

**Delta State University
Cassity Hall Reservation Form**

Guest Name: _____

DSU Event Title: _____

****Arrival Date:** _____

Departure Date: _____

Check-in time is 2:00 p.m. and Check-out time is 10:00 a.m. Any exceptions must be approved in advance. An additional night's stay will be charged to your department if keys are not returned by 11:00 a.m. on departure date.

The individual listed above is a guest here for business or activities related to the university. As department head, I request a reservation for the individual(s) listed above.

By signing below, my department is responsible for any damage or items taken from the apartment. The charge per night is \$75 (**please check below if guest is staying five nights or more and you would like the reduced rate**). Guest stay will be charged to the account listed below after guest's departure. It is your responsibility to pick up key to the apartment and to return key to Joyce Shelton, Kent Wyatt Hall, Room 217.

Signature: _____

Printed Name: _____

Department: _____

Date: _____

Please charge the following account:

Fund: _____ **Org:** _____ **Account:** 75790

* _____ My guest(s) will be staying 5 nights or more and I would like the discount rate of \$60 per night and once a week cleaning.

** Please call Joyce (4004) prior to completing this form to see if dates requesting are available.

The Cassity Apartments have a No Pets Allowed Policy!!