest and the ISU Sponsor must each fill out their portion of the contact and include the exact dates the guest intends to live in guest housing. Once approved, the contract dates provided on the contract are considered the term.
3. Requests for extensions of the original term must be requested in writing at least 7 days in advance of the end date of your contract term. Requests must be sent to housing@iastate.edu. Approval is based on availability and is not guaranteed.
4. Requests for extension will not be approved if it extends the total length of the guest housing stay beyond one year (12 calendar months).

C. Rent and Billing

1. Rents are per apartment, per night and include all utilities: water, garbage, cable, local phone service, internet, electricity, and gas. The current per night rate for guest housing is available at https://www.housing.iastate.edu/guest-housing/.
   a. The Board of Regents, State of Iowa, reserves the right to change rates during the term of the contract by giving 30 days advance notice. If rates increase during the term of the contract, a notice will be sent to all impacted guests informing them of the change. Guests have 20 days from the date of notification to cancel their contracts without penalty.
2. Rent is assessed monthly, either directly to your University bill or to your sponsoring ISU Department, and payment is due before the 20th of each month. It is your responsibility to ensure that payment is made even if your sponsoring department is covering the costs.
3. A minimum seven-night stay is required. Guests who stay in housing less than seven nights will still be charged for a full seven nights.
4. The DOR will pay tuition to the Ames Community School District for up to three (3) school-aged, legally dependent children residing with any contracted guest in family housing. To be eligible, children must be listed on the housing contract at the time it is submitted. The guest must notify the SUV Office, in writing, of any changes in child status that occur after the contract has been submitted.
   a. Any tuition charges assessed to the DOR for dependent children not indicated on the contract or reported to the SUV Office, or for more than three children in one apartment, are charged to the University Bill or sponsoring ISU Department of the contracted guest.

D. Apartment Use

1. Only the individual listed on the Guest Housing Contract permitted to live in the apartment. You are not permitted to sublet or assign your apartment to any other person.
   a. Guests may have minor children and relatives live with them only if they have been listed as Family Members on the Guest Housing Contract.
2. You may not use your apartment for business or commercial purpose and/or selling of products.

E. Termination of the Contract

1. You may terminate your contract at any time.
   a. Rent charges will be adjusted once you have removed all of your belongings, vacated the space, and returned all keys issued to the SUV office.
      i. You will be charged for a minimum of seven days occupancy even if you stayed less than seven days.
2. The DOR may terminate your guest housing contract when:
   a. You have violated any law, university or DOR policy, or provision of this contract.
   b. You are found to be disruptive. Disruptive behavior includes conducting oneself in a manner so as to that disturbs or threatens others; threatening, intimidating, or endangering the health, safety, or welfare of yourself or a member of the University community; and/or engaging in inappropriate behavior that necessitates an additional response from campus or city personnel.
   c. The DOR has reason to believe that you have vacated the apartment with no intent to return.
3. If the DOR terminates your contract, this decision is final and may not be appealed.

F. Liability for Personal Property or Injury

1. Although the university will make all reasonable efforts to protect your property, neither the university nor the DOR is in any way liable for the loss of, theft of, or damage to, any property belonging to you or for injuries sustained by you, other occupants, or your guests. You shall not hold the university responsible for damage or injury caused by breakage, leakage, or obstruction of pipes, and from other latent defects not known to the university.
2. The university does not carry insurance on you or your property. You are encouraged to review any existing homeowner's insurance policies for coverage or to carry your own insurance.

G. Lead Paint Disclosure

1. Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive access to a federally approved pamphlet on lead poisoning prevention. The pamphlet may be viewed at https://www.epa.gov/lead/protect-your-family-lead-your-home-english

2. The University recognizes that any housing built prior to 1978 may contain lead-based paint and/or lead-based paint hazards. By accepting this contract, you are affirming that you have reviewed the pamphlet Protect Your Family from Lead in Your Home. All Schilletter/University Village housing, including guest housing, was built before 1978.

II. GUEST HOUSING POLICIES

A. Access Cards and Keys

1. You are responsible for all keys and access cards issued to you. In the event of you lose or do not turn in all keys and access cards, the DOR reserves the right to assess your University Bill or sponsoring ISU Department for replacement/repair costs. Appearance on the University Bill constitutes notification of the charge(s).
2. You may not give your keys or access card to another individual to use. You may not have duplicate keys or access cards made.
3. Only the DOR has authority to change or install locks in University operated/owned housing. You may not disable or install a lock on any door.

B. Alcohol, Drugs, and Smoking

1. All state, federal, and local laws and University policies pertaining to alcohol, tobacco, marijuana, and other drugs, including controlled substances, apply to guest housing.
2. In accordance with Iowa law, smoking is prohibited on all University grounds and in all University-owned or operated buildings, residence halls and [guest] apartments, including apartment balconies and patios. This policy includes the use of electronic smoking devices.

C. Animals

1. Pets of any kind are prohibited in guest housing.
2. Guests who need a Service Animal due to disability as defined by the Americans with Disability Act (ADA), should contact the DOR at the time of submitting the Guest Housing Contract, to provide necessary information about the animal.

D. Apartment Entry

1. Authorized staff members or their agents who may enter your apartment include all DOR staff and ISU Police. Unauthorized individuals will not be permitted to enter your apartment unless you are present and/or give your consent.
2. Apartments may be entered under the following conditions:
   - **a.** To manage an emergency in which imminent danger to life, safety, health, or property is reasonably feared. The DOR retains the authority to determine what constitutes an emergency.
   - **b.** To provide service or conduct inspection for the purposes of cleaning, maintenance, pest treatment, etc.
   - **c.** To conduct safety inspections or to ensure that proper closing procedures have been followed in buildings that close during break periods.
   - **d.** To aid in evacuation during a fire alarm or drill.
   - **e.** To maintain an environment that facilitates the scholarship of other guests, including, but not limited to: turning off an alarm, audio system, television, or any other unattended item or animal that is causing a disturbance.
   - **f.** To assess instances in which a guest may have permanently vacated or abandoned their space.
   - **g.** When notified of the presence of an unauthorized animal or where an authorized assistance animal is present, to review facility conditions, to verify the number of animals present, and to assess the welfare/living conditions of the animal(s).
   - **h.** When possible, you will be given at least 24 hours prior notification that staff will enter your apartment. The reason for entry will be listed in the notification.
     - **i.** If you submit a service request, your request is considered notification and entry may occur at any time following the request.

E. Cleanliness, Damage, and Vandalism

1. You are responsible for maintaining cleanliness, sanitary conditions, and safety conditions of your apartments, including appliances, kitchens, bathrooms, common living areas, and private bathrooms.
2. You are responsible for all of the furnishings and appliances in your apartment, which must be in place and in their original condition at checkout. The DOR will not remove or store furniture from the apartment.
3. You are not permitted to alter your apartment in any way. This includes painting, wallpapering, construction, or installations.
4. You will be held responsible for damage to DOR property that is caused by you or your visitor(s). Willful destruction or defacing of University, private, or public property is prohibited. In the event of damage to any part of a building, including furnishings, the DOR reserves the right to assess your University Bill or sponsoring ISU Department for replacement/repair costs. Appearance on the University Bill constitutes notification of the charge(s).
5. You may contest cleaning, damage, and checkout charges you have been assessed within 30 days of notification of the charge. Appeals must be submitted in writing, e-mail preferred, to housing@iastate.edu, and should contain your full name, ISU ID number, apartment address, e-mail address, and rationale as to why you are not responsible for the charge(s).

F. Fire Alarms and Equipment Abuse

1. Tampering with alarms or fire equipment is prohibited. This includes but is not limited to: removing of batteries from smoke alarms/detectors, covering smoke alarms/detectors, removing glass box hammers, removing a fire extinguisher from its prescribed location, discharging a fire extinguisher for any purpose other than putting out a fire, activating an alarm absent an emergency situation, tampering with smoke door or Knox boxes (small boxes attached to the exterior of the buildings).
2. Report damaged smoke detectors and damaged/discharged fire extinguishers to the SUV Office immediately.

G. Visitors

1. Only those guests assigned to an apartment are permitted to live there.
2. All visitors must abide by all policies of Iowa State University (ISU) and the DOR. You are responsible for informing your visitor of all policies. You and your visitor are mutually responsible for the conduct of the visitor. You will be held financially responsible for damage caused by your visitor(s).

H. Weapons and Explosives

1. The possession, use, and/or threat of use of a weapon or potential weapon is prohibited.
2. Anyone who uses, threatens to use, or is found in possession of a weapon or potential weapon will be removed from guest housing immediately.
3. Weapons include, but are not limited to: pistol, revolver, shotgun, assault rifle, rifle or other firearm; BB or pellet gun (including Airsoft), paintball; bomb, grenade, mine, or other explosive or incendiary device; ammunition; archery equipment; or dagger, knife having a blade exceeding five inches in length, stiletto, switchblade knife, or sword.