

**Doctor of Ministry Program**  
***Request for Guest Room***

Your Name: \_\_\_\_\_

Title: \_\_\_\_\_ Church/Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone Numbers: \_\_\_\_\_  
Home Office Fax

E. Mail Address: \_\_\_\_\_

**Your Reservation**

I will be arriving by (please check one) \_\_\_\_\_ Airplane \_\_\_\_\_ Car \_\_\_\_\_ other

Airport: \_\_\_\_\_ Flight #, arrival time: \_\_\_\_\_

Estimated Arrival Date and Time: \_\_\_\_\_

Estimated Departure Date and Time: \_\_\_\_\_

Number of Nights: \_\_\_\_\_

**Room cost is \$60.00 per night. NOTE: 21 beds are available, please reserve early.**

If possible, I wish to share a room with: \_\_\_\_\_

**Check In and Key Procedures**

**Have you been assigned an ID/Keycard?** YES  NO

**YES:** Please remember to bring your ID/Keycard with you so that you can come directly to guest housing and have direct access to the 1400 building, your suite and room.

**If you do not have an ID/Keycard or misplaced yours:**

You may pick up your key and information at the following locations:

- If you are arriving between the hours of 8:30AM-4PM, Monday – Friday: front reception desk at 5460 S University Ave.
- Arrivals after 4:00 p.m. or on the weekends: LSTC Security Desk at 1100 E 55<sup>th</sup> Street.
- Arrangements must be made in advance to Federal Express your key and information to your home or office. You will be charged an additional \$17 for this service.

**Check Out Procedures:**

Checkout time is Noon. You can make arrangements with the Resident Life office to hold your bags if you are planning to stay past the checkout time.

Early check-outs must be arranged in advance with the Residence Life Director and must be put in writing in order not to be charged. Otherwise a guest fee will be applied to your student account.

If you have questions or concerns, call Diane Sinish at 773/947-2950 or e-mail at [dsinish@mccormick.edu](mailto:dsinish@mccormick.edu)

**Return Completed Form to:**

Diane Sinish, Residence Life Director  
McCormick Theological Seminary  
5460 S University Avenue, Chicago, IL, 60615

FAX: 773/288-5238