

**University of Alaska Southeast**  
*Summer Conference Housing*  
**Group Reservation Form**



Conference Event (or UAS course #): \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Sponsoring Organization or Department: \_\_\_\_\_

This is a youth camp, with attendees under the age of 18. (*Complete the Youth Camp Programming Form*)

Contact Person (must be on campus during conference): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alternative/Home Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Requested Room Type** (we will do our best to accommodate your preferences, but your guests may be moved to another room type depending on availability) All rooms include bedding and are fully furnished.

- Banfield Hall Suite, doubles**  
2 double rooms (each with 2 single beds, accommodating up to 4 individuals) that share a common entryway and bathroom. Suite includes small refrigerator and microwave. Each room is wired for cable, phones, and computers that you provide yourself. These suites may be requested as 2 single rooms for an additional fee. Commons areas and a shared kitchen are available in the building.
- Student Apartments, singles**  
4 bedrooms (each with 1 single bed, accommodating up to 4 individuals) that share a bathroom and living room. Apartments have a full kitchen with a microwave. You will need to bring your own cookware.
- Family Apartments, doubles**  
2 bedrooms (each with 2 single beds, accommodating up to 4 individuals) that share a bathroom and living room. Apartments have a full kitchen with a microwave. You will need to bring your own cookware.

**Payment Information:**

- Individual participant will be paying the entire cost for housing
- Individual participant will be splitting the cost of housing with the Conference Group (see below)
- Conference Group will be paying the entire cost of housing for all conference participants (see below)

**Conference Group Payments**

**Journal Voucher** (UAS Groups): Organization : \_\_\_\_\_ Fund : \_\_\_\_\_

**P.O.** Business Name: \_\_\_\_\_ PO #: \_\_\_\_\_

**Credit Card** (Please circle type):      Visa      Mastercard      Discover

Credit Card #: \_\_\_\_\_ Expiration: \_\_\_\_\_

Printed Name (as it appears on the card): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CONFERENCE HOUSING INFORMATION AND AGREEMENT

1. Suite-style housing has two bedrooms with two people sharing each bedroom. A suite is connected with a common hallway and a shared bathroom. Apartment-style housing has either four bedrooms with one person in each bedroom, or two bedrooms with two people in each bedroom. Apartment-style housing includes a sitting room, dining room, bathroom and kitchen. We will do the best we can to make sure you are with people in your conference group.
2. Rooms are available on a first-come, first-serve basis.
3. No maid service is available.
4. There are phones in the room allowing free local calls. Calling cards are available at the lodge front desk. Public phones are provided in the lodge and there is message service at the front desk.
5. Access to laundry facilities is provided. The cost is \$0.75 for each washer cycle and \$1.00 for each dryer cycle. Change for the laundry machines can be obtained at the lodge desk.
6. A small convenience store for personal items, beverages, and snacks are provided at the lodge desk.
7. There is no smoking in any of our conference housing facilities.
8. There is no alcohol allowed in Banfield Hall, the housing lodge, or at the BBQ area at any time. Alcohol consumption is permitted in apartments as long as every occupant is of legal age. Alcohol may not be consumed outdoors on campus or carried in open containers around campus. Guests found to be providing alcohol to other conference guests or to summer students under the age of 21 will be reported to local law enforcement.
9. A deposit must be made for a reservation to be confirmed. Group or corporate deposits must equal the total of the first night's rent for all rented units. For instance, the deposit for five apartments quoted at \$100/night will equal \$500. Individuals must supply a credit card number to confirm a reservation; the deposit amount for individual participants financing their own room costs is \$50. A refund will be issued for cancellations at least 2 weeks in advance of stay. If a cancellation occurs less than two weeks prior to your arrival date you will be billed for 100% of the first night. If you leave earlier than planned, only half of each unused night's stay will be refunded.
10. Extra nights may be requested in writing and will be available as space permits. There is no guarantee that you will get the conference group rate for the additional nights. Please indicate additional nights on top of form. Rates are per person per night.

All guests of UAS Housing agree to indemnify and hold harmless the University of Alaska, its officers, employees and agents from any and all liability, loss, damage, costs and all other claims for expenses asserted against the University which arises from injuries to person or property occasioned by attendance at or participation in the conference or stay. All personal belongings of housing guests are their own responsibility and are not covered by University insurance.

### **Additional Policies:**

**A housing guarantee must be made to the Residence Life Manager ten (10) days prior to the opening of this event. This is a billing guarantee number. This number may be increased with the approval of the Residence Life Manager and is dependent on space available. If a group arrives with more than five (5) people over their approved guarantee a \$50 additional charge will be charged the event sponsor for administrative fees. We reserve the right to change your living assignment if your guarantee number is significantly different from your estimated number of participants. Individual event participants who need to arrive early or remain late must clear this in advance with the Residence Life Manager and is on a space available basis only. If this event is canceled less than two weeks prior to the conference, or if the attendance is less than that projected on the front of this form, certain additional charges may be made. If the event is cancelled, you will be charged for the first night of your reservation. If attendance is less than that projected on the front of this form and you do not notify us of this change at least four weeks prior to the conference, you will be charged the first night for those rooms that remain empty.**

### **HOST SIGNATURE**

Please sign below to confirm your reservation and agreement to all stated terms.

Conference Host Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this completed form by mail to the address below, or fax to (907) 796-6387.**

UAS Summer Conference Housing  
4300 University Dr.  
Juneau, AK 99801

Summer Conference Services: (907) 796-6385

UAS Housing Lodge Desk: (907) 796-6443