



Hotel/Motel Long-Term Stay Rules and Guidelines



Questions?

Check with the Health Department.

Hotels and motels are frequently used as “long-term stay” facilities for a variety of reasons. Business and career moves generate the bulk of long-term stays, however, dislocated individuals or families, lower income individuals or families, and providing employee living quarters are other reasons for extended stay.

While long-term stays are beneficial in a variety of ways, sometimes problems for the community, public, employees and visitors of the hotel/motel may arise. Problems with long-term stay guests can be avoided by following these rules and guidelines:

- ☐ Always register all guests with their true names and addresses before giving room assignments! DHS code 195.11
- ☐ **No cooking in hotel rooms!** Unless the hotel has been designed and inspected for the installation, operation and use of cooking appliances, they are not allowed. **40% of Hotel/Motel fires nationwide are caused by cooking equipment!** If you want to allow cooking appliances, you must:
 - Check with your insurance company to be sure they will cover damages associated with the use of cooking equipment.
 - Provide the Health Department and Building inspectors proof that room(s) have been designed for these uses (e.g. electrical circuits).
- ☐ Do not allow extension cords and multiple power plugs in rooms. These rooms are not typically designed for this type of electrical load.
- ☐ No space heaters (or other like items) are allowed in hotel rooms.
- ☐ Weekly cleaning of long-term stay rooms and removal of trash twice/wk.
- ☐ Pets must be taken care of with food, water, and defecation facilities. Rooms must be cleaned routinely and adequately maintained.

Long-Term Stay Checklist

- ☐ **Guest Registration**
 - Signed agreement stating the terms/conditions
 - True names/addresses
 - Accurate check-in/check-out dates
- ☐ **Fire Safety**
 - Check smoke detectors often to be sure they work and have not been disconnected.
 - Do not allow cooking equipment.
 - Do not allow grease-producing appliances on balconies (e.g. grills).
- ☐ **Sanitation**
 - Routine cleaning, regardless of patron wishes.
 - If you allow pets, rooms must be maintained sanitary at all times.
 - Report issues with sanitation to the Health Department
- ☐ **Safety/Patron Issues**
 - Contact the police with any safety concerns that arise (e.g. alcohol, domestic issues).



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