



OWNER
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: _____

Owner Key Release Fees

- Owners will receive **(1) free key release per calendar year, per contract (account)**. For a second key release received in that same year, the **cost will be \$20**. For any additional key releases received in that same year, the cost will be **\$50 per key release**.
- A calendar year is defined as January 1 - December 31.
- 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): _____

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