



**ISU SPACE STUDIES PROGRAM (SSP) POLICY ON OVERNIGHT VISITORS
FOR PARTICIPANTS, TEACHING ASSOCIATES, AND SSP STAFF**

April 2014

Purpose

The purpose of this policy is to provide guidance to the SSP management team and SSP participants, Teaching Associate (TAs), and SSP Temporary Staff regarding visitors staying overnight in SSP lodging facilities. This policy is effective as of January 15, 2010. Revised April 4, 2014.

Policy

Because of the intensity of the Space Studies Program, participants, TAs and staff are strongly discouraged from accepting any visitors, including spouses, partners, friends, or family, at any time during the nine-week program. The rationale behind this policy is that the presence of visitors impedes the ability of a participant to share in the same experiences as their colleagues and interferes with their participation and reflection time. For TAs and staff, the presence of visitors interferes with their assigned SSP duties.

ISU is under no obligation whatsoever to provide lodging or lodging assistance for anyone visiting with a participant, TA or staff member. Everyone should be aware that some lodging sites do not allow visitors. ISU typically provides participants, TAs and staff with single-occupancy rooms that may not have adequate space for visitors. As well, lodging sites can change their visitor policies at any time without informing or obtaining consent from ISU. While ISU can and will assist in providing detailed information on the SSP lodging facilities, it is the responsibility of each individual participant, TA or staff member to determine the lodging site's capacity for and policy regarding visitors and to follow all policies and rules associated with visitors.

The responsibility for the visitor and his/her actions is solely that of the participant, TA or staff member. No liability can be assigned or attributed to ISU. Visitors shall not accept SSP provided meals without proper payment or other SSP provided goods and services. Visitors are forbidden from taking part in any academic activity of the SSP unless it is designated as public. Participants, TAs or staff members hosting visitors shall take responsibility for any and all extra charges for their visitors including any additional costs for sharing the room or the cost of a hotel room should the visitor be prohibited from staying in ISU provided housing.

Participants, TAs and staff members are required to request and obtain approval prior to hosting visitors during the SSP session. Visitor requests will be processed as indicated in the implementation section of this document. Requests for visitors in SSP provided lodging whose

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Space Studies Program

stay is in excess of two (2) weeks are strongly discouraged. Longer duration visits will be considered on a case-by-case basis when sufficient justification is provided. A completed Visitor Request form must be submitted to the SSP Logistics Coordinator at least two weeks prior to the arrival of the visitor(s). The Logistics Coordinator must approve the visit request and submit it for approval by the SSP Director. *Participants* are prohibited from having visitors during week eight (8) of the program.

Implementation

Approval to host a visitor in SSP-provided lodging may be obtained by completing the SSP Visitor Request Form, included with this policy. The Visitor Request Form must be submitted a minimum of two (2) weeks prior to the arrival of the visitor(s). Participants, TAs or staff members wishing to host visitors during the first two weeks of the program must submit the Visit Request Form at least three weeks prior to the official registration day of the session. Forms are to be submitted to the SSP Logistics Coordinator, whose contact information is provided on the ISU web site and who is located in the staff office area of the host site.

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Space Studies Program Visitor Request Form

SSP Participant, TA or Staff Member Name:	
Visitor Information	
Visitor's Name:	Relationship to Participant
Dates of Visit: from	to

I have read and fully understand the terms and conditions of the ISU Space Studies Program Policy on Overnight Visitors in the SSP Lodging Facilities. I agree to abide by the Policy and understand that failure to do so may result in the eviction of my visitor(s) or in my eviction from the lodging facility for the duration of the SSP session with no possibility of a refund.

Signed: _____
SSP Participant Signature Date

To be completed by the ISU SSP Logistics Coordinator

Date Received: _____

Approved NOT Approved

Approval Signature: _____ Date: _____
SSP Logistics Coordinator

Concurrence: _____ Date: _____
SSP Director

Upon approval or disapproval, a PDF copy of the completed request form shall be provided to the requesting SSP Participant, TA or Staff member. A PDF copy of the completed request form shall be kept as part of the SSP record until the session is completed. **Electronic signatures from all parties are fully acceptable and encouraged.**