



LASSEN COUNTY OFFICE OF EDUCATION SHORT-TERM RENTAL (i.e., Airbnb) USAGE PROCEDURES FOR STAFF

The purpose of the Short-Term Rental Usage Procedures is to establish guidelines for booking and utilizing companies such as Airbnb or VRBO properties for LCOE staff travel needs, ensuring a smooth and cost-effective experience.

1. Eligibility:

- Only authorized LCOE staff members may book a Short-Term Rental properties for work-related travel.
- Booking is allowed for overnight stays associated with LCOE events, conferences, or trainings.

2. Approval Process:

- Pre-Approval: All bookings must be pre-approved by the staff member's immediate supervisor or department head.
- Budget: The total cost of the Short-Term Rental stay must be less than or equal to the cost of a comparable hotel stay in the same area.

3. Book Procedures:

- Platform: Use Airbnb, VRBO, or other well-known booking company to search for suitable properties, ensuring the property meets **safety, security, and comfort standards.**
- Property Selection: Choose properties that are within a reasonable distance from the event or meeting venue, and that offer appropriate amenities for work-related needs (Wi-Fi, workspaces, etc.).
- Under now circumstances may an employee book a "Room" within a home where others are living or staying. The property must guarantee that is can be secure and safe.
- Booking: The staff member must reserve the property under their name and ensure payment is made according to LCOE's travel reimbursement policy.

4. Payment & Reimbursement:

- Payment Method: Payment may be made through a personal card and reimbursed or using an LCOE credit card (if applicable).
- Reimbursement: Submit receipts and proof of payment to the LCOE Business Department for reimbursement, along with a travel expense form.

5. Stay Expectations:

- Conduct: Staff members must follow all property rules and respect the host's property.



Patricia Gunderson
Superintendent

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- Check-In/Out: Ensure check-in and check-out times align with event schedules. Communicate any changes to the host.
- 6. Safety & Security:**
- Emergency Contact: Keep the host's contact information on hand for emergencies.
 - Safety Measures: Ensure the property complies with basic safety requirements, including working smoke detectors, secure locks, and emergency exits.
- 7. Reporting Issues:**
- If issues arise during the stay (e.g., cleanliness, safety concerns), staff should immediately contact the host and report to their supervisor.
- 8. Accountability:**
- If any damage to the property is reported and determined to have been caused by the LCOE staff member during their stay, the staff member will be held personally responsible for the cost of repairs or replacement.