

Today's Date _____ Check-in Date _____ Check-out Date _____

Guest Name(s) (1) _____ Parking Y N (2) _____ Parking Y N
(3) _____ Parking Y N (4) _____ Parking Y N

Purpose of visit to Butler _____

Contact/Reservation Person _____ Email _____

University Department/Affiliation _____ Contact Phone _____

Apartment Request Private Apartment, individual bedroom(s) for up to four guests
\$95 per night, 1-2 nights \$70 per night, 3-6 nights \$45 per night, 7+ nights
 Shared Apartment, individual bedroom(s) for one or two guests on one side of the apt
\$75 per night, 1-2 nights \$50 per night, 3-6 nights \$30 per night, 7+ nights

In a private apartment only members of your party will be assigned (up to four staying in individual bedrooms). We will accommodate mixed gender parties in private apartments only. The shared apartment rate entitles you to one or two guests staying in separate bedrooms and sharing a bathroom. A shared apartment may have one or two guests staying in separate bedrooms on the opposite side of the apartment using a separate bathroom. Shared apartments will always be gender specific. Please note that there are no taxes charged for using the Guest Apartments.

Payment Method: University Account: _____
 Personal Check Credit Card (see supplemental credit card form)

Full payment must be received and processed by our office prior to check in. Payment can not be made at time of check in or check out. Reservation is not confirmed until payment is received.

- Check-in will take place at the Apartment Village Front Desk in the Dawghouse (5026 N. Boulevard Place). Check-in is no earlier than 3:00pm and can be done until the Desk closes, generally Midnight Sunday – Thursday and 3am Friday – Saturday (except for University breaks and during the summer).
- Valid identification must be provided at time of check-in.
- To check-out, keys must be returned to the Front Desk by Noon on the check-out date or there will be a \$300 key replacement charge.
- There is no daily cleaning. The apartment is cleaned prior to check in. It is expected that the guest(s) will maintain an acceptable level of cleanliness while staying in the apartment and upon check out. Guests are expected to wash linens, towels, dishes, etc. on a weekly basis. For stays of one month or longer, monthly housekeeping visit(s) will be scheduled for the stay at no additional cost. If you prefer not to clean on a weekly basis, weekly housekeeping is available at an additional cost.
- Any excessive mess, damage, lost or stolen items will be billed to the contact person/department.
- Parking permits for Apartment Village parking areas will be provided, parking is not allowed on other areas of campus with this permit.
- A free three day pass to the Health and Recreation Complex (HRC) is included for each guest, additional membership levels may be purchased by guests at the HRC main desk.
- Guests are sharing the Apartment Village with Butler University students. All applicable Residence Life and University polices will be followed.
- All University apartments/buildings are non smoking. If evidence of smoking is discovered guests may be asked to vacate and an additional cleaning fee will be billed.
- Pets are not allowed in guest apartments. If evidence of a pet is discovered the pet will need to be removed and an additional cleaning fee will be billed.
- Questions should be directed to the Assistant Director of Residence Life at (317) 940-6020 or toll free at 1-800-368-6852 ext. 6020.

Contact Person Signature _____

Residence Life Office Use Only			
Apartment _____	Bed(s) _____		
Conf _____	\$ _____	CI _____	CO _____

Return to:

FAX
Attn: Assistant Director of Residence Life
(317) 940-6045

Campus Mail
Assistant Director of Residence Life
Apartment Village

US Mail
Assistant Director of Residence Life
5026 Boulevard Place
Indianapolis, IN 46208

Butler University

Apartment Village Guest Apartment Credit Card Payment

Today's Date _____ Check-in Date _____ Check-out Date _____

Contact/Reservation Person _____

Contact Phone _____ Email _____

Payment Method Visa Master Card Discover Card American Express

Payment Amount _____ \$

Full payment must be received and processed by our office prior to check in. Payment can not be made at time of check in or check out. Reservation is not confirmed until payment is received.

Name on Credit Card _____

Credit Card Number _____ Expiration Date _____ Security Code _____

Signature _____

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Apartment Village

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