DINÉ COLLEGE

Residence Life Program

Guest Registration Form

Guest Name: _____
LAST FIRST MIDDLE

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____

Emergency Contact: _____
NAME Ph# RELATION

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NAME Ph# RELATION

Organization: _____ Event Attending: _____

Arrival Date: _____/_____/_____ Departure Date: _____/_____/_____

INVOICE#: _____ RECEIPT#: _____

NOTES:

Office Use Only:

HALL: _____

Room Number: _____

Key Number: _____

Room Rate: _____

Number of Nights: _____

Amount Paid: _____

ResLife Staff: _____

After Check out:

Key Returned: YES ◯ NO ◯

*If not, AMOUNT CHARGED: _____

Vehicle Registration:

Make of Your Vehicle: _____ Type: _____ Year: _____ License Plate: _____ State: _____

Color of Vehicle: _____ DC Permit (if applicable): _____

Room Rates per Night:
$35.00 – Single Occupancy
$50.00 – Double Occupancy
Guests must provide their own linen, blankets, towels, etc.

Linen Fee:
$8.00/package, if available.
Linen packages include a mattress pad, blanket, fitted/flat sheets, a towel and washcloth. A pillow/pillowcase will be included if available.

Lost Key Fee:
$20.00 fee per key
$30.00 for lock change

Payment Information:
Reservations and payments are the responsibility of Guest. Housing charges are based on the number of nights a room has been reserved. An invoice will be sent to Cashier's Office for verification and payment can be made with the Cashier's Office by Credit Card, Cash, or by Cashier's Check. Note: *The College does not accept Personal Checks.* Please call 928.724.6684 (Finance Office) for more information on payment.

Room Keys:
Halls are locked 24/7, the room key provides access to assigned room/hall.

Accommodations:
If any guests require special accommodation based on a medical condition or disability, please notify the Residence Life Manager at the time of your request to discuss the type of accommodation needed.

Check-In/ Check-Out.
Guests must **check out** by 12:00 noon. Exceptions to these times must be approved by the Residence Life Office in advance and will be subject to room availability. Guests checking out after 12:00 noon, without prior approval, will be billed for an additional night at the applicable rate.

Other Information:
The Residence Life Office must approve all special requests. Call 928.724.6782 or email residencelife@dinecollege.edu.

All guests must abide by the Residence Life Policies and Student Code of Conduct. _____ (initials)

Student Code of Conduct link: https://www.dinecollege.edu/wp-content/uploads/2020/07/Student-Code-of-Conduct-02.07.2020-2-06.08.2020-1.pdf
Residence Life Handbook link: https://www.dinecollege.edu/wp-content/uploads/2021/04/Residence-Life-Handbook.pdf

Guest Signature: _____ Date: _____