Faculty House Reservations Request

NC STATE UNIVERSITY

105 S. Ridge Ave, Kannapolis, NC 28081

Fax: 704-250-5409

PLEASE give at least 24 hour notice for reservations OR cancellations! Charges may apply.

Guest Name: _____

Business or University Affiliation:_____

Billing Contact Name: _____

Billing Address: _____

(Address to send invoice to **OR** Same as Credit Card)

City _____ State or Province _____ Zip _____

Billing Email: _____ Billing Phone: _____

Guest Email: _____ Guest Phone: _____

Number of Guests: _____

☐ Check if you need Handicap Access Room ☐ Check if you will need the Conference Room

Arrival Date: _____ *Check-in Time is 3:00 pm

Departure Date: _____ *Check-out Time is 11:00 am

Related to NC State University Business: ☐ Yes ☐ No

Method of payment: (for CC reservations, email form then call 704-250-5449 with card # and expiry date)

Check#: _____ CC#: _____

Expiration Date: _____

IDT OUC#: _____ Sales Tax Exemption # _____

(For NCSU only)

PROMO CODE (if applicable): _____

RESERVATIONS WILL NOT BE GUARANTEED UNTIL PAYMENT ARRANGEMENT IS CONFIRMED! *Additional fees may be added based on guests' adherence to kitchen clean-up and house rules.

Send ☐ RECEIPT to above billing address

Send ☐ INVOICE to above billing address

OFFICE USE ONLY

Room # _____

Key Code: _____