

Visiting Scholars Room Agreement: Policies and Rules for Owen Hall

Please read the statements below, then type in your name and date to show that you understand and agree to the policies and rules of Visiting Scholar Rooms in Owen Hall.

- 1.) Reservations are required in advance. Walk-in business is not accepted.
- 2.) Room rental in Owen Hall is only allowed for individuals affiliated with Michigan State University. This includes Visiting Scholars and/or students conducting business, attending programs, internships, or performing research.
- 3.) Departments paying for their guest must complete all sections and are responsible for their guests and any unpaid charges or damages.
- 4.) Room reservations will only be held when all paperwork is submitted by the hosting department. Requests for rooms will be honored for 5 business days to allow time to complete and return paperwork.
- 5.) All guests who are paying for their own accommodations may pay by a Visa or Mastercard credit card.
- 6.) The minimum payment is \$153.00. The 2023/2024 rate is \$51.00 per night.
- 7.) Any changes or cancellations to a confirmed reservation must be made at least 72 hours in advance. Changes must be confirmed in writing. Failure to cancel will result in a departmental charge of \$51.00 (one night's rate).
- 8.) All guests must abide by Residence Hall, University, State and Federal policies and laws.
- 9.) MSU is a tobacco-free university entirely, including outside areas.
- 10.) All rooms are single occupancy. Additional guests are not allowed overnight.

Visiting Scholars Room Agreement: Policies and Rules for Owen Hall (cont.)

Please read the statements below, then type in your name and date to show that you understand and agree to the policies and rules of Visiting Scholar Rooms in Owen Hall.

- 11.) Most halls have an internal security system to enhance resident safety. Emergency phones are located in each hallway and access to rooms and floors require keys or access cards 24/7.
- 12.) Check-In time is 3:00 p.m. The Owen Hall front desk is open 24 hours a day.
- 13.) Check out time is 11:00 a.m. You must check out on your date of departure. There is a \$75.00 charge for failing to return a room key and a \$20.00 charge for failing to return an access card.
- 14.) Late check-outs will be charged an additional day.
- 15.) Parking for guests must be arranged by the host department, as it may be limited in some locations. Contact the DPPS Parking Office to make arrangements at <https://parking.msu.edu>.
- 16.) There is no room service. The nightly charge for the room does not include meals. Meals can be purchased at River Walk Market by cash or credit card, or THRIVE (an allergen-friendly dining hall) by credit card only. Please visit <https://eatatstate.com> for more information, as locations may have limited hours.

I have read the policies listed above and agree to them:

Name: _____

Date: _____

NOTE: Owen Hall is not a hotel, it is an upperclassmen residence hall primarily designed for students who are seeking a long term residence while working on their degree. This residential building is ideal for those graduate, professional, and undergraduate upperclassmen who desire a living environment conducive to study, along with the privacy of a single room. Visiting Scholar Rooms are for short term guests conducting business at MSU.

Request and Confirmation Form for Guest Apartments

Please complete the section that is titled "Request for Overnight Accommodations-Guest Information" and return to Conference Services by emailing it to parke219@msu.edu

Request for Overnight Accommodations- Guest Information

<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Last Name	First Name	Gender
<input type="text"/>	<input type="text"/>	
Arrival Date	Departure Date	
<hr/>		
<input type="text"/>	<input type="text"/>	
Guest Home Address	City, State, Country, Zip Code, Postal Code	
<input type="text"/>	<input type="text"/>	
Guest E-mail Address	Guest Phone Number	

Host Department Information

<input type="text"/>	<input type="text"/>
Name of Department Contact	Campus Phone Number
<input type="text"/>	<input type="text"/>
Contact's E-mail Address	Contact's Phone Number
<hr/>	
<input type="text"/>	<input type="text"/>
Name of Department	Departmental Address
<input type="text"/>	<input type="text"/>
Account Name	Account Number

<input type="checkbox"/>	GUEST PAY- Full Payment required at time of check-in	<input type="checkbox"/>	Use Tax
<input type="checkbox"/>	MSU DEPARTMENTAL PAY- Lodging Worksheet must be returned with this form		

Conference Services: Reservations Office

RESERVATION CONFIRMED

NO ACCOMMODATIONS available on dates requested: _____

Reservation Number: _____ **Reservations by:** _____ **Room Number:** _____

X + =
Rate per Night Nights Total

Special Notes: _____

Residence Education Staff

Last Name **First Name** **Gender**

Date Checked-In **Time (AM/PM)** **SRC** **Key Issued- Code #:** _____
Owen Prox. Card #: _____

Guest must pay at Check-In **Cash** **Other**
Total Due: \$ _____ **Invoice #:** _____
Amount received: \$ _____ **EBS E-Doc #:** _____ **CC** **Dept.**

Date Checked Out **Time (AM/PM)** **SRC**

Key Issued- Code #: _____
Owen Prox. Card #: _____
Facilities Date: _____
Form Saved Date: _____

Special Note: _____

Traveler Information

Traveler's Business Affiliation: _____

Traveler Status (please check only one):

- Consultant**
 Research Collaborator **Non-enrolled Fellowship recipient**
 Visiting Researcher/Lecturer **MSU Undergraduate or Graduate Student**

Is the individual being compensated by MSU? **Yes** **No**

(Please note that University accounts can NOT be charged if the individual is on MSU payroll)

Business Purpose for incurring expense:

Citizenship Status: **United States Citizen** **Non-Resident Alien**

If not a United States Citizen, please provide the following:

Visa Type (Ex. F1, J1): _____

Country of Citizenship: _____

(Please note that University accounts can NOT be charged for Visa type B2 unless the guest and their host department have completed MSU form titled, "Certification for International Visitors Entering the U.S. With B1/WB1 or B2/WB2 Visa status." See Manual of Business Procedures Section 77, Exhibit 77-D).

