Curris Center Guestroom Policies

1. Curris Center guestrooms are reserved exclusively for guests of the university, such as guest lecturers, job candidates, etc.

2. Guestrooms are reserved on a first-come, first-served basis.

3. **Check-in time is after 2pm.**

4. **Checkout time is 11am.** Any guest staying past 11am will incur an additional charge for the sponsoring department at the daily rate.

5. **Upon checkout, the guest should leave keys in the guestroom.** If a key is not returned, the sponsoring department will be billed the cost of re-keying the lock.

6. Quoted rates are based on single occupancy. There will be an additional $5 charge for each additional guest.

7. For the security of our guests, keys will not be given out in advance.

8. All Curris Center guestrooms are non-smoking rooms.

9. Guests requiring a parking permit may obtain a permit by contacting the Curris Center Scheduling Office at 270-809-6985.

10. The first floor entrance of the Curris Center is available for access until 10pm.

11. The Curris Center is staffed 24 hours a day. If guests should arrive after 10pm or require any assistance, they may contact the Curris Center Office at one of the following numbers:
   - 270-809-6921 (8am – 4pm)
   - 270-809-2020 (4pm – 10pm)
   - 270-227-6939 (10pm – 8am)

12. Guests arriving Monday through Friday before 4pm should check in at the Curris Center Office located on third floor.

13. Guests arriving Monday through Friday, 4pm – 10pm, or Saturday/Sunday, 2pm – 10pm should check in at the Curris Center Information Booth located on the first floor. The building manager may be reached in the information booth or by calling 2020 using the courtesy phone on first floor.

14. **Guests arriving after 10pm should dial 270-227-6939.** This is a cell phone which is carried by our building service technician after the building closes.

15. **No shows will be billed at the quoted rate.**

16. **Failure to observe the 48 hour cancellation policy will result in billing at the quoted rate.**

We thank you for making the Curris Center part of your visit to Murray State University. If we may be of assistance to you, please do not hesitate to let us know. We hope you enjoy your stay.