

# CURTIS HALL

## COMMENCEMENT LODGING

It is Maine Maritime Academy tradition to offer the immediate families of our graduates lodging in Curtis Hall the evening prior to Commencement.

Each room, reserved with a non-refundable "\$50" deposit will contain two twin beds with linens and a shared bath (located just outside the room entrance). With only one day between final exams & hall closing for underclassmen and commencement for seniors, it is not feasible for our custodial staff to perform a full cleaning of all of the lodging rooms that are requested. Therefore, it is the responsibility of your senior to spot clean the Curtis Hall room(s) for their families. We will coordinate with your senior to ensure they remember to take a few minutes to stop by and check your reserved room(s).

If you would like to reserve one or more Curtis Hall rooms for use by immediate family on Friday, May 1st, please complete and return the registration information form no later than Wednesday, April 19th to:

Amanda Manning | Department of Residential Life | Maine Maritime Academy | Pleasant Street | Castine, ME 04420

Please note: Friday's Check-In is between 6 PM – 9 PM and Saturday's Check-Out is no later than 3 PM. Unfortunately, early check-in is not available.

### FOR QUESTIONS OR ASSISTANCE REGARDING LODGING

Amanda Manning: 207-326-2280 | amanda.manning@mma.edu

### FOR OTHER COMMENCEMENT QUESTIONS

Cindra Leeman: 207-326-2485 | cindra.leeman@mma.edu

## REGISTRATION INFORMATION

GRADUATE'S NAME: \_\_\_\_\_

NUMBER OF ROOMS: \_\_\_\_\_ DEPOSIT AMOUNT (AT \$50/ROOM): \_\_\_\_\_

(Limit of 3 Rooms per Graduate)

(Deposits are non-refundable & payable to: Maine Maritime Academy)

### NAME(S) OF GUEST(S) LODGING IN EACH REQUESTED ROOM:

Room One	Room Two	Room Three
_____	_____	_____
_____	_____	_____
_____	_____	_____

SPECIAL REQUESTS: \_\_\_\_\_

### ANTICIPATED ARRIVAL TIME

FRIDAY, MAY 1ST AT

: PM

FRIDAY'S CHECK-IN IS FROM 6-9 PM. SATURDAY'S CHECK-OUT IS NO LATER THAN 3 PM. CONTACT AMANDA MANNING IF THESE TIMES ARE PROBLEMATIC.

A list of local inns and motels is enclosed if Saturday night lodging is required. Regretfully, we are unable to accommodate any requests received after **Wednesday, April 19th, 2017**.