Be Our Guest
Graduate Students
LEAP Students
NU Alumni
Parents
Friends

Youth Hostel Feel
Dorm Style Setting
Affordable Rates
Convenient Location

Northwest UNIVERSITY
Q U E E N  
S t a n d a r d  r o o m

Geared towards our visiting parents, the queen standard room is furnished with one Queen size bed, one dresser, one desk, two chairs, one bookshelf and a trash can. The room is equipped with wireless internet, telephone, lamp, floor rug, closet and window coverings. The room rate includes 2 breakfast vouchers for each morning of your stay and an upgraded Linens Bundle (including a light queen blanket, pillows, fitted sheet, top sheet, pillow cases and bath towels).

P r i c e : $55.00  
T y p e : S i n g l e  o r  D o u b l e  O c c u p a n c y

D O U B L E  
S t a n d a r d  r o o m

Intended for our traveling classmates, the double standard room is furnished with 2 XL Twin beds, 2 dressers, 2 desks, 2 chairs, 2 bookshelves, and a trash can. The room is equipped with wireless internet, telephone, lamp, closet and window coverings. The room rate includes one breakfast voucher for each morning of your stay and 2 Linens Bundles (including a light blanket, pillow, fitted sheet, top sheet, pillow case and bath towel) for each bed. 2 guests are expected or you may opt to pay $50.00 without a roommate.

P r i c e : $60.00  
T y p e : D o u b l e  O c c u p a n c y
HOSPITALITY HOUSING

ACCOMMODATIONS

ADDITIONAL SERVICES

Depending on your needs and visit length we also have the following additional services to help make your stay as comfortable as possible.

ADDITIONAL SERVICES

**Extra Blanket**
Queen size fleece blanket

**Extra Towel Set**
The linen bundle includes a full size bath towel. This is for an additional full size bath towel and washcloth.

**Extra Guest**
Includes a cot, one blanket and breakfast meal card. Per person. Per day.

**Extended Stay**
Checkout is 12:00 PM, this will give residents an additional 4 hours. Extending checkout till 5:00 PM

**Pre-Paid Laundry Card**
$5.00 preloaded laundry card to use in our hospitality housing laundry room. Laundry soap is provided in the laundry room.

DEDUCTIONS

To reduce costs, the following items may be removed from the room rate.

**No Linen Bundles**
For those bringing their own bedding, towels and pillow. Per bed, per night.

**No Meal Vouchers**
For those not interested in breakfast in the Caf. Per person, per night.
Registration is easy and convenient...

1. **COMPLETE THE HOSPITALITY HOUSING REGISTRATION FORM.**
   Download the form from the housing website or pick one up!

2. **SUBMIT IT TO THE HOUSING OFFICE LOCATED IN THE DAVIS ADMINISTRATION BUILDING.**
   - Drop it off in person
   - E-mail to: housing@northwestu.edu
   - FAX to: (425) 827-0148
   - Mail to: Northwest University
     P.O. Box 579
     Kirkland, WA 98033

3. **CONFIRMATION OF PLACEMENT WILL BE E-MAILED TO YOUR E-MAIL ADDRESS ON THE REGISTRATION FORM.**

**Check-in & Checkout Service**

Check-in is between 2:00 – 4:30 PM in the Housing Office. Pre-payment for your expected length of stay is due at check-in.

**Self-Check-in** is available with 24 HOURS NOTICE if you are unable to check-in during business hours. The credit card on file will be charged and your room codes will be sent to your e-mail on the day of your scheduled check-in.

**Same Day Placement** is available for students if we receive your registration and payment by 4:00 PM

**Cancellations** should be received at least 24 hours in advance of the 2:00 PM check-in start time. Failure to cancel properly may result in a cancellation charge equal to 1 day rental rate.

**Checkout is 12:00 Noon.** Room should be free of personal belongings and trash emptied. Please place used linens in the laundry sack for collection. If your plans change and you are unable to checkout on your scheduled checkout date, please contact the housing office immediately to modify your registration and pay applicable fees.
• **It is best to expect basic accommodations and amenities equivalent to a youth hostel in a dorm setting.**

• **Standard size dorm rooms** with clean furnishings.

• **Comfortable floor lounge** Decorated by our friends at Fred Meyer, the lounge offers a relaxing setting with couches, table w/stools and cable television. It is an ideal environment for small gatherings, television viewing or reading a book.

• **Surrounding noise level will fluctuate depending on the time of year.** Keep in mind the location of the hospitality housing floor is in a residence hall. During the traditional school year, residents in the area or on the floor above this floor may be heard.

• **Northwest University Lifestyle Policies maintained.** This includes no tobacco products, alcohol, illegal drugs or weapons.

• **Community bathrooms.** One shared bathroom with multiple stalls and showers is located on the floor. The door may be locked while in use. An additional half bath is available in the lounge.

• **Community laundry room.** $10 fee includes access card and use of our laundry soap. If you find that you would like this option after you check in, please contact the housing office directly.

• **Linens bundle is part of your room package.** It includes a light blanket, pillow, sheet set and towel. All pieces must be left by the door inside the provided laundry sack for professional cleaning. Some guests prefer to bring their own linens and may deduct the cleaning fee from their charge.

• **Door codes are provided for your convenience.** Guests should maintain their codes with strict confidentiality.

• **Temporary parking permit.** It is included in the rental rate for non students during the duration of their stay. This will be issued when you check-in.

• **Northwest University’s 24 hour security service.** Officers make rounds throughout the campus regularly throughout the day. All security personnel will be in
GUIDELINES

Life Style Policies: Northwest University Campus is an intentional Christian community seeking to represent Christ in all of our actions. It is expected that all residents and guests abide by the lifestyle policies while staying here. These policies may be found online at www.northwestu.edu.

Application/Registration: To be placed in a room, a registration form should be turned in to the housing office located in the Davis Administration Building. A confirmation e-mail will be sent to the e-mail address noted on the registration form once your request has been processed. It is expected that room requests and/or room cancellations will be received at least 24 hours in advance.

Guest Qualifications: Guests are those (students, parents, alumni and other non-residential guests) participating in a class, university sponsored event or conducting university business. Guests should be over the age of 18 or be accompanied by a parent/guardian. A current student ID or government issued ID on file is expected.

Payment Policy: Pre-payment for the expected length of stay is required at check-in. The credit card on file will be charged or you may pay the cashier located on the first floor of the Davis Building. Their # is (425) 889-5241. If payment is made over the phone a receipt will be available upon request.

Deposit: All guests should have a credit card number on file or a $100.00 deposit check on file in the housing office. This is in addition to housing rate. Deposit information will be destroyed after guests checkout and no damages are found. In the event that damages are found, a fine notice will be sent to your e-mail address noted on the registration form.

Priority Placements: Currently enrolled graduate students and Leap students will have priority placement on the floor. Guests of the university will be placed once all student needs are met.

Length of Stay: Guests may stay for one night up to a maximum of 10 consecutive nights. Re-occurring stays are acceptable and may qualify for a 10th night free stay. Discount is based off the previous 9 stays room type average.
Breakfast Vouchers: Breakfast in The Caf is included in the room rate during the traditional school year. Vouchers are good for specified breakfast hours only on the date indicated on the card. If you will not need a breakfast voucher during your stay, please indicate this on your registration form for a $5.00 credit. During summer months May–August, a $5.00 gift card to a local coffee establishment will be provided.

Linen Bundles: Each bed will have a linen bundle provided. It includes a light blanket, pillow, sheet set and towel. Some guests prefer to bring their own linens and may deduct the cleaning fee by indicating it on the registration form. A heavier seasonal blanket may also be requested in addition to the standard linen bundle for a minimal cleaning fee.

Extra Guests: Each room may have 1 extra guest. The guest charge includes a cot and meal voucher. If you would like an additional seasonal blanket, please indicate it on the registration form.

Security Codes: All rooms are coded to a specific code. The entrance door to the hall and laundry room is coded to a different code. Every resident on the floor will have the hall code as well as their personal room code to memorize. Hall door codes will change periodically for safety purposes. It is required that all door codes remain confidential to the registered guest only. Violations to this policy may result in an immediate change of codes and removal.

Courtesy of other Guests: It is expected that all guests honor posted signs, specific bathrooms and noise levels. Quiet hours are from 10:00 PM till 8:00 AM. Guests traveling with small children should not allow unsupervised time periods in the hall. Lounge TV viewing should be appropriate for all viewers. Music with profanity and distasteful lyrics is prohibited.

Visitation Hours: Visitors are permitted within hospitality housing between the hours of 12:00 PM–7:00 PM on the floor. Visitors should be accompanied by the registered guest at all times while on campus. Overnight visitors are not allowed. Hospitality Housing Guests are not permitted on the other floors of the Residence Halls.