



# Accommodation Request Form

## Emu House

526 St. John's Street, Ypsilanti, Michigan 48197

|     |   |  |
|-----|---|--|
| 1.  | Department:                                       |  |
| 2.  | Department Address:                               |  |
| 3.  | Guest Name(s):                                    |  |
| 4.  | Check in Date:                                    |  |
| 5.  | Check Out Date:                                   |  |
| 6.  | Reason for Accommodations:                        |  |
| 7.  | Booking Client Name & Title:                      |  |
| 8.  | Booking Client Phone & Mobile:                    |  |
| 9.  | Guest Cellular Number:                            |  |
| 10. | Payment (Org & Fund)<br>or Personal Pay:          |  |
| 11. | Signature of Dean/<br>Department Head (Required): |  |

- President's Office Staff will respond to the requested date(s) based on the President's schedule and the current occupancy schedule. *Please note that once emu house is reserved, the President's Office reserves the right to change your check-in and check-out time based on availability. Stays are at the discretion of the President.*
- Two reserved parking spaces are provided at emu house for guest use only.
- Please submit this form to William Pollard by email at [william.pollard@emich.edu](mailto:william.pollard@emich.edu)
- Once the accommodation form has been reviewed and approved, you will receive a contract for the use of emu house including a detailed invoice for the scheduled stay.
- Rates: \$35 per day, \$250 one-time cleaning fee. Excessive cleaning or missing items will be charged to the requesting department org./fund.