



# Overnight Guest Check-In

Client: \_\_\_\_\_ Pet(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check-In: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Check-Out: Date: \_\_\_\_\_ Time: \_\_\_\_\_

My Destination: \_\_\_\_\_  
Contact #: \_\_\_\_\_

Please indicate any changes/updates to my personal profile (i.e. new phone number, email, emergency contact(s), veterinarian): \_\_\_\_\_

## UNDERSTANDING

Please initial on each line.

\_\_\_\_\_ \* **CHECK OUT TIME IS 12 NOON (OR EARLIER)\*** in order to allow housekeeping ample time to properly sanitize and prepare each suite for it's next guest that afternoon. Pets not picked up by 12 p.m. will require additional care and will be charged another night's fee, no matter what time they check-out.

\_\_\_\_\_ \*Willow Lodge will ONLY admit or release my pet(s) during check-in/out hours, unless an appointment time has been scheduled. This provides a calmer environment and allows staff to provide undivided attention to our guests.

CHECK-IN/OUT HOURS	
MONDAY - FRIDAY	7:30 A.M. - 9:00 A.M. 11:30 A.M. - 12:30 P.M.      4:00 P.M. - 5:00 P.M.
SATURDAY	7:30 A.M. - 9:00 A.M.
ALL OTHER TIMES BY APPOINTMENT ONLY!	

\_\_\_\_\_ \* For security reasons, proper photo ID may be required upon departure.  
Check one.

\_\_\_\_\_ I will pick up my pet.  
\_\_\_\_\_ I hereby authorize the following to pick up my pet: \_\_\_\_\_  
Relationship: \_\_\_\_\_

\_\_\_\_\_ \* We are not open for check-in and check-out on: New Year's Day, Memorial Day, Easter Sunday, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

\_\_\_\_\_ \* My pet is in good health and has not been exposed to any contagious or communicable illnesses within the past 30 days.

\_\_\_\_\_ \* I hereby represent that all information provided in this document is accurate and up-to-date and agree to pay (at check-out) for all services I have requested herein. I further agree that this stay is subject to the terms and conditions as set forth in the Guest Agreement I have signed previously.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## Overnight Guest Check-In

### MEDICAL INFORMATION

Does your pet have any old or current injuries/health concerns that require special attention? \_\_\_ Yes \_\_\_ No

If yes, explain: \_\_\_\_\_

Are there any restrictions on your pet's activities or movements? \_\_\_ Yes \_\_\_ No

If yes, explain: \_\_\_\_\_

Is your pet allergic to any medications, foods or treats? \_\_\_ Yes \_\_\_ No

If yes, list and describe the reaction(s): \_\_\_\_\_

### MEDICATION INSTRUCTIONS:

MEDICATION	DOSAGE	REASON
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

### DIET INFORMATION

**AT HOME MY PET EATS:** Dry Food (brand name): \_\_\_\_\_ Canned Food (brand name): \_\_\_\_\_

Check one:

\_\_\_\_\_ My pet will eat Lodge cuisine at no additional charge.

\_\_\_\_\_ I have supplied (and labeled) my pet's food in a sealed container, no baggies please. No additional charge.

**I understand in the event that my supply runs short, my Pet will be fed Lodge cuisine.**

### FEEDING INSTRUCTIONS:

**Pet Name:** \_\_\_\_\_

**Morning Feed:** \_\_\_\_\_ cups dry mixed with \_\_\_\_\_ can + \_\_\_\_\_

**Evening Feed:** \_\_\_\_\_ cups dry mixed with \_\_\_\_\_ can + \_\_\_\_\_

**Notes:** \_\_\_\_\_

**Pet Name:** \_\_\_\_\_

**Morning Feed:** \_\_\_\_\_ cups dry mixed with \_\_\_\_\_ can + \_\_\_\_\_

**Evening Feed:** \_\_\_\_\_ cups dry mixed with \_\_\_\_\_ can + \_\_\_\_\_

**Notes:** \_\_\_\_\_

**For multiple dogs sharing the same suite:** \_\_\_ Separate while feeding \_\_\_ Do not separate while feeding

**In the event your pet decides to be a finicky eater, it is OK to use some enticement measures:** \_\_\_ Yes \_\_\_ No

**Special Requests (ask about additional charges for these services):** \_\_\_\_\_