

RESERVATION FORM – Accommodations available from Friday, May 19 - Wednesday, August 9, 2017

NMC – East Hall on Main Campus

1701 East Front Street

Traverse City, MI 49686

Phone: 231-995-1400/ Fax: 231-995-1399

E-mail: nmchousing@nmc.edu

\$35.00/night/person – Double Occupancy (with roommate)

\$55.00/night/person – Single Occupancy (no roommate)

\$90.00/night/family – Two rooms sharing a bathroom.

Please specify if you need special accommodations or if you have a hard time climbing stairs.

Room Type:

Name:

Rate: \$ per/night + 6% tax

Address:

Arrival Date:

City & State:

Departure Date:

Zip Code:

of Nights:

of People:

E-mail:

Payment Due:

Cell Number:

Payment Terms: Your balance is due upon arrival. Visa, MasterCard, Discover, Debit, money order, check, and cash are accepted.

Reason for Stay:

Linens can be reserved for an additional **\$15.00/stay/person**. Includes - bottom fitted sheet, top sheet, blanket, pillow case, wash cloth and a bath towel. Please circle option: **YES** **NO**

Note: Pillows provided at no additional cost.

Accommodations:

- **Check-in is between 4:00 PM – 10:00 PM. Guests will be charged an additional \$50.00 fee if not checked in by 10:00 PM.**
- **Check-out is before 11:00 AM. Front desk hours daily 9:00 AM – 10 PM. If leaving before 9:00 AM, leave key and access card in brown box on counter.**
- **East Hall is located by Chestnut Parking Lot off College Drive. Parking is free.**
- **Follow walkway to the front of the building that faces the grassy open area. The door to East Hall will be locked. Please read directions posted on the door on how to gain access. An access card will be issued upon check-in.**
- The residence hall is set in a suite arrangement, two rooms housing two people each and connected by a shared bathroom.
- Each room has two twin, x-long beds, desks/chairs, dressers, box fan and a mini fridge/freezer/microwave. If you bring your own TV, 100+ channels are available free through Charter. Rooms are not air conditioned, but a box fan is provided.
- Complimentary toilet paper and trash bags are available, as well as some toiletries. Check with front desk associate.
- There is a toaster, Kuerig, coffee maker, television and computers available for use in the lobby. Laundry facilities on site.
- Free wireless internet is offered. Bikes are available to use for a small rental fee. Ask front desk associate for details.
- Quiet hours will be enforced from 11:00 PM to 8:00 AM nightly. Entire campus is non-smoking. Pets are not allowed.
- Cafeteria will be open on a limited basis. Many restaurant options are conveniently located close by.
- **NMC Residence Hall is a drug and alcohol free environment. Possession of these substances on campus is strictly prohibited. A violation will result in immediate dismissal from the residence hall. Those dismissed from the residence hall will not be allowed in the living areas and will be prohibited from future on-campus housing.**
- I agree to depart accommodations by check out time and on the date indicated.
- I understand that the management of this facility reserves the right to refuse services to anyone.
- I understand that Northwestern Michigan College will not be responsible for accidents or injury to guest or for loss of property or values. I also understand there will be an extra charge for lost key, access card or damaged items.
- I understand that I must abide by and adhere to the *policies and procedures set out by Northwestern Michigan College.
- I understand smoking and consuming drugs/alcohol is prohibited and could result in removal from the NMC's campus.

Signature: _____ Date: _____

Please fill out, sign and return form. An e-mail confirmation will be sent out upon receipt of completed form. A cancellation e-mail or phone call is appreciated if your plans change and you won't be needing accommodations in East Hall...Thank You

***Policies for all residents and other information can be found at nmc.edu/housing. Follow East Hall link.**

