The following policies govern Sansom Place Guest Accommodations, located at 3600 Chestnut Street, Philadelphia, Pennsylvania 19104, and are administered by Conference Services, a division of Campus Services at the University of Pennsylvania.

DESCRIPTION
The University of Pennsylvania offers a varied, but limited amount of accommodation options for short term and extended stay use. Amid the University of Pennsylvania campus, all options are centrally located in air-conditioned, carpeted, high-rise graduate student residence halls. Linens are provided and coin-operated, on-site laundry facilities are available.

Rooms
Private bedroom with extra-long twin bed which shares a bathroom with one other private bedroom. The adjoining bedroom is occupied by a guest of the same gender.

Suites and Private Apartments
Each suite has one bedroom with a queen size bed or two twin extra-long beds, a private bath and living space. Some are equipped with a kitchenette (dishes and kitchen utensils are provided) and separate dining area. We also provide complementary cable television. Light housekeeping services are provided for the suites on a weekly basis, including dusting, vacuuming and trash removal to make your stay even more comfortable.

A telephone is provided, however, guests must make arrangements with PennTrex to have their phone line activated. They will also assist in customizing the level of service that is desired.

ELIGIBILITY
Guest Accommodations are available for use by visitors or guests affiliated with the University. Visiting researchers, scholars, consultants, and new appointees meet this eligibility requirement. A letter from the sponsoring department certifying the applicant’s affiliation should be submitted with the application. If the sponsoring department is assuming responsibility for payment, the department account number must also be submitted with the application.

RESERVATION PROCESS
Availability and reservations are confirmed upon receipt of completed application, sponsor letter and appropriate deposit. Reservations are deemed definite ONLY upon your receipt of a Confirmation Letter generated by Conference Services. Rental periods can be extended based on availability. Specific room requests are not guaranteed.

TERM OF RESIDENCE
Guest Accommodations are available for a minimum of one week and are subject to a mutually agreed upon termination date at the time of application. Check-in is scheduled between 10:00a.m.-4:00 p.m. on date of arrival and check-out is scheduled for 10 a.m. on your termination date unless special arrangements have been made with Conference Services.
DEPOSITS/RENT SCHEDULE/CANCELLATION/EARLY TERMINATION

Cancellation before occupancy must be made in writing and received by Conference Services at least 21 days prior to move in, and is subject to a cancellation fee (the lesser of $300 or the amount of your stay).

Two full months rent must accompany the application as a deposit or the full payment for stays shorter than two months. This deposit, which must be received before a guest moves in, holds the room and is eventually applied towards the first and last month’s rent of the guest’s stay. Thereafter, rent is due on the 15th of every month for the following month.

Rooms:
Rent is $125 per week.

Private Apartments and Suites:
Rent ranges from $1150 per month ($300 per week) to $1255 per month ($325 per week).

For occupancy of any part of a week, a full week’s rent will be charged.

All applications must include a credit card number in the event of a cancellation.

Acceptable forms of payment (USD) include: International Postal Money Order, University Journal Entry, checks drawn from a U.S. bank, traveler’s checks, wire transfers, credit cards, or cash. Checks, money orders and traveler’s checks are to be made payable to “Trustees of the University of Pennsylvania” and mailed to Conference Services, 222 Sansom Place East, 3600 Chestnut St., Philadelphia, PA 19104-6183, ATTN: Virginia Kreck.

Please note:
• There is an additional $20 bank fee for wire transfers.
• $35 will be applied to your account for checks written against insufficient funds.
• Sponsoring departments will be held liable for payment after 2 months of non-payment from tenant.

RESTRICTIONS

Guests in Sansom Place Guest Accommodations are subject to terms and conditions of these Policies and Procedures as well as the Occupancy Agreement.

Occupancy in each suite is limited to one or two adults. Due to the academic nature of Sansom Place, no children or pets are permitted. “Guide Dogs” are the only exception to this policy.

Cigar smoking is prohibited in the Guest Suites.

For further information about the University’s Sansom Place Guest Accommodations please contact:

Conference Services
222 Sansom Place East, 3600 Chestnut Street
Philadelphia, PA  19104-6183
Telephone: (215) 573-9319 Fax: (215) 573-8452
Email: confsvcs@pobox.upenn.edu

Updated 9/7/01