



SUITE USAGE REQUEST FORM

Two-Night Minimum (no check-in on Sundays unless preapproved): \$100/night

Email this form to: office@dakotacommercial.com

Date _____

Name (requester) _____ Phone _____

Address _____ Unit _____ Email _____

All requests must be submitted at least two (2) days before occupying. Check out 10:00am

Guest #1 _____ Phone _____

Guest #2 _____

Guest #3 _____

Address _____

Email _____

Date(s) guest suite to be used _____ to _____

Arrival Date/Time _____ Departure Date/ Time _____

Terms and conditions: No persons other than those listed above can occupy the suite at the approved given time. The suite and amenities may be used only for ordinary purposes. Guest(s) listed above may stay a maximum of seven (7) consecutive nights. Additional nights must be approved. Check out is 10:00am on the last day. Guest is responsible for any damage to the unit caused by willful or negligent acts. Guest will be responsible for any expenses incurred by Management to repair damages. Guest acknowledges and agrees with the attached House Rules.

Agree _____ Disagree _____

Signature _____ Date _____

OFFICE USE ONLY – (rate change effective 1/01/2023)

Number of nights _____ \$100.00/night

Total due: \$ _____

Approved _____ Declined _____ Alternate dates _____

Access Code Delivered _____ Waiver _____

PAYMENT DUE PRIOR TO ARRIVAL
Payment options (No cash): <input type="checkbox"/> Check (Make check out to Memorial Village LLC)
<input type="checkbox"/> Money Order (Make check out to Memorial Village LLC)
<input type="checkbox"/> Debit/Credit card (subject to handling fee)
<p>Card Type_____</p> <p>Card Number_____</p> <p>Exp. Date_____ CCV code_____</p> <p>Signature: _____</p>

HOUSE RULES

1. No persons other than those listed on the request form can occupy the suite at the approved given time. The suite and amenities may be used only for ordinary purposes. Approved guests may stay a maximum of seven (7) consecutive nights. Additional rights must be approved by Dakota Commercial. Check out is 10:00am on the last day. Guest is responsible for any damage to the unit caused by willful or negligent acts. Guest will be responsible for any expenses incurred by Management to repair damages.
2. NO SMOKING in the room. Due to the risk of fire, increased maintenance costs and known health effects of secondhand smoke, smoking is prohibited in the suite, common areas and outdoors within 20 feet of the building. DEFINITION OF SMOKING- The term 'smoking' means any inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, e-cigarette, or other tobacco product in any manner or any form.
3. Running and playing in the halls, or other common areas are not permitted.
4. Do not flush any objects or paper products down the toilet other than bathroom tissue. Any clogged drains due to the carelessness of guests will be repaired at the Guest's expense.
5. Vehicles are subject to towing at the vehicle owner's expense if parked anywhere on the property other than directed by Management. The speed limit in the parking lot is 10 mph.

By signing, Guest acknowledges his/ her understanding of the responsibilities incurred when using the guest suite.

Signature