



Hannibal-LaGrange University
PUBLIC SAFETY
STUDENT OVERNIGHT LODGING FORM

U.S. Department of Education requires crime statistics be collected when HLGU students attend certain overnight travel events. Completion of this form will be used to determine the need for statistical data. Failure to report certain statistics can result in a fine to the institution. (2016 Handbook for Campus Safety and Security Reporting)

PLEASE PROVIDE THE FOLLOWING INFORMATION ON YOUR TRAVEL AND FORWARD TO PUBLIC SAFETY.

(PLEASE MAKE SURE THE INFORMATION IS READABLE.)

1. Is your travel a Hannibal-LaGrange sponsored event? Yes No
2. Who is sponsoring this overnight trip? _____
3. Will you be staying more than one night? Yes No
4. To your knowledge has the lodging been used by an HLGU group within the past year? Yes No

EVENT ATTENDED

What was the event attended? _____

Address: _____ City: _____ State: _____

Arrival Date: _____ Time: _____ Departure Date: _____ Time: _____

Where or what building(s) did the event take place in? _____

LODGING INFORMATION

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone#: _____

Room(s) used: _____, _____, _____, _____, _____, _____, _____

Check in date: _____ Time: _____ Check out date: _____ Time: _____

(If possible please attach a copy of the lodging receipt)

Name: (Please print.) _____

Signature: _____ Date: ____/____/____

DPS USE ONLY

Clery Crime Stats Needed: Yes No Date: ____/____/____

Reviewing Officer: _____ Agency Contacted: _____

How contacted: Phone Letter E-mail other: _____

(See back for details on statistical data collected.)