



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) or Personal Pay:	
11.	Signature of Dean/ 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
- 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: \$25 per day, \$250 one-time cleaning fee. Excessive cleaning or missing items will be charged to the requesting department org./fund.