

Davidson Guest Suite Options

We have updated the processes for the Davidson Guest Suites. There are now **2 forms = 2 options**. Please review the details below to understand the roles of each form.

1) External Guest Bookings

- This form is for family members/ guests of staff, students, or friends of Prairie and/or personal bookings of staff that don't fall under a department's GL account.
- You will need to enter your credit card details to reserve a suite.
 - NEW - note - you can indicate on the form whether you will pay by cash, check, debit, or credit at the end of the guest's stay. *You do not have to pay by credit card.*
 - There will be an invoice left in the suite for the guest to know the amount they owe for their stay. You can write in the comments if you don't want the invoice given to the guests but rather to you.
- We will now require everyone to make bookings through this form so that it helps our bookkeeping to be accurate and the suites to be ready at the appropriate times.
- Link: <https://form.jotform.com/Prairie/guest-suites-reservation>

2) Internal Guest Bookings

- This form is for guests who are connected to a department (ie. guest speakers in chapels, classes, concerts, etc.) and their stay will be covered by the department.
- You will only need to enter the Department and the GL account for payment details on the guest suite form.
 - You will receive an invoice during or after your guest's stay that your department will be charged for.
- If you are concerned about availability you can talk to Nicolle before booking to check if either of the suites are free, then please go and book with this form.
- We will also require everyone to use this form too.
 - It will help Vanessa (Davidson Manager) to know whether to give the department the key to you as the guest's host, or to expect the guest at the apartment building and she hosts them.
 - Secondly, it will allow us to be in contact with the guest to meet and greet them at the right time.
- Link: <https://form.jotform.com/Prairie/internal-davidson-guest-suite>

If you have questions about these forms or the process, please let Vanessa, Nicolle or I know.