Washington State University Culture and Heritage Houses, Office of Equity and Diversity PO Box 645501, Pullman, WA 99164-5501 Phone: (509) 339-6172

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):

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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.

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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**

**Number of Event Parking Permits (Monroe St. Parking Lot):** (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15)

11/2018 -- 1

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

**Signature of Host**: Date:

Number of nights: x Rate per night $\_ + One time cleaning fee $50.00. Total due $

**□ IRI □ CASH/CHECK**

**INTENDED PAYMENT TYPE:**

**PLEASE CALL FOR RENTAL AMOUNT** (509) 339-6172

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.

# INTERNAL USE ONLY

Monies received by: Date:

Total amount collected: $ Check number Cash IRI

Key checked out to: Title: Date: