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 a seasonally air-conditioned, carpeted, high-rise graduate student residence hall with on-site coin-operated laundry facilities. Included in all accommodation categories are:

- Basic bed and bath linens
- Television with complimentary cable
- Microwave and refrigerator
- Complimentary local and on-campus phone service (guests must use a calling card to make long distance calls and provide an answering machine should they choose)

*Rooms*
Private bedroom with twin extra-long bed that shares a bathroom with one other private bedroom. A guest of the same gender occupies the adjoining bedroom.

*Private Apartments*
One-bedroom apartments with two twin extra-long size beds, a private bath, and living space with a kitchenette.

*Suites Only*
One-bedroom apartments with one queen or two twin extra-long size beds, a private bath, and living space with a kitchenette. Dishes, kitchen utensils, and some small appliances are included. 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.

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 complete application, sponsor letter and 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. Although we try to meet guests’ requests, specific room categories are based upon availability and 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
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. For occupancy of any part of a week, a full week’s rent will be charged.

Rooms: Rent is $140 per week.

Private Apartments: Rent is $260 per week.

Suites: Rent ranges from $1225 per month ($315 per week) to $1340 per month ($340 per week).

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 19104-6106, ATTN: Joan Bullock.

All applications must include a credit card number in the event of a cancellation. For more information on cancellation policies please see Occupancy Agreement.

Please note:
- There is an additional $20 bank-imposed 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. Persons with a disability and requiring a dog with them to live independently are the only exception to this policy.

Cigar smoking is prohibited in the Guest Suites.

Thanks you for your interest. For further information please contact:

Conference Services
University of Pennsylvania
222 Sansom Place East
3600 Chestnut Street
Philadelphia, PA 19104-6183

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