**Information about Owen Guest House**

**The Guest House at Owen Hall will:**

* Accommodate visiting scholars or individual conducting business at Michigan State University.
* Accommodate guest requiring housing for 3 days or longer.
* Accommodate guest with minimal needs. NO room service is provided.
	+ For guest preferring enhanced overnight accommodations or short term stay, please contact the Kellogg Center at Michigan State University. Phone # 517-432-4000
* Accommodate guest with meals that can be purchased at Riverwalk Market Place in Owen Hall. Guest can pay by cash or credit card.

**Your department will need to arrange:**

* Parking permits – contact MSU Police, Parking Enforcement.
* Meal accommodations to be charged to the department account – contact Conference Services Office. Send an e-mail to conferences@mail.hfs.msu.edu or call #517-353-8513

**Procedures to request accommodations at the Guest House at Owen Hall:**

1. Please fill out the request from that is attached. The form is an Excel product and you will need to fill in the blank spaces.
2. Save the form and return the completed top portion to Conference Services, send it as an e-mail attachment to conferences@mail.hfs.msu.edu
3. When the department is responsible for the payment, please fill out the top part of the attached Lodging Worksheet. Save the form and return it with the request form.

**Confirmation of Accommodation:**

1. Conference Services will review your request and respond. The request form will be returned to you with one of three responses:
	1. NO ACCOMMODATIONS available on the dates requested.
	2. Confirmation of Reservation – Room number and payment amount will be included.
	3. Confirmation Pending – Lodging Worksheet Must Be Completed and Returned.
2. When a confirmation of a reservation is sent. A welcome letter will be attached and additional information will be provided. Please forward a copy of this letter to your guest.

**Check In & Out at Owen Hall:**

1. Your guest will need to check in and out at the front desk of Owen Hall.
	* Check-in time: 3:00PM or later
	* Check-out time: 11:00AM or earlier
2. All guest must check out at the front desk. They must return the room key and additional items that were issued at time of check in.
3. Guest needing to extend their stay must receive prior approval, written confirmation will be provided if space is available.

**Holds and Cancelations:**

1. Reservations will only be held for 24 hours after expected date of check in.
2. Cancelations must be made a minimum of two business days required. Failure to cancel will result in a two nights charge to the hosting department.
* Please send an e-mail to conferences@mail.hfs.msu.edu or call #517-353-8513