



THIRD PARTY
KEY RELEASE



This information is needed prior to arrival to allow your guest(s) to check into your room.

Please print as much information as possible. Thank you,

Massanutten Reservations Department

Your Name(s): _____

Your Phone Number: _____ Your E-mail: _____

Confirmation Number (if known): _____ Arrival Date: _____

Key Release to Guest(s): _____

Guest(s) Email: _____

Signature(s): _____ Date: _____

A fee of \$50 applies per key release.

- Payment is required prior to processing.
- For payment of any key release fee, contact to your reservations team.
 - Email: reservations@massresort.com (Evening/weekend email: frontdesk@massresort.com)
 - Phone: 540.289.4904 (option 2)

***Unit numbers will be assigned at check-in. Resort fee payable at check-in.**

Do you have multiple guests utilizing the same unit?

- **A cleaning fee per condo side is required** prior to second guest check-in.
Rates are specific per condo type, please call or email for a quote.
- Requires a check-out of first guest by 10 am & second guest check-in time of 5 pm.
- Limit to two guest check-ins per week.

Key Release to Second Guest(s): _____

Second Guest(s) Email: _____

Arrival Date of Second Guest(s): _____

<p>HOURS Monday - Friday 9 am - 5 pm</p> <p>DAYTIME/WEEKDAY PHONE NUMBER 540.289.4904 (option 2)</p> <p>24-HOUR SWITCHBOARD - 540.289.9441</p>	<p>ADDRESS P.O. Box 1227 Harrisonburg, VA 22801</p> <p>DAYTIME FAX - 540.289.9599</p> <p>EVENING/WEEKEND FAX - 540.289.6981</p>
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