

Guest Suites at Stephens
1215 E Broadway Ave
Columbia, MO 65215
573.876.2335

Thank you for making a reservation at Guest Suites at Stephens. It is our goal to ensure that you have a pleasant stay. You will find some helpful information below which includes information on how to check in and out, where to park and more. If you have any questions feel free to give us a call at 573-876-2335. Our business hours are 9am-5pm, Monday through Friday.

Check-in Time 3:00 pm
Check-out Time 10:00 am

No pets allowed (guide dogs are welcome).

Reservations and Payment

Reservations must be made 24 hours prior to arrival at Guest Suites at Stephens. A credit card number is required as a guarantee only for the booking you have made. No payment is charged to the credit card you have provided until you have checked out. Guest Suites at Stephens also accepts cash and checks as payment in which case no charge will be made to your credit card. A valid credit card number is still required for making a reservation. Should property damage occur due to actions of the Lessee, the Lessee agrees to pay for any repairs and/or replacement of any Stephens College facilities, grounds or property.

Checking In

An envelope with your name on it will be left in the lobby of the Guest Suites at Stephens next to the elevator. Included in the envelope will be the key to your room, a parking pass, and an invoice noting the price of your accommodations (price may change if further charges are required). If arriving after 5pm or on the weekends, the Guest Suites at Stephens will be locked. Call Stephens College Security at 573-876-7299 to gain access to the building.

Checking Out

Return the key and any payment required (if you wish to use the credit card number that is on file, no further action is required) to the envelope provided and drop them in the box next to the elevator in the lobby of the Guest Suites at Stephens. Guests may call Guest Suites at Stephens to arrange a later check out in advance and our staff will try our best to meet those requests. However, if a guest does not check out by 10am and does not have prior approval Guest Suites at Stephens reserves the right to charge another full night's stay in the room.

Cancellation Policy

If the booking is cancelled 24 hours prior to arrival at Guest Suites at Stephens – no charges will be incurred. If the booking is NOT cancelled one day prior to the commencement of stay the Guest Suites at Stephens reserves the right to charge for the equivalent of one night's accommodation.

Directions to Stephens College

Take the exit off I-70 for Highway 63 South to Jefferson City. After approximately one-half mile going south on Highway 63, you will see an exit for Broadway. Take the exit and turn right onto Broadway. The

fourth stoplight (please note that the stoplights are far apart) will be the intersection of Broadway and College Avenue. Stephens College campus is on all four corners of the intersection. Guest Suites at Stephens is at the northwest corner of Broadway and College Avenue in the Visitors Center Building.

Guest Parking

Free parking is available behind (north) the Visitors Center. A parking pass is included with your check-in package. Please place the parking pass on the dashboard of your vehicle.

Smoking Policy

Guest Suites at Stephens is smoke free.

**Stephens College reserves the right to cancel any reservations should conditions such as extreme weather, illness, acts of God, riot, insurgency, or any other condition beyond the College's control prevent College personnel to provide the services described herein or render the facilities described herein unusable or untenable. In the event that Stephens College chooses to cancel a reservation due to any event beyond the control of Stephens College, Lessee will be fully reimbursed and given the opportunity to reschedule the reservation.*

We look forward to serving you at Guest Suites at Stephens!