

2525 University Drive
Mt. Pleasant, MI 48858

Phone (989)775-5000
Fax (989)773-1371



CMU Reservation Form

Reservation Information

CMU Employee requesting reservation_____

CMU Department_____

Phone #_____ Fax #_____

Guest Name_____

Arrival Date_____ Departure Date_____

Bedding Preference_____ Number of Rooms _____

Confirmation Email Yes or No Email_____

Request Receipt Emailed upon Check out Yes or No

Special Requests_____

Additional Guests_____

Billing Information

Card Type_____ Expiration Date_____

Card Number_____

Name on Card_____

Billing instructions Room and Tax or All

Front Desk Only

Confirmation # _____ Date _____ Agent _____

Confirmation Sent Yes or No

Name of person Cancelling_____

Cancellation # _____ Date _____ Agent _____

Cancellation Sent Yes or No