

Trippet Hall Policies and Procedures

Hours and Days of operations

- With In- House guests: 8 am - 10 pm every day
- Without In-House guest: 8 am - 4 pm M-F

Number of Rooms

- Trippet Hall – 18 Rooms
 - 2 King rooms and 16 Queen rooms
 - 2 handicap-accessible rooms (Queen rooms)
- Caleb Mills
 - Frank Hugh Sparks Bedroom- 1 Queen bed, couch, and vanity room
 - Caleb Mills Bedroom – 2 Queen beds with couch
 - Other options may be available for long-term visits
- When Trippet is booked, outside hotels can be used. Please contact Kinsey Bays (baysk@wabash.edu).

Charges

- Wabash/Grant Sponsored Events such as Employees, Trustees, HEDS, WPLP, Wabash Center, etc. - \$125/night + 7% Indiana Sales Tax and 3% innkeepers' tax
- Non-Sponsored Events (3rd party guests) - \$135/night + 7% Indiana Sales Tax and 3% innkeepers' tax

Policies

- All food in Trippet and Caleb Mills MUST be catered by Bon Appetit.
- Guests under the age of 18 are not permitted in Trippet OR Caleb Mills
- Trippet does not offer room service.
- Snacks/drinks can be set up in Clifford Lounge upon request and billed through catering.
- Transportation to and from campus will need to be handled by Motor pool.

Process for lodging

- Where to go for lodging requests:
 - Individual stays: https://trippet.wabash.edu/lodging_wabash
 - Conferences: https://trippet.wabash.edu/confform_wabash
- You will need a budget number for charges, names of guests, and dates of stay
- Once the request has been received, the host will receive a confirmation email stating that the reservation has been approved if lodging is available for that time frame.
- If the Guest's email is provided, the Guest will also receive a confirmation email. Their email will provide information on dates of stay, cost (if self-pay), and information on the check-in process

Check-In process

- Between the hours of 8 am and 10 pm, there will be a staff member at the front desk of Trippet Hall to assist with check-in for both Trippet and Caleb Mills.
- If it is after 10 pm, the guests will need to call security (765-361-6000) for access to the building. Security will assist with the check-in process and direct guests to their rooms. Please reach out to Jasmine Adams (adamsj@wabash.edu) if you would like to discuss other options for after-hour check-ins.
- All guests will receive a folder upon check-in with their keys. The folder will also include campus information such as a campus map, amenity hours, and information about Crawfordsville.