



Department of
Housing and
Residential Life

Guest Accommodations Request

A limited number of guest accommodations are available throughout the year for individuals needing accommodations while conducting university related business. Please contact Guest Services in the Department of Housing and Residential Life for more information and availability. Please fax or mail your request to:

Housing and Residential Life, MSC 3BB; New Mexico State University; P.O. Box 30001; Las Cruces, NM 88003-8001

Fax: (575) 646-7811, Phone: (575) 646-3202

Guest Name: _____		University #: _____	
Mailing Address _____	City _____	State _____	Zip Code _____
Cell Phone:(____) _____ - _____	Home Phone:(____) _____ - _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth: ____/____/____	E-Mail Address: _____		
Requested Occupancy: Beginning ____/____/____		Ending ____/____/____	
<small>Month</small>	<small>Day</small>	<small>Year</small>	<small>Month</small>
<small>Day</small>	<small>Year</small>	<small>Month</small>	<small>Day</small>

Name of Emergency Contact: _____
Phone Number: (____) _____ - _____ Email: _____

Do you have a health concern or physical disability you wish to be considered during the assignment process?: <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain: _____ _____
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Sponsoring Department: _____	Department Contact: _____
Contact Phone #: _____	Contact Email: _____

I agree to be financially responsible for damage or other loss related to my stay that is not due to normal wear and tear. I understand the University will accept no responsibility for theft, destruction or loss of money, valuables or personal belongings. I agree to abide by all University and department regulations and policies associated with my stay.

Signature: _____ Date: _____

Parking: Guests who bring a vehicle to campus must display a current parking permit on the vehicle. Parking permits may be obtained from the Parking Department and on-line at www.nmsuparking.com.

Internet Access: High-speed internet service is available in each guest unit. Guests without a University Number may request temporary Internet service by registering at <http://noc.nmsu.edu/guest/>. Some guest units may require a Long Range Ethernet (LRE) box available from the Department of Housing and Residential Life at check-in.

Television and Telephone Services: Guest units are not furnished with televisions or telephones. Local telephone and Comcast cable television services are available in each unit. Guests are welcome to bring their own television and telephone (along with cables).