

# COLLEGE of CHARLESTON

RESIDENCE LIFE  
AND HOUSING

## SUMMER 2009 RATES and FEES

### HOUSING RATES

Residence Halls	Double Occupancy CofC Affiliates	Single Occupancy CofC Affiliates	Double Occupancy Non-Affiliates	Single Occupancy Non-Affiliates
Buist & Rutledge	\$ 22.00	\$ 26.00	\$ 26.00	\$ 31.00
Joe E. Berry, Jr.	\$ 22.00	\$ 26.00	\$ 26.00	\$ 31.00
McConnell	\$ 22.00	\$ 26.00	\$ 26.00	\$ 31.00
McAlister	\$ 32.00	\$ 37.00	\$ 37.00	\$ 41.00
Liberty Street	\$ 32.00	\$ 37.00	\$ 37.00	\$ 41.00
Kelly House	\$ 32.00	\$ 37.00	\$ 37.00	\$ 41.00
Warren Place	n/a	\$ 37.00	n/a	\$ 41.00
George St. Apt.	n/a	\$ 37.00	n/a	\$ 41.00

\*Rates are per person per night and do not include tax, parking or meals.

Affiliates are defined as:

- Conference group/guest is attending an event sponsored by a CofC department/group.
- CofC funded group.
- Guest is a current student or will be enrolled at the College of Charleston in the upcoming semester.

### TAXES

All groups will be charged a 12.5% tax unless a tax exemption form is filed with the Department of Residence Life and Housing. *Tax exemption forms are not provided.* Tax exemption forms must be submitted with the housing reservation. The taxes are as follows:

- 8.5% state tax charged on all housing rates and fees, except damages
- 4% accommodation tax charged on housing rate

### DEPOSITS

Deposits are required of all groups. The first deposit must be submitted to the Assistant Director for Summer Programs 30 days after receipt of contract by the group sponsor. All deposits will be credited towards the final bill. Deposits are as follows:

25% of Housing Cost	Due 30 days after receipt of contract
50% of Housing Cost	Due 30 days prior to arrival ( <i>after bed guarantee is submitted</i> )

The remaining balance of all housing costs and amenities will be due 30 days after the group checks out.

*Reservations submitted less than 30 days prior to arrival must submit full payment at time of reservation.*

Deposits can be paid by check, cash, money order or credit card. Checks should be made payable to the College of Charleston. Campus groups may use an IDT to pay their deposit. All payments should be remitted to: College of Charleston, Department of Residence Life and Housing, 40 Coming Street, Charleston, SC 29401.

### RENTAL FEES

- Telephones - \$3.00
- Ethernet Cords - \$3.00
- Bath Package -\$10.00
  - ▶ 2 bath towels, 2 wash cloths, 2 hand towels and 2 bath mats
- Bed Package - \$15.00
  - ▶ 1 fitted sheet, 1 flat sheet, 1 light weight blanket or wool blanket, 1 pillow, 1 pillow case
- Full Package - \$20.00
  - ▶ 1 fitted sheet, 1 flat sheet, 1 light weight blanket, 1 pillow, 1 pillow case, 2 bath towels, 2 wash cloths, 2 hand towels and 2 bath mats

\*Additional linen items are \$1.00 each.

## **LOST ITEM CHARGES**

Access Cards - \$20.00  
Keys/Key Fobs - \$65.00/\$15.00  
Ethernet Cords - \$20.00  
Phones - \$10.00

Full Linen Package - \$20.00  
Single linen items - \$5.00 each  
(pillows, towels, sheets, wash cloths, etc...)

## **DAMAGES**

- Door Replacement - \$300.00
- Walls (holes, painting, etc) - \$5.00/sq ft (4 sq ft minimum)
- Window Blinds/Screens - \$100.00
- Carpet Replacement - \$200.00 per room
- Damaged Outlets - \$50.00
- Light fixtures/globes - \$50.00
- Kitchen/Bathroom Sink/Faucets - \$100.00
- Toilet Replacement - \$300.00
- Refrigerator Replacement - \$400.00

\*Any damaged items not listed will be evaluated by the Department of Residence Life and Housing and assessed the appropriate fine.

## **FIRE AND LIFE SAFETY FINES**

- Tampering, or removal of any fire alarm or sprinkler system components - \$250.00
- Deliberate activation of a fire alarm or activation of a sprinkler system - \$250.00
- Damage, tampering or removal of any exit sign or emergency lights - \$200.00
- Failure to evacuate a building during an alarm - \$250.00
- Unauthorized discharge, tampering, damage to, or removal of a fire hose/standpipe - \$200.00
- Damaging, tampering or overriding any Fire Exit closures, magnetic locks, etc - \$250.00
- Damaging an emergency telephone in an elevator - \$200.00
- Unauthorized discharge, tampering or removal of a portable/fixed fire extinguisher - \$200.00
- Activation of a fire alarm due to unauthorized activity - \$100.00
- Damage to or removal of ceiling tile, fire stopping and draft stoppage - \$75.00/tile
- Damaging, tampering, taping, removal of lock, or propping door open - \$200.00

## **ADMINISTRATIVE FEES**

- Late Roster - \$25.00 (*per day*)
- Roster Changes - \$50.00 (*if submitted less than 7 days prior to arrival*)
- Returned check fee - \$30.00
- Failure to pay final invoice within 30 days – 15% late fee
- Unpaid invoices after 90 days – 33.3% collection fee

## **CANCELLATION POLICY**

A group may cancel the request for housing if done in writing 90 days prior to the group's arrival date. The Conference Housing Contract then becomes null and void. If a group cancels between the specified number of days prior to the arrival date, the group will be charged according to the policy listed below.

Cancellation is received within 90 – 61 days	15% of deposit will be refunded
Cancellation is received within 60 – 30 days	25% deposit is non-refundable
Cancellation is received within 29 – 15 days	Responsible for 50% of contracted housing
Cancellation is received within 14 – arrival	Full payment required