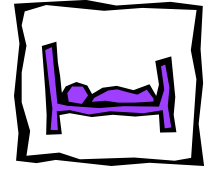


University of Alaska Southeast
Summer Conference Housing
Individual Reservation Form



___ **Conference Group Name or Course Number:** _____
 ___ **Private Party**

Arrival Date: _____ **Departure Date:** _____

Last Name: _____ First Name: _____

Gender: M F

Home Phone: _____ Work/Alternative Phone: _____

Fax: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Please list the names of any additional members of your party to be included under this reservation:

1. _____ ___ Adult ___ Child (age: _____)
2. _____ ___ Adult ___ Child (age: _____)
3. _____ ___ Adult ___ Child (age: _____)

Housing Options (You may have a particular housing style reserved for your conference group)

All units 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.

Rooming Preference

Nightly rates may not reflect negotiated group rates

	Short-term <i>up to 10 nights</i>	Mid-term <i>11-20 nights</i>	Long-term <i>21-74 nights</i>	UAS Student Rate <i>(excl. ED 593)</i>
___ Shared double room (bedspace in a double room for group)	\$23.00	\$19.50	\$16.00	\$13.50
___ Private apartment room in shared apartment (for 1 person)	\$40.00	\$32.00	\$26.00	\$25.00
___ Private apartment room in shared apartment (for 2 people)	\$64.00	\$52.00	\$40.00	\$30.00
___ Private Banfield Hall room (for 2 people in a shared suite)	\$46.00	\$39.00	\$32.00	\$27.00
___ Banfield Hall suite (2 adjoined rooms for up to 4 people)	\$88.00	\$74.00	\$60.00	\$47.00
___ Private singles apartment (full apartment of 4 single bedrooms)	\$148.00	\$118.00	\$92.00	N/A
___ Private family apartment (full apartment of 2 double bedrooms)	\$116.00	\$95.00	\$72.00	\$50.00

Roommate Request (If you are the only one in your party and sharing a double room): _____

Payment Information: (A major credit card is required to hold individual reservations)

Credit Card Type: Visa Mastercard Discover
Credit Card #: _____ Expiration: _____
Printed Name (as it appears on the card): _____
Cardholder's Signature: _____ Date: _____

Special Needs (such as handicap-accessibility, housing with no stairs, etc.): _____

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. No cookware or dining utensils are provided. 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. Availability of housing style and price is determined by room availability and selection by your conference group coordinator. Students must be enrolled in a degree-seeking program to qualify for the student rates.
3. One set of linens and towels will be provided with every bed. Additional towels, toilet paper, and alarm clocks can be requested at the Lodge desk. A linen exchange will take place at least once a week for guests to drop off soiled bed sheets and towels and to pick up clean ones.
4. No maid service is available. Cleaning supplies and vacuum cleaners can be checked out from the Lodge desk.
5. There are phones in the room allowing free local calls. Calling cards are available at the lodge front desk for purchase. Public phones are provided in the lodge and there is message service at the Lodge desk.
6. 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.
7. A small convenience store for personal items, beverages, and snacks are provided at the Lodge desk.
8. There is no smoking in any of our conference housing facilities.
9. There is no alcohol allowed in Banfield Hall commons areas, 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.
10. 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.
11. 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.
12. **Check-in time is 2:00pm; Check-out time is 11:00am**

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.

GUEST SIGNATURE

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

Guest 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