

Carriage HOUSE



Located at 406 Loblolly Lane, just behind the Admissions House, the Carriage House offers a convenient and affordable housing alternative to invited guests of SU faculty and staff. The Carriage House can be used to house visiting professors, lecturers and other invited guests. Carriage House reservations are flexible to meet your needs— from a quick over-night stay to a semester-long housing obligation.

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www.salisbury.edu

CC-100-1/06

BE OUR Guest



Salisbury University
Carriage
HOUSE

Long-Term Or
Short-Term Stays Available

To Reserve the Carriage House

Reservations are handled by Conference Planning/Facilities Reservations Office at 410-548-3344 or 410-543-6172.

University personnel requesting the house will be asked to complete a Carriage House Reservation Form. This form identifies funding sources and includes the appropriate approval signatures. **The house can accommodate up to three people, but the number of individuals to be housed needs to be discussed with the Conference Planning/Facilities Reservations Office staff.****

It is the responsibility of the hosting department to act as a liaison between the guest and the University. Hosting department responsibilities include:

- Greeting the guest
- Picking up and returning keys to University Police
- Reporting any problems/needs of the guest to the Conference Planning/Facilities Reservations Office (8 a.m.-5 p.m., Monday-Friday).
- All problems with the Carriage House after 5 p.m. should be addressed to University Police at 410-543-6222.

Housekeeping, Physical Plant and University Police will be notified of occupancy by the Conference Planning/Facilities Reservations Office.

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All About the Carriage House

- Room for up to three guests**
- Fully equipped kitchen
- Washer and dryer
- Cable television
- Local telephone service (Long distance calls are the responsibility of the renter.)
- Network connection (Modem dial-up connection.)
- Food service (Available from University Dining at an additional cost. Call 410-543-6173 for pricing.)
- Bed linens and towels*
- House is not handicapped accessible
- No pets allowed
- Non-smoking facility
- 11 a.m. checkout

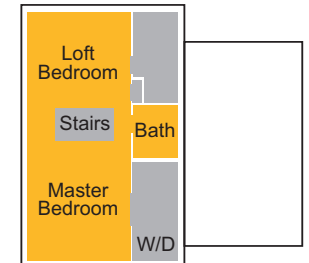
Carriage House Reservation/ Fee Information

Deadlines for long-term reservations are as follows:

- December 1 for spring semester
- May 1 for summer term
- August 1 for fall semester

Rental Fees:

- Daily rate \$55
- Weekly rate \$330
- Monthly rate \$840
- Semester rate \$2,800
- Lost key fee \$50



* Daily cleaning or changing of linens is not provided. Towels are replenished as needed (personal toiletries are not included). Cleaning is provided every five days for extended stays.