

# LUTHER COLLEGE

## POLICIES AND PROCEDURES

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Department: Facilities Services  
Subject: Guest House - Sperati  
Date Issued: November 28, 2005  
Date Revised: February 17, 2015  
Approved By:

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### **I. Policy/Procedure**

This policy outlines the guidelines for reserving a room at the Sperati Guest House by those temporarily on campus for college business.

### **II. Purpose**

The Sperati Guest House has rooms available to that are convenient and reasonable for accommodating speakers, adjunct faculty, job candidates, performing artists, etc.

### **III. Terms and Definitions**

- Sperati Guest House – The College-owned residence at 501 High Street. It offers bed and breakfast style accommodations for visiting individuals that come for short-term college business.
- Sperati Guest House Manager - The manager resides in Sperati and manages all functions related to guest house operations.

### **IV. Procedures and Guidelines**

Request a reservation for the guest house through the guest house manager. Reservations can be made by calling the manager at 563-380-7289 or extension 1050 or by e-mail at "hughpa02@luther.edu."

#### **A. Guidelines for renting Sperati:**

- Contact should be made at least 48 hours in advance.
- Be prepared to give your Datatel account number for a department charge. This is the preferred method for payment.
- Cancel reservations immediately when the room is not needed. There is often a waiting list for accommodations. There will be a \$20.00 charge assessed to the person or department for failure to notify the manager of a cancellation.
- All rooms must be vacated by 11:00 am unless special arrangements have been made with the guest house manager.
- Rates are published annually in the guest house brochure that is distributed to departments.
- The guest house is not available for faculty, staff or students wishing to house relatives or friends.
- Special permission may be granted to allow children under four years of age.
- Luther College grounds and buildings are smoke free.
- No pets are allowed in Sperati. Service animals are allowed. Please notify the manager if you utilize a service animal

- B. The first floor parlor and dining room are available for meetings, receptions and gatherings until 8:00 p.m. by contacting the guest house manager.
- C. The guest house manager submits billings weekly to the Office for Financial Services for processing departmental charges.
- D. If a departmental charge is not possible, personal checks are the preferred method of payment.

**V. Confidentiality and Record**

The guest house manager keeps records for two years documenting the name of the person who stayed, how long they stayed and the charges billed.