



Guest Housing at Wright State University Dayton, Ohio

We welcome you to stay with us at Wright State University. Our guest housing program is designed to provide a clean, safe, and friendly campus stay for guests of the University and the companies within the metropolitan area. The guest housing program rents out rooms on a **per person-per bed** structure. Many of our guests will only be in the Dayton area for the summer and want to avoid the difficulty of finding a furnished apartment. We have 2 bedroom furnished apartments available. To help reduce the cost of housing, we will assign roommates using the preference survey forms. As your host, we are always available to assist you. Please contact us if you have any questions at (937) 775-4239.

Availability of Rooms/Rates

Our guest housing season for **2009** will run from **June 18 through August 20, 2009**. **All guests must complete their checkouts by Friday, 11 a.m. on August 21.** Before and after this window of time, the units are under housing contract to WSU students and are not available. Guest housing will be held in the Forest Lane Apartments. Individual guests will be charged the single occupancy rate if they do not want to share the apartment with another guest. If you desire the double rate and do not have a roommate, we will find another guest (same gender) to share the unit with you. Rates are listed on the Guest Housing Pre-registration form and are based on occupancy and length of stay. All campus housing is considered to be **NON-SMOKING**, so guests will need to refrain from smoking within the units and within 15 feet of all entrances to buildings.

2 Bedroom Apartments in Forest Lane Apartments:

- * Air Conditioned
- * Single or Double occupancy Apartments
- * Furnished with extra-long twin beds, desks, desk chairs
- * kitchen table/chairs, couch and arm chair
- * Stove, refrigerator, microwave and dishwasher
- * Bathroom with shower
- * Local phone & cable TV service in each unit (TV not provided)
- * Wheelchair accessible rooms and bathrooms are also available



Check-In



Check-ins are at the Residence Services Office, Community Building in the Forest Lane Apartments in Forest Lane. The office itself is located under the WSU water tower. The office is **open Monday-Friday from 8:30 a.m. to 5:00 p.m.** 5 days a week, and closed evenings, weekends and holidays. Evening and weekend check-ins can be accommodated (but must be **prepaid** by credit card **and arranged in advance**).

Telephone, Internet & Cable TV Service



Local telephone service is provided in all the rooms. You may bring your own phone, bring a cell phone, or may borrow a phone at check-in. At check-in, (*if you do not have your own cell phone*), you will receive your telephone number and a personal authorization code with instructions so you can make long distance calls. You will need a credit card to receive a personal authorization code, and may be billed for long distance calls via the WSU telephone system. Local on-campus or area calls can be made at no extra charge. All the rooms are equipped with a working basic cable TV jack (you will need to bring your own TV with a cable cord). The channel line up includes: CNN, FOX, MTV, TBS, & WGN.

INTERNET: Our guests may request a temporary high speed /wireless internet account with a credit card via the University for \$10 per week, which is a non-prorated per week charge. We would need your ID and 48 hours advance notice. Access to the campus network is usually limited to registered WSU students or employees without a validated WSU internet account.

Linens & Towels



For weekly or all term stay Guests: A set of linens is provided and set at the foot of the bed. The linen set includes a pillow, a blanket, a sheet set, 2 towels, two washcloths, and a bath mat. Guests may launder their linen set and keep the set at the end of their stay. All guests are provided the linen sets as part of their stay.

Vending and Laundry



There are vending machines stocked with snacks and beverages in the laundry room. The laundry room has coin operated laundry machines available for your use.



Parking and Bus Service

You may park in the parking lots near the guest housing units. A parking pass is provided to the guest at check-in. Please use caution when parking in other campus lots, because these lots may be restricted parking areas. Cars parked illegally or in a restricted area without the proper pass displayed may be ticketed or towed by Parking Services. The Regional Transit Authority (RTA) bus route does include Wright State University. Please contact them directly for more information (937) 226-1144.



What to Bring & Leave at Home



Please consider bringing the following items as they are not provided: soap, shampoo, toilet paper, TV, vacuum cleaner or cleaning supplies, toaster, radio, alarm clock, desk lamp, cookware & utensils, dishes, silverware, cups, trashcan and a desk lamp. Not permitted: pets, guns, candles, incense or fireworks.

Where to Eat or Shop

During the summer months, guests can eat lunch on campus 11:30 a.m. -1:00 p.m.(Monday-Friday). There are many nice restaurants within walking distance of the university: Arby's, Bob Evans, El Rancho Mexican, First Watch, Flying Pizza, Frisch's, McDonalds, Jeet India, Penn Station, Quaker Steak and Lube, Quizno's, Starbuck's, Subway, Taco Bell, Texas Roadhouse Steakhouse, Tim's Wok, Tropical Smoothie Cafe, and Wendy's. There is a 24-hour Meijer's grocery/department store within walking distance of the guest units. The Fairfield Mall is a short 3 mile drive away.

Checking Out

When it is time to check-out, please return your keys to the Residence Services Office (located under the water tower) **by 11:00 A.M. following your final night's stay.** Double check your room to make sure you have retrieved all your belongings. Please place all trash in the bags provided and place in the dumpster. If you leave without returning your keys, we will have to charge you to change the locks so the next person can use the unit without delay. If you need to leave before the office opens, please let us know the weekday before, so we can make arrangements for your early or weekend check-out. All guests must finalize their stay and plan to checkout no later than **11:00 a.m. on Friday, August 21**, the last date of the guest housing season.

Arrivals

Wright State is located 10 miles Northeast of Dayton, Ohio. Please take I-675 and exit at North Fairfield Rd. Turn West onto North Fairfield Rd. Turn left onto Colonel Glenn Highway. Turn Right onto University Blvd. Turn Left onto Parking Lot 7. In the rear of Lot 7 is the entrance to the Forest Lane Apartments. The office is in the Community Building located directly under the WSU water tower.

Payment

When checking into guest housing you will need to **pay in advance** of your stay. Guests who are checking in for more than 4 weeks are required to pay all fees in 4 week intervals which will be automatically billed to your credit card during your stay. Guests staying for 4 weeks or less are required to pay for the entire stay at check-in. We prefer that payments be made by credit card, and we accept VISA, MASTERCARD, DISCOVER, or checks for payment. Children under 10 years may stay free of charge when accompanied by a paying parent or guardian. (Extra linen packs for small children on weekly or all term stays are \$40 per pack).

UNIT OCCUPANCY: All adults and children over 10 years of age staying with a guest will be charged the regular per person rate. All guests and their visitors must be registered for safety reasons. For safety reasons, all guests must agree to abide by our policy that occupancy is restricted to only the registered guests in the unit. Guests should be aware that our guest policies at Wright State University may differ from guest or dorm policies experienced at other campuses, and may differ from our dorm policies held at WSU. Guests who violate occupancy policies may be asked to leave.

Reservations

Please complete and return the attached preference form to make it easier for us to anticipate your check-in and accommodate your requests. Upon receipt of your preference form, a confirmation letter will be mailed to you. *Include a fax# to obtain quick and easy room confirmation and a campus map. Questions?*

Please contact us if you have any questions or need more information: Maureen Tweed or Wray VanVoorhis at (937) 775-4239, fax (937) 775-4572 or e-mail Maureen.Tweed@wright.edu or Wray.VanVoorhis@Wright.edu

Guest Housing Pre-registration Form

Wright State University Residence Services

(Please Print)

Name(s) _____
Address _____
City-State-Zip _____
Telephone Number _____ e-mail address _____
Fax Number _____ (*for fastest room confirmation & map)
Cell phone# _____
vehicle make & license plate # _____ State: _____
Your Gender: M or F Do you smoke? Yes ___ No ___
Are there any additional people also planning to stay with you?
#of Adults _____ # of children _____ Ages of children _____
names: _____

Please indicate the dates you require housing (*Office hours are 8:30am-5pm M-F only)
Check-in date _____ Anticipated time of arrival _____

Check-out date _____ Time of departure*: must be completed by 11 a.m.
* all departures are to be by 11 a.m. following last night of stay

Guest Units are 2 Bedroom Apartments. (Standard Occupancy is 2 Guests per apt)

Please mark your preference by: "1" being your first choice, "2" being your last
Rates may be subject to change after April 1, 2009. Call ahead for room rate updates.

*Weekly/Monthly Rates include: local phone service, basic cable TV service, utilities, parking pass, an internet account (must provide ID) and a basic linen set. The linen set is placed at the foot of the bed and includes: 1 blanket, 1 pillow with case, 2 sheets, 2 washcloths, and 2 towels and a bath mat.

Weekly and Monthly Rates (7 night stay or more*)

_____ Double Occupancy Apt-\$180.00 per person per week
_____ Single Occupancy Apt-\$360.00 per person per week.

For Daily Rates (6 night stay or less) -please contact the Facilities Office at (937)775-4239

Roommate Preference Information

If you desire the double rate and do not have a roommate, we will find another guest housing guest to share the unit with you, based on gender and information indicated below. Guests may not smoke within units, as **ALL campus housing units are considered NON-SMOKING.**

_____ I study in a quiet room
_____ I stay up late _____ I object to a smoking roommate.
_____ I wake up early _____ I like a neat kept room.
_____ I need wheelchair accessible to room and bathroom
During my visit to WSU, I am:
_____ doing intern work for WSU _____ doing intern work at WPAFB
_____ a summer employee at a local company(CO. name): _____
_____ other _____

A follow up letter will be mailed to you once we receive your Pre-registration Form.

Please send this form back to: Residence Services Guest Housing
Wright State University
3640 Col. Glenn Hwy.
Dayton OH 45435 or fax to:(937)775-4572