

## Lodging Reservation Agreement

### Guest Information:

First and Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

License Plate Number \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Phone \_\_\_\_\_

### Reservation Information:

Arrival Date \_\_\_\_\_

*Check-In Time is 3 p.m.*

Departure Date \_\_\_\_\_

*Check-Out Time is 9 a.m.*

Room Type:  Single Occupancy  Double Occupancy - Rooming with \_\_\_\_\_  
\$75 per night + 6% tax \$55 per night/per person + 6% tax

Special Lodging Preferences:  None  No Stairs  Other \_\_\_\_\_

### Keys:

- I will arrive during normal business hours (Monday through Friday 9 am to 5 pm) and will pick up my key at the Visitor Center Reception Desk.
- I will arrive after normal business hours. Please place keys in the Key Box outside the Visitor Center front doors and send me instructions on how to access the box.

### Payment Information:

Credit Card# \_\_\_\_\_ Exp Date \_\_\_\_\_ CCV# \_\_\_\_\_

Paying for  Self  Self & Guest(s)—Name(s) \_\_\_\_\_

### Policy Information:

**Cancellation Policy:** If you need to cancel your reservation, contact the Hospitality Coordinator, in writing. Reservations, cancelled less than 24 hours prior to your scheduled arrival, will result in a charge to your credit card for the full amount due.

**Change Policy:** Changes will be accepted by the Hospitality Coordinator prior to your reservation date. We will do everything we can to accommodate your change, but may not be able to do so. Thank you for your understanding.

**Use of Kitchen Facilities in Housing:** Guests are responsible for supplying their own food and drinks in lodging. Guests must clean kitchen areas upon departure, leaving these areas in the same condition as when they arrived.

**Replacement Key(s):** If keys are not returned, a \$10.00 replacement fee will be charged to your credit card.

**All activities on Pierce Cedar Creek Institute property must be peaceful and lawful; must not interfere with the rights of others; must not obstruct the free movement of persons about the facility. Alcohol and smoking are prohibited on Pierce Cedar Creek Institute property.**

**Liability and Damages:** If the Institute determines that more than standard clean-up is required at the conclusion of your stay, a fee for clean-up and/or actual replacement costs for damages to Institute property will be charged to you. The Institute shall have no liability of any sort for the damage or loss or any personal property brought onto Institute premises. You assume full responsibility for any damage, loss, injury, or liability of any nature whatsoever to people, property or Institute property caused by you. You understand that you are solely responsible for any and all accidents or injuries to persons or property resulting from use of Institute facilities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***As signatory, you are responsible for knowing and abiding by the above policies.***