

## Curris Center Guestroom Policies

FOR SECURITY PURPOSES: The name of your guest(s) must be received no later than 48 hours prior to check in time. If we do not receive the name of the guest(s), the reservation will be cancelled. Guests should be prepared to show a photo ID upon check in

1. Curris Center guestrooms are reserved exclusively for guests of the university, such as guest lecturers, job candidates, etc.
2. **Check-in time is after 2pm.**
3. **Checkout time is 11 am.** Any guest staying past 11 am will incur an additional charge for the sponsoring department at the daily rate.
4. 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.
5. Quoted rates are based on single occupancy. There will be an additional \$5 charge for each additional guest.
6. For the security of our guests, keys will not be given out in advance.
7. As the Murray State University campus is tobacco free, all Curris Center guestrooms are non-smoking rooms.
8. The entrances to the Curris Center are open until 10pm.
9. 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 staff at: 270-227-6939
10. Guests arriving Monday through Friday before 4pm should check in at the Curris Center Office located on third floor.
11. Guests arriving after office hours or on weekends, should check in at the Curris Center Information Booth located on the first floor.
12. No shows will be billed at the quoted rate.
13. 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.

# Connecting to MSUGuest

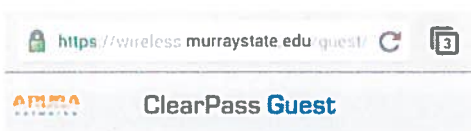
## Step 1.

With your wireless client connect to the "MSUGuest" network and open a web browser. If you already have an account please proceed to **Step 2a**, if not skip **Step 2a** and proceed to **Step 2b**.

## Step 2a.

After opening a web browser you will be redirected to a web page that looks similar to the screen shot below. If you already have an account please do the following:

- 1) Enter your username
- 2) Enter your password
- 3) Review and Accept the terms of use
- 4) Click Log In and you will be connected.



## Step 2b.

Select the "Click Here" option at the bottom of the page to create an account. Proceed to **Step 3**.

\* required field

Need an account? [Click Here](#)

## Step 3.

You will be directed to a new web page that looks like the screen shot below. Please enter or select the following required information:

- 1) Your Name
- 2) Phone Number
- 3) Mobile Carrier
- 4) Email Address
- 5) Review and Accept the terms of use
- 6) Click Register

## Step 4.

The receipt below will be filled in with the information from the previous step. Click "Log In" and proceed to **Step 2a**. Your username will be your email address you're your password will be provided via SMS Text and email.

The details for your guest account are shown below.

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