

VIP ROOM AGREEMENT FORM

Policies and rules for VIP rooms in Owen Hall

- 1.) Reservations are required in advance. Walk-in business is not accepted.
- 2.) Apartment rental 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 and return the **“Request and Confirmation Form for Guest Apartments.”** Departments are also 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. There is a 3-day minimum stay.
- 5.) All guests who are paying for their own accommodations may pay by a Visa or Mastercard credit card.
- 6.) The minimum payment is \$261.00. The 2026/2027 rate is \$87.00 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 \$87.00 (one night’s rate).
- 8.) All guests must abide by Residence Hall, University, State and Federal policies and laws.
- 9.) Michigan State University is a tobacco-free and smoke-free university. For more information on these policies, please visit <https://tobaccofree.msu.edu>
- 10.) All rooms are single or double occupancy. Guests are allowed overnight, however, they may not stay more than three nights.

VIP ROOM AGREEMENT FORM *continued*

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- 11.)** A valid MSU ID or access card is required for access to living wings and elevators, along with building entrances after hours. Emergency phones are also located in each hallway and connect directly to 911.
- 12.)** Check-In time is 3:00 p.m and should be arranged in advance.
- 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 by debit or credit card only. Nearby locations include THRIVE (an allergen-friendly dining hall), the Gallery at Snyder-Phillips Hall, and South Pointe at Case Hall. Please visit <https://eatatstate.com> for hours of operation.

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

NAME: _____

DATE: _____

PLEASE NOTE:

Guest apartments in residence halls are primarily for faculty or 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.

REQUEST AND CONFIRMATION FORM FOR GUEST APARTMENTS

Please complete **ALL** sections of this form and email it to **parke219@msu.edu** when completed.

Request for Overnight Accommodations- Guest Information

		☐
Last Name	First Name	Gender
Arrival Date	Departure Date	
Guest Home Address	City, State, Country, and Zip/Postal Code	
Guest E-mail Address	Guest Phone Number	

Host Department Information

Name of Department	Department's Address
Account Name	Account Number
Name of Department Contact	Campus Phone Number
Contact's E-mail Address	Contact's Phone Number

☐ GUEST WILL PAY (Full Payment required at time of check-in)	☐ USE TAX
☐ MSU DEPARTMENT WILL PAY (Lodging Worksheet must be returned with this form)	



REQUEST AND CONFIRMATION FORM FOR GUEST APARTMENTS

continued

Traveler Information

Traveler's Business Affiliation: _____

TRAVELER STATUS (Please check only one)

- ☐ Consultant ☐ Research Collaborator ☐ Researcher/Lecturer
☐ Non-enrolled Fellowship Recipient ☐ MSU Undergraduate or Graduate Student

Is this individual being compensated by MSU?

(Please note that university accounts can **not** be charged
if the individual is on MSU payroll)

☐ Yes ☐ No

Business purpose for incurring expense

CITIZENSHIP STATUS (Please check only one)

☐ United States Citizen ☐ Non-Resident

CITIZENSHIP INFORMATION (If not a United States citizen)

Visa Type (Examples: F1, J1, etc.): _____

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 the MSU form titled, "**Certification for International Visitors Entering the U.S. with B1/WB1 or B2/WB2 Visa status.**" Please see Manual of Business Procedures Section 77, Exhibit 77-D.

REQUEST AND CONFIRMATION FORM FOR GUEST APARTMENTS

continued

University Conference Services: Reservations Office *(FOR OFFICE USE ONLY)*

☐	RESERVATION CONFIRMED					
☐	NO ACCOMMODATIONS AVAILABLE ON DATES REQUESTED: _____					

Reservation Number	Reservations by	Room Number				

	x		+		=	
Rate per night		Number of nights				Total
SPECIAL NOTES: _____						

Residence Education Staff: Check-In and Check-Out *(FOR OFFICE USE ONLY)*

		☐
Last Name	First Name	Gender

Date Checked In	Date Checked Out	
Time Checked In (Please include AM/PM)	Time Checked Out (Please include AM/PM)	
SRC: _____	SRC: _____	
Key Code: _____	Key Code: _____	
Prox. Card Number: _____	Prox. Card Number: _____	
	Facilities Date: _____	
	Date that form was saved: _____	

☐ GUEST MUST PAY UPON CHECK-IN		
Total due: _____	Amount received: _____	
Invoice Number: _____	EBS E-Doc Number: _____	
☐ CASH	☐ CREDIT CARD	☐ DEPARTMENT ☐ OTHER