

Trippet Hall Policies and Procedures

Guest Services Desk-Hours of operations

8 am - 10 pm every day *

* may shorten hours when no visitors in the building

Trippet Hall – 18 Rooms

2 King rooms and 16 Queen rooms

2 handicap-accessible rooms (Queen rooms)

Caleb Mills House – 2 Rooms (+ 1st floor living room/meeting area & patio)

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 and Caleb Mills are booked, outside hotels can be used. Please contact trippet@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 reserving lodging

- For lodging requests:

- Individual stays:

- https://trippet.wabash.edu/lodging_wabash

- As part of an event and/or when needing catering:

- <https://www.wabash.edu/scheduler/schedule0e.cfm>

- 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 can 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. Contact trippet@wabash.edu or x6490 if you would like to discuss other options for 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.