

Office of Residential Life

Guest & Sorority/Fraternity Housing Registration Form

Date _____

Name of Organization _____

Guest/Consultant Name _____

Name of Party Registering _____

Phone Number _____ Email Address _____

Check In Date _____ Check Out Date _____

Additional Information _____

Cost of Stay

- \$50.00 per night (includes state and Porter County Innkeepers Tax)
- Lost Keys - \$25
- Lost Swipe Card - \$15
- Invoices will be emailed once keys have been returned

Key Pick Up and Return

- Key and Swipe card may be picked up Monday-Friday 8am-5pm the day of stay
- Keys should be returned no later than 24 hours after guest check out unless check out is on the weekend. In that case, keys must be returned by 12pm on Monday.

Make checks payable to Valparaiso University.
Mail to Office of Residential Life, 1509 Chapel Drive, Valparaiso, IN 46383
Receipt Available Upon Request

For Office Use Only

- Confirmed dates and location are available for use _____
- Room Refresh ordered _____
- Email confirmation sent (Registrant, VUPD, RLC, FM/Housekeeping) _____
- Keys & ID ready for pickup _____