

## REQUEST FOR GUEST HOUSING THROUGH DEPARTMENT

Person making the reservation:

Department or Group Name:

Department to be charged:

Budget or account # to be charged:

Number of Guests:

Date of Arrival and Time:

Date of Departure and Time:

Please place a number along the name of each guest to indicate instructions for keycard distribution:

- (1) Leave keycard at the front reception desk (must arrive between 8:30AM-4:30PM, Mon-Fri)
- (2) Leave keycard at the LSTC Security desk (must arrive before 10PM. Note: open on weekends)
- (3) Federal Express keycard (RL charges \$17 per mailing. Give mailing address - cannot use PO Boxes)
- (4) Make a Personal Plan on ID/Keycard (option available only if guest has an assigned ID/keycard)
- (5) Give keycard(s) to the following person:

Example: John Doe (2), [johndoe@johndoe.com](mailto:johndoe@johndoe.com)

Name of guest (s): please make sure you include their contact information (email address or telephone number), and mailing address if you select the Federal Express option.

Other Special Instructions:

Cost for Guest Housing      \$60.00 per night for each person; \$90 per night per couple/shared  
(children under five years old will not be charged)

**We cannot guarantee that your request can be granted without at least one-week notice.**

Authorized Signature:

Date:

*Return form to: Diane Sinish, Director of Residence Life*