

WELCOME!

to your VIP Room

Guest apartments in residence halls are primarily for faculty of staff who are seeking a long term residence while working on research or a university-related subject. All apartments are located within an undergraduate residence hall, so please be aware that living in a residence hall may not be conducive to a quiet lifestyle. Residence halls are highly active and frequently noisy; policies and procedures will not be altered to accommodate your needs.

Your accommodations

All rooms in Owen Hall are single rooms with one bathroom. These rooms are designed for one person and are not intended to accommodate more people. Please see the last page of this form for a layout of the room.

Room Amenities:

- Alarm clock
- Elevated bed
- Air conditioning
- Television with cable service
- Desk, desk chair, and dresser underneath the bed
- Internet service in room and throughout Owen Hall
- Mattress, blanket, pillow, pillowcase, flat sheet, fitted sheet, and towels
- Microwave and small refrigerator with **no** freezer included (4 cubic ft.)
- For guests staying more than seven days: Once a week, your trash will be emptied, your linen will be exchanged, and your bathroom and shower will be cleaned by facilities.

• Owen Hall Amenities:

- **Every floor:** Study lounges
- **1st floor lobby:** ATM, public computer area, meeting spaces, and Service Center
- **Lower level:** Community kitchen, laundry room, filtered water and ice machine, and game room with pool table, ping pong, and TVs

Other important things to note:

- No room service
- No wake-up calls
- Your room payment is strictly for the room rental
- Flexible dining plan options are available at an additional cost
- Check-in time is 3:00 p.m. or later and check-out time is 11:00 a.m. or earlier
- MSU is a tobacco and smoke-free campus as of 2015. To learn more about this ordinance, please visit tobaccofree.msu.edu

Service Centers



Your Service Center offers many resources, including general information, item and key rentals, linen exchanges, maps, game room supplies, and emergency maintenance requests. Locations and hours can be found by visiting liveon.msu.edu/service-centers or by scanning the QR code.

Safety and Security

Your access card is required for access to living wings and elevators, along with entrances to all residence halls after hours. Emergency phones are also located in each hallway and connect directly to 911.

Parking



Short-term parking is available in front of Owen Hall via parking meters. Long-term parking should be arranged by the host department by contacting the Department of Police and Public Safety at parking.msu.edu/visitor-parking or by scanning the QR code.

Eat at State

Owen Hall features MSU's only allergen-free dining hall, Thrive, and a Sparty's convenience store with meals, snacks, and beverages. In addition to Owen Hall, there are other dining halls and Sparty's convenience stores located around campus. For dining plan information, hours of operation, and locations, please visit eatatstate.com

Payment Information

Payment Methods

- Full payment is required at the time of check-in. No exceptions.
- MSU's Residence Education and Housing Services department maintains cashless operations within their Service Centers. Service Centers accept credit and debit cards only. Credit cards accepted include American Express, Discover, MasterCard, and Visa.
- Cash and checks may be deposited at an MSU Federal Credit Union ATM or branch location. For a list of campus branch locations, please visit msufcu.org/locations/
- Guests may charge to their host department's university account

Rate Information

- A nightly rate of \$87.00 is available. Please note, no credit will be given for early departure.

For guests seeking enhanced overnight accommodations or short-term stays, please contact the Kellogg Hotel and Conference Center at [800-875-5090](tel:800-875-5090) or visit kelloggcenter.com/

Owen Hall Room Layout

All rooms in Owen Hall are single rooms with one bathroom. These rooms are designed for one person and are not intended to accommodate more people. Please see the last page of this form for a layout of the room.

- Floor plan dimensions are approximate- room size and furniture dimensions can vary.