

Northwest Missouri State University

Policy and Procedures Manual

Chapter General Administrative

Section Use of Guest Suites

I. Purpose

This policy was created to establish rules of use of the Universities guest suites in the Tower Suites complex and Phillips Hall.

II. Policy

Tower Suites: The Tower Suites guest facilities are offered to the special guests of the University as determined by the President's Office.

Phillips Hall: The guest suite in Phillips Hall is offered only to employees who are beginning work at the University who need accommodations while they locate permanent housing. The Phillips suite is offered to incoming employees for a period of 30 days. The suite may be used by special University guests as determined by the President's Office and who live outside the Maryville area. Incoming employees who use the suite are expected to vacate it if this need occurs – for the number of days/night the guests use it.