

BERTIE WILSON MURPHY BUILDING

Policies for Reserving Living Quarters

Revised: August 2022

Hendrix College departments and programs may reserve living quarters in the Bertie Wilson Murphy Building for non-student guests of the College. Following are policies and procedures for making those reservations and for use of the living quarters.

Two types of living quarters are available:

1. For long term guests (visits of from one to three weeks or more): One-bedroom apartment with fully equipped kitchen and private bath (linens and towels are also provided). Housekeeping in this apartment is the responsibility of long-term visitors during their stay.
2. For short term guests (visits of a few days): One-room “bed sitter” with private bath (Coffee maker and supplies, linens and towels, and daily housekeeping service provided.)

Rates:

	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>
Bed-sitter	\$75.00	\$200.00	\$700.00
Apartment	\$95.00	\$250.00	\$750.00

To reserve a room: The host of a campus guest or the host’s administrative assistant should complete the new online Lodging Reservation Request Form [at least 2 weeks prior to the visitor’s arrival date.](#)

You should make alternate arrangements for housing your guest in case a Murphy visitor must change the date he or she will be on campus. Every effort will be made to give ample notice in the event of such a change.

If a guest will be arriving outside of normal business hours, **hosts are responsible for making arrangements to meet their guest to provide them with their keycard folder for building access. If you cannot meet your guest, you must make arrangements for Public Safety to meet your guest and provide them with their keycard folder.**

The budget account of the host department or program will be responsible for repair or replacement of any items in the lodging that are damaged during a guest’s stay. Hosts must ensure that guests return their keycard and folder to the Hendrix-Murphy Foundation when departing. Your account will be charged a \$45 replacement fee if your guest’s keycard is lost or not returned.

The campus host must make sure that their guests understand the following:

- Students and prospective students are not allowed in the living quarters or on the lodging floor of the building.
- Smoking and vaping are not allowed in the Murphy Building or on the campus grounds.
- Candles, incense, and fragrance diffusers are not allowed in the Murphy Building.