



Facility Use Application for INTERNATIONAL GUEST HOUSE

Revised 0709

Organization Making Application _____

Person Responsible _____ Phone _____

Purpose of Use _____

Arrival Date _____ Arrival Time _____

Departure Date _____ Departure Time _____

Names of Guest Residing at International House

_____ Phone _____

Cleaning Services Required Daily Twice a week Upon departure

GUIDELINES FOR USE

The International Guest House is for individuals/groups visiting The University of North Carolina at Pembroke. The facility has one (1) bedroom with a queen size bed and one (1) sleeper sofa bed. It is fully furnished and equipped with a TV, stove, refrigerator, dishes, silverware, cooking utensils, coffee maker, toaster, linens, etc., and computer connection available. The International Guest House is a smoke-free facility. Do not rearrange rooms. Usage will be on a first-come, first-serve basis. Applications/reservations must be received in the Office of Student Affairs at least seven (7) days prior to use.

* If you need to loan a laptop computer, please fill out and submit the Laptop Computer Loan Agreement for International Guest House form to the Office of Student Affairs.

Signed _____ Date _____
Applicant

Approved _____ Date _____
Vice Chancellor of Student Affairs

CLICK SUBMIT TO SEND
THE APPLICATION VIA EMAIL.

OFFICE USE ONLY