

Culture and Heritage Houses Overnight Stay Application

PLEASE NOTE: Only official university guests, who are contributing to the academic and/or diversity mission of WSU, are eligible to stay in the Culture and Heritage Houses.

Name of guest(s):

Arrival date/time: _____ Departure date/time: _____

Please explain the nature of this visit and how it contributes to the academic and/or diversity mission of WSU.

Sponsoring Unit/Department/Group: _____

Name of host (WSU Employee): _____

Department: _____ Title: _____

Phone: _____ Email: _____

Please indicate which house you would like to stay in:

- Asian Pacific American Cultural House Casa Latina Native American Cultural House

I agree to the following:

I was provided with a copy of the **Culture and Heritage Houses Policies**. I have read and understand the policies and will ensure all parties related to this reservation follow the guidelines described therein.

In addition, linens and towels are available in the guestrooms for use and need to be placed in the laundry hamper provided before departure. Keys need to be returned to the administrative office and any problems reported upon leaving. Administrative Office hours are 8:00 to 5:00 daily, Monday through Friday. In the event that a departure time conflicts with the office hours, contact the office in advance to make arrangements. Please ensure that all doors are locked when you leave the house. If paying by IRI, please present a signed IRI at check-in or before.

PLEASE CALL FOR RENTAL AMOUNT (509) 339-6172

INTENDED PAYMENT TYPE: **IRI** **CASH/CHECK**

Number of nights: ____ x Rate per night \$ ____ + One time cleaning fee \$25.00. Total due \$ _____

Signature of Host: _____ **Date:** _____

Signature of Guest (if applicable): _____ **Date:** _____

INTERNAL USE ONLY

Monies received by: _____ **Date:** _____

Total amount collected: \$ _____ Check number _____ Cash _____ IRI _____

Key checked out to: _____ **Title:** _____ **Date:** _____