

Facilities Operations and Building Services

Visiting Scholar/Faculty Housing Request

Use this form for Visiting Scholars or Faculty who will be sponsored by a UConn faculty member, department or school/college. Sponsors accept **full responsibility** for their Visiting Scholars or Faculty.

Requesting Department: _____

Department Contact Name: _____

Phone: _____

Email: _____

Sponsor's Name

Sponsors' Signature

Payment Source:

☐ Individual

☐ Department: Provide KFS Account _____

(Sponsored Programs approval needed if Grant funded)

Tenant Information

Visitor's Name: _____

Visitor's E-mail: _____

☐ Dean/Director ☐ Faculty ☐ Post Doc ☐ Other: _____

Arrival Date: _____ **Departure Date:** _____

Preferred accommodations

of Bedrooms _____ # of Bathrooms _____ Proximity to campus _____

Special Requests/Limitations: _____

Additional Comments: _____

Department Head's Name

Department Head's Signature

*Please note that the dates on this application will be the dates the Department/Guest will be billed for rent. Changes in arrival and departure dates must be approved by Facilities Operations and Building Services. If additional days are added to this contract, an additional cost will be incurred. Also, if there is a change to the Payment Source, Facilities Operations and Building Services must be notified prior to the signing of the lease.

Please submit completed form via email to FOBSRentalProperties@uconn.edu