

# HMSC Group Housing FAQ Sheet

This sheet will discuss how to make a reservation at HMSC and will answer your questions about HMSC housing. Our group application is available on [our website](#).

## Eligibility:

Is my group eligible to stay in HMSC Housing?

- Your group must be visiting HMSC to engage in [mission-related](#) work or education.
- We have a complex priority system, but generally, groups comprised of OSU students and/or groups engaging in activities on the HMSC campus have a higher priority over groups participating in other activities in Newport or Lincoln County.
- HMSC housing is not intended to be a hotel. It cannot serve as a stopover point for groups not engaging in activities on campus or in the community while they are staying with us.
- Groups of OSU students coming to HMSC to participate in a full-term course are generally not eligible for group reservations. If you have a course group who may need an exemption, [email us](#).

Can I bring a K-12 group?

- No, all residents must be over the age of 18.

## How to make a reservation:

What do I need to know to request rooms?

- Your preferred move in and move out dates
- An estimated number of group participants
- Billing information
- Room preferences

How will I know if my application is approved?

- If you are applying for a group visiting during the academic year, you will receive feedback on your application by email after your budget authority has approved charges to their index or organization.
- If you are applying for the summer session, you will receive feedback only after your budget authority has approved charges to their index or organization. Based on the date of your application, you will hear on the deadlines listed below:
  - If you apply by March 1, you will receive a response by March 15.
  - If you apply by April 29, you will receive a response by May 6.
  - If you apply by June 3, you will receive a response by June 6.
  - After June 3, applications are processed as they come on a first come, first served basis.

What happens after my application is approved?

- We will contact you to schedule move in and move out.
- Your participants will each need to fill out our individual application, available on [our website](#).
  - Please do not forward the application to your participants until we let you know that it is ready. We need to manually add each group to the application form.

What if my participants have questions about the application?

- Please have applicants [email us](#) with their questions about the application. We will respond within one business day.

Payment information:

How do we pay for rooms?

- You have three options to pay for rooms:
  - Bill to an OSU index
  - Bill to an outside organization, agency, or company
  - Bill housing costs to participants

What payment forms are accepted?

- OSU Index
- OSU Student Account (the only option for housing being billed to OSU students)
- Check made out to Oregon State University
- Visa or Mastercard
- It may be possible to arrange a wire transfer or ACH payment, [email us](#) for more information.

Room Assignments and Roommates:

Do rooms have to be single gender?

- We typically make single gender assignments unless residents request to live in a gender inclusive room. We have three gender categories for single gender assignments: man, woman, and self-identified.

Who makes room assignments?

- We prefer to make room assignments so that residents do not need to disclose gender or disability information to instructors or group leaders if they don't feel comfortable.
- If you prefer, you can create room assignments and [email](#) them to us. However, if residents indicate they are uncomfortable with their room assignment, we may change the assignment without notifying the group leader depending on the situation.

Will my group members live together?

- We do our best to keep group members together. During the academic year, we are generally able to keep groups isolated from other residents on campus. During the summer, assignments will be made to make the most efficient use of space, and we cannot make any guarantees that your group will be assigned together.
- OSU students will only be assigned to rooms with other OSU students.

What if I have participants who need to be assigned based on ADA or FHA accessibility needs?

- Please have the participant [email us](#) as soon as possible to start the process of determining their needs. Some accommodations may require the participant to go through an approval process, which can take a significant amount of time, depending on the request and existing documentation.

Resident Responsibilities:

What happens if my participants violate policies?

- If the participant is an OSU student, they will be referred to the Office of Student Conduct and Community Standards. If the student will be permitted to remain in on-campus housing, you will not be notified that a student has been referred to SCCS. If your program is paying for housing and your participant loses the ability to remain in campus housing, you will be notified that their housing contract is cancelled but will not be given details.
- If the participant is not an OSU student, you may be notified of behavior issues, depending on the severity or frequency of issues. Behavioral issues may also be reported to the resident's home institution.

Moving in:

Where do we check in?

- HMSC Housing is on the HMSC campus near Guin Library. Check in will occur either in the Gazebo or Dining Hall, depending on the weather. HMSC's campus only has a few street addresses, so use the coordinates to get the most accurate [driving directions](#): 44.620883254106936, -124.04608871360276.

When can we check in?

- Groups moving in and staying for the full summer term should plan to move-in during one of our scheduled move-in days:
  - Sunday, June 12: noon to 7pm
  - Sunday, June 19: noon to 7pm
- If your group is arriving individually:
  - If they are all arriving the same day, we will choose a 2 to 3 hour window and have a check-in desk.

- If they are arriving over the course of a few days, I will email them instructions on how to sign up for a move-in appointment.
- If your group is arriving together:
  - We will schedule a time in advance for me to meet your group, go over safety information, and hand out keys.
  - If you are arriving on a Saturday or Sunday, we can only conduct check ins before 11am or after 3pm.

What should we bring with us to move in?

- Government-issued photo ID or an OSU ID. If participants are not OSU students, the IDs need to include their birthdate.
- If your participants are not OSU students or employees, they need to bring either proof of vaccination against COVID-19 or a negative COVID-19 test taken no more than 3 days prior to move-in.
- If you are paying for a group by check or credit card, you need to bring payment. Payment amount required will be discussed in advance.

Moving Out:

When do we need to move out?

- Move out time is noon. We can be flexible during slower times of the year, but the move out time is not negotiable between summer week 0 and fall term week 1.

How do we return the keys?

- You will return keys to HMSC housing staff. In some instances, staff may not be available for move out. In this case, you will be given directions to leave keys in rooms.

Do we need to clean rooms?

- You are responsible to leave clean rooms when you leave. We are able to offer rooms at discounted rates because guests have been responsible and tidy in the past.
- If you have stayed fewer than 5 nights, it is not necessary to do a full room cleaning before you leave, but you must remove trash and clean up any significant messes, like spills or hair in the sink.
- If you have stayed for 5 nights or more, your participants will need to have their rooms checked before they leave. You should have time in your schedule to have your participants clean and get their room checked before you leave.
- Sand on floors is the most common cleaning concern. Please have your participants rinse off dirty shoes and boots with our hoses and/or leave them outside on the deck.