

Johnson State College • Conference and Event Services

Guest Apartment Reservation Form

The Guest Apartment is comprised of 2 bedrooms (one with a queen and the other with 2 twins), a full bathroom, and a combination furnished-dining room/living room with a pullout sofa. The kitchen is equipped with microwave, coffee maker, toaster, teakettle, limited cookware and dinnerware for four. Cable TV and local phone service is provided. Long distance service can only be accessed with a personal calling/phone card. The phone number for the apartment is (802) 635-0401. Another amenity for guests is use of the SHAPE Facility throughout their stay.

Prices are based on guest checking-in **after 2:00pm** and checking-out **by 10:00am**. Additional time on either end may be charged accordingly. Please read over the terms of reserving this space prior to signing. Once this form is signed and returned to CES, this is a binding contract and all fees/penalties will apply.

*****All information below MUST be completed before the Guest Apartment can be reserved.*****
Form should be completed, signed and returned to CES. Once processed, a confirmation copy will be sent upon request for your records.

GUEST INFORMATION:

Guest Name: _____ Phone Number: _____

Address: _____

Requested Arrival Date: 20 Requested Departure Date: 20
MO. DAY YEAR MO. DAY YEAR

Estimated Arrival Time: PM Estimated Departure Time: AM

Purpose of stay: _____ Total # of Guests:

Guest Affiliation:

JSC Faculty/Staff Guest of JSC Faculty/Staff External Guest

ADDITIONAL INFORMATION: (if applicable, provided by person making reservation)

Name: _____ Phone Number: _____

JSC Department: _____ Email Address: _____

PAYMENT INFORMATION: (reservations **will not** be confirmed without a valid credit card or JSC budget number provided at time of request)

Card Holder's Name (as it appears on card): _____

Credit Card Type*: Credit Card #: _____ Expires: _____
VISA MC

JSC Budget Number: _____ Department: _____

Authorized Signature: _____ Date: _____
(signature required to process credit cards and JSC budget account numbers)

PLEASE SEE REVERSE SIDE FOR TERMS OF AGREEMENT, FEES, RATES AND SIGNATURE.

