

The Oaklands

university overnight reservation request

Room Selection: Suite 1 – \$90 Suite 2 – \$80 Suite 3 – \$80

Today's Date Check-In Date Estimated Arrival Time Check-Out Date Number of Nights

Guest Names Guest Telephone Contact Number

WMU Contact Name (Event Planner) WMU Department

E-mail Address

Day Phone Evening Phone Cell Phone Fax Number

Key Drop Off: No Yes, location is:

Method of Payment: Cash Check #: Money Order #:
 WMU Fund & Cost Center #: Credit Card — We will contact you to complete your payment via credit card.

please note

Submission of this form does not confirm a reservation. If the Oaklands is available during the time(s) requested, a hold will be placed on the facility and a reservation confirmation will be returned to you. You will then have 24 hours to review, sign and return the reservation confirmation before the hold is lifted. • The Oaklands is not responsible for any items left unattended or lost. Please keep your valuables with you at all times.

Fax completed form to (269) 387-5072