



## GUEST APARTMENT

#216 OR #219

TENANT NAME(S) \_\_\_\_\_

TENANT(S) APARTMENT NUMBER \_\_\_\_\_

GUEST NAME(S) \_\_\_\_\_

NUMBER OF GUESTS \_\_\_\_\_ ADDITIONAL BED NEEDED? \_\_\_\_\_

\*There is a double pull out sofa bed in #216 that sleeps two. There are two twin beds in #219. Please indicate if you would like an additional bed to be put in the room for your stay.

GUEST ARRIVAL DATE \_\_\_\_\_

GUEST DEPARTURE DATE \_\_\_\_\_

Please indicate if your stay is to be charged to resident's account \_\_\_\_\_

**\*RATES:**

#216: 1 PERSON/\$80 PER NIGHT OR 2 PERSON/\$95.00 PER NIGHT

#219: \$120 per night (maximum of 4 people): **Payment due in advance of stay unless adding charges to resident account**

\*Meals are not included in nightly rate:

Breakfast= \$7.00 / Lunch & Dinner=\$10 (meal charges can be added to your account later or you can leave payment when you check out)

\*Check in at 4pm / Check out at 11 am

\*Please leave key at Resident Services (3<sup>rd</sup> floor to the left of the main entrance as you enter Longview. If departing on the weekend please leave the room key in the apartment or in mailbox located at the Resident Services offices).

\*Cancellation policy: reservations that are cancelled within 7 days of first night's stay will be subject to a fee equivalent to 50% of the total reservation cost.

\*Checks can be made out to Longview. Credit cards not accepted.

\*Please call Nicole Cokely at 375-6320 if you have any questions.