

LUTHER COLLEGE®

POLICIES AND PROCEDURES

Department:	Programming and Outreach
Subject:	Sperati Guest House
Date Issued:	November 28, 2005
Updated and Reviewed By:	Alecia Bucksa, September 9, 2026
Approved By:	

I. Policy/Procedure

This policy outlines the guidelines for reserving a room at the Sperati Guest House.

II. Purpose

The Sperati Guest House has rooms available for on-campus guests: speakers, adjunct faculty, job candidates, performing artists, contract workers, Luther faculty and staff.

III. Scope

This policy applies to any faculty or staff reserving a room for themselves or approved guests of Luther College.

IV. Terms and Definitions

The Sperati Guest House is a college-owned residence located at 501 High Street. It offers 4 bedrooms and a shared living space and kitchen.

V. Procedures and Guidelines

- A. To request a reservation, contact the office of Programming and Outreach by calling 563-387-1538 or 563-387-1291. You may also email buckal02@luther.edu
- B. Guidelines for renting:
 - a. Reservations should be made at least 48 hours in advance.
 - b. Department charges are a preferred method of payment. Please give your GL codes when making the reservation.

- c. Cancel reservations as soon as possible when the room is not needed.
- d. Check in time is 3:00pm or later unless you have requested an earlier check in.
- e. Check out time is 11:00am unless special arrangements have been made.
- f. Please label any food and/or containers you do not want thrown away with your name and date.
- g. The house is not available for faculty, staff or student's friends or relatives.
- h. No pets allowed unless it's an approved service animal.
- i. The first floor parlor and dining room may be used for meetings, receptions and gatherings until 9:00pm.

VI. Confidentiality and Record