



1008 18th Avenue South
Nashville, TN 37212-2166
615-340-7500 Fax: 615-340-7551

Vanderbilt ISSS Student/Scholar Referral Form

Today's Date: _____

Referring Facility: Vanderbilt University ISSS

Facility Address: 310 25th Ave South, Ste 103 Nashville, TN 37203 Phone No. 615-322-2753

Name of Contact for ISSS: Heather Jones Phone No.: 615-322-2753

Guest Name: _____ Male/Female: _____

Number of Guest: _____ Guest Arrival Date: _____ Guest Departure Date: _____

Names of additional guest who will be staying with Student/Scholar:
_____ Male ___ Female _____

Guest Address: _____

Guest Home Phone No.: _____ Cell Phone Number: _____

Guest Email Address: _____

CREDIT CARD TYPE: AMEX _____ MC _____ VISA _____ OTHER _____

Credit Card Number: _____ Expiration Date: _____ (Security Code) _____

CARD HOLDERS NAME: _____ (PLEASE PRINT NAME AS IT APPEARS ON THE CARD)

CARD HOLDERS SIGNATURE: _____ (AS IT APPEARS ON THE CARD)

Special Instructions and Procedures:

1. A referral form must be faxed or e-mailed to Guests Services prior to check in. E-mails should be sent to Bettmary Rivera at brivera@ScarrittBennett.org.
2. Our sleeping rooms have a twin bed per room which is connected to another twin room by a common bath facility. Depending on availability, we do have a small number of rooms which may accommodate two persons, i.e., two twin beds or a double bed. There are no TV's in these rooms and these are no smoking buildings, as well as the campus is non-smoking.
3. The reduced rate per night is \$35.00 plus taxes. **Total** room charges including taxes and the \$2.00 privilege tax is \$39.10. Guests will be responsible for paying the charges in full.
4. Scarritt-Bennett Center reservation hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. The centers phone does not take calls after the office has closed. The Guest Services desk is open until 9:00 p.m. Monday through Friday. Once the desk has closed, security handles all guest services needs.
5. If a guest is going to check in after the front desk has closed, the guest will need to proceed to the security office in order to be checked in.
6. It is our goal to provide a safe, comfortable and restful environment for those who need and desire it.
7. Guest Services phone number is (615) 340-7500 or toll free (866) 420-5486. Security's phone number is (615) 480-5150. After 9:00 p.m. you may select "0" from the Guest Services phone number and will be directed to the phone of security.