

# GUEST APARTMENT GUIDELINES

- PAYMENT IS DUE ON THE FIRST DAY OF YOUR STAY (UNLESS OTHERWISE INSTRUCTED), AND THEN ON THAT DAY EACH MONTH THEREAFTER, IF STAYING LONG-TERM.

- YOU ARE RESPONSIBLE FOR YOUR TRASH REMOVAL. THERE ARE DUMPSTERS IN EVERY AREA, AND EACH AREA FRONT DESK HAS TRASHBAGS FOR YOUR USE. YOU CAN ALSO REQUEST A TRASHBAG FROM GRACY 114, AND WILL BE GIVEN ONE UPON CHECK-IN.

- IN ORDER TO BE MINDFUL OF OUR CUSTODIAL STAFF, IF YOU ARE STAYING IN A GUEST APARTMENT WITH PROVIDED LINENS, PLEASE PUT ALL OF YOUR USED LINENS (BED SETS, TOWELS, WASHCLOTHS, ETC) INTO THE PROVIDED LAUNDRY BAG, AND LEAVE IT INSIDE THE FRONT DOOR OF YOUR GUEST APARTMENT.

- IF YOU HAVE ANY FACILITIES ISSUES WHILE IN YOUR APARTMENT, CONTACT THE HOUSING MAINTENANCE OFFICE AT 615-898-4116.

- KEEP YOUR DOOR APARTMENT DOOR LOCKED AT ALL TIMES. MANY OF OUR APARTMENTS ARE LOCATED IN AREAS WITH STUDENTS RESIDING IN THE BUILDING. YOU DON'T WANT THEM WALKING IN ON YOU BY ACCIDENT!

- TAKE ANY OF YOUR PERSONAL ITEMS WITH YOU WHEN YOU LEAVE. ONCE WE TURN THE APARTMENT OVER FOR THE NEXT GUEST, IT WILL BE HARD FOR US TO LOCATE ANYTHING THAT YOU'VE LEFT BEHIND.

- THE OFFICE IN CHARGE OF GUEST APARTMENTS IS THE HOUSING OFFICE IN GRACY 114. CONTACT US AT - 615.904.8310 OR [STEPHANIE.ALDERSON@MTSU.EDU](mailto:STEPHANIE.ALDERSON@MTSU.EDU)

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HOUSING AND RESIDENTIAL LIFE