



# Scarritt Bennett

1008 19<sup>TH</sup> AVENUE SOUTH  
NASHVILLE, TN 37212-2166  
615-340-7500 FAX: 615-340-7551

## SPECIAL MEDICAL GUEST ROOMS REFERRAL FORM

TODAY'S DATE: \_\_\_\_\_

NUMBER OF GUEST(S): \_\_\_\_\_

REFERRING FACILITY: \_\_\_\_\_

FACILITY ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

FACILITY CONTACT/STAFF: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PATIENT: \_\_\_\_\_ GUEST(S) NAME: \_\_\_\_\_

GUEST ADDRESS: \_\_\_\_\_

GUEST HOME/BUSINESS/CELL #: \_\_\_\_\_

GUEST ARRIVAL DATE: \_\_\_\_\_

GUEST DEPARTURE DATE: \_\_\_\_\_

### SPECIAL INSTRUCTIONS AND PROCEDURES:

1. 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, DOUBLE, OR QUEEN BED. THERE ARE NO TV'S IN THESE ROOMS. THE SCARRITT-BENNETT CENTER IS A **NON-SMOKING, NON-ALCOHOL AND PET FREE FACILITY.**
2. THE REDUCED RATE IS \$60.00 PLUS TAXES PER NIGHT FOR THE STANDARD ROOM AND \$71.65 INCLUDING TAXES. BASED ON AVAILABILITY, DOUBLE OCCUPANCIES ARE \$80.00 WITHOUT TAX AND \$94.70 WITH TAX.
3. YOU MAY CANCEL YOUR RESERVATIONS AT NO CHARGE AT LEAST 48 HOURS PRIOR TO YOUR ARRIVAL. PLEASE NOTE THAT WE WILL ACCESS A FEE FOR ONE (1) ROOM NIGHT IF YOU CANCEL AFTER THIS DEADLINE OR FAIL TO APPEAR ON THE DATES LISTED ON THE REGISTRATION CONFIRMATION.
4. A REFERRAL FORM MUST BE FAXED OR EMAILED TO ROOMS & GUESTS SERVICES PRIOR TO CHECK-IN.
5. NO GUESTS MAY BE CHECKED IN AFTER 9:00 P.M. WITHOUT A CREDIT CARD ON FILE OR ADVANCED PAYMENT HAS BEEN MADE.
6. IF A GUEST HAS CHECKED IN A ROOM AND CIRCUMSTANCES CHANGE; WE ARE SORRY WE CANNOT REFUND OR GIVE YOU A CREDIT FOR THE EARLY CHECKOUT.
7. IT IS OUR GOAL TO PROVIDE A SAFE, COMFORTABLE AND RESTFUL ENVIRONMENT FOR THOSE WHO NEED AND DESIRE IT.

<b>NOTE:</b> FREE PARKING. SECURITY IS ON CAMPUS FROM 4PM – 8AM – MONDAY – FRIDAYS AND 24-HOUR COVERAGE FROM FRIDAY – MONDAY.
---