

UW CONFERENCE SERVICES HOUSING RESERVATION

Known World Dance Symposium

Thursday, June 28 – Sunday, July 1, 2007

Package Description Two packages have been created to provide campus housing and dining services for guests participating in the Known World Dance Symposium. These packages include:

Package A
 3 nights of housing (6/28, 6/29, 6/30)
 3 breakfasts in 8 at *McMahon* dining facility and 3 box lunches
 Sales tax on food
 \$20.00 nonrefundable reservation fee (includes tax)

Package B
 2 nights of housing (6/29, 6/30)
 2 breakfasts in 8 at *McMahon* dining facility and 2 box lunches
 Sales tax on food
 \$20.00 nonrefundable reservation fee (includes tax)

If you wish to arrange for either of these packages, please complete and return this form along with full payment by **Thursday, June 7, 2007**. Reservations received after **Thursday, June 7, 2007** are charged a \$25.00 late fee (includes tax) and only processed on a space-available basis. By submitting this form you agree to the terms and conditions on the back of this contract.

Reservation Information Please fill out a separate form for each person's reservation. Please type or print clearly.

LAST NAME (SURNAME)	MIDDLE INITIAL	FIRST NAME (PERSONAL NAME)	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
MAILING ADDRESS			<input type="checkbox"/> YES <input type="checkbox"/> NO
CITY/STATE/ZIP/COUNTRY			
TELEPHONE	FAX	EMAIL	

Room Qualifications Please indicate room preference: <input type="checkbox"/> SINGLE <input type="checkbox"/> DOUBLE	Arrival/Departure Please indicate arrival and departure dates: ARRIVAL _____ DEPARTURE _____	Box Lunches Please choose one: <input type="checkbox"/> MEAT <input type="checkbox"/> VEGETARIAN
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Roommate Request If you select a double room, you may indicate a roommate preference and mutual requests will be honored. If you select a double room and do not designate a roommate, one will be assigned.	YOUR REQUESTED ROOMMATE'S NAME
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Accessibility Please describe any accessibility accommodation you may require for housing or parking.

Standard Package Dates for Package A are 6/28 – 7/1 and may not be altered. Dates for Package B are 6/29 – 7/1 and may not be altered. There is no credit for shorter stays or unused dining money. Package rates are per person. Choose one:

DOUBLE OCCUPANCY:	PACKAGE A \$173.13	PACKAGE B \$122.09	= \$
SINGLE OCCUPANCY:	PACKAGE A \$231.63	PACKAGE B \$161.09	= \$
LATE FEE- AFTER 6/7/2007	\$ 25.00		= \$
	TOTAL ENCLOSED:		= \$

Method of Payment (check one)

Check (US funds on a US bank account) payable to University of Washington. Please mail reservation form with check in the same envelope.

Purchase Order. Please attach copy of purchase order and advise us of any action required to initiate payment.

Visa MasterCard AMEX

ACCOUNT NUMBER:	EXPIRATION DATE:
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Please remember that your signature authorizes the University of Washington to charge your credit card for charges occurring after this form has been signed. Additional charges can be, but are not limited to, those such as additional nights of lodging, meals, parking, or unreturned keys.

You may fax this form if paying by credit card, but then please DO NOT mail an additional copy.

University of Washington · Box 355611 · Seattle, Washington 98195-5611
 TEL: (206) 543-7634 · FAX: (206) 543-4094 · EMAIL: confhous@u.washington.edu

Additional information on reverse side.

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

UW Conference Services Housing Policy Guidelines

Package Plan Housing and meal service are offered as a package plan for fixed dates. There is no credit for shorter stays or unused meal allotments.

Accommodations Residence halls are within a 10- to 15-minute walk of most meeting areas on campus. Residence halls are not air-conditioned. All rooms are furnished with twin beds, a small fan, Ethernet access, and a local-access telephone with voice mail (long-distance calls may be placed using a credit card or prepaid calling card). Bed linen, towels, soap and drinking cups are provided. Desk lamps can be checked out at the Conference desk. Rooms share community bath facilities. Occasionally the appropriate bath facility will be located one floor above or below your room. Attractive lounges, patios and other gathering areas are found throughout the halls. Laundry facilities are available in each building. Television lounges and kitchenettes with microwave ovens are located on most floors. Residence halls offer a smoke-free environment. Smoking is prohibited in all University areas, including in private sleeping rooms. For a list of authorized smoking locations, consult Conference Services staff. Please note that UW residence halls are designed for adult usage, and the facilities are not childproof. Adults are responsible for the supervision of their children at all times. The University of Washington is a pedestrian campus; bring comfortable shoes and be prepared to walk. Couples housing limited and based upon availability.

Meal Service Eleven-01 located in Terry Hall on Southwest Campus offers meal service in *a la carte* style. Guests purchase food, snacks and beverages by the item. Fixed price, All-You-Care-to-Eat (AYCE) dining service is offered in 8 at McMahon, located on North Campus. Both restaurants are open for breakfast from 7 a.m. to 9 a.m., for lunch from 11:30 a.m. to 1:30 p.m., and for dinner from 5:30 p.m. to 7 p.m. Additional services are available from 7 a.m. to 10 p.m. at Ian's Domain, an internet café/convenience store located in McCarty Hall, and at 2 Convenient, an espresso bar/convenience store located in Terry Hall. Both Eleven-01 and 8 at McMahon serve a variety of entrees, salads, desserts and beverages, routinely offering a meatless selection for vegetarians willing to eat egg and dairy products. The wide variety of food choices offered will accommodate most dietary restrictions.

Guests are issued a conference card programmed with a prearranged number of prescheduled meals. *Cards programmed with AYCE meals can only be used in 8 at McMahon.* Guests who exceed their allotted balance can pay the difference in cash.

Parking Overnight parking is available near the residence halls. The current daily parking rate is \$11.00 Monday through Friday and \$5.00 Saturday, 7 a.m. to 12 p.m. There is no charge to park on campus from 12 p.m. on Saturday to midnight on Sundays or University holidays. *These rates are subject to change without advance notice.* Availability is limited and not guaranteed. More information regarding parking will be sent with your confirmation.

Payment Reservations will not be confirmed unless full payment is sent with this reservation form by the reservation deadline date on the front of this form. Advance payment may be made in US dollars by check, purchase order, Visa, MasterCard or American Express. Checks should be made payable to the University of Washington and drawn on a United States bank account. Purchase orders should include instructions for initiation of payment. Arrangements must be made in advance if purchase orders are to be presented on arrival. Checks and purchase orders must be mailed with the reservation form in the same envelope. The University of Washington charges \$25 for all returned checks. Reservations paid by Visa, MasterCard or American Express may be faxed. We recommend that you notify your credit card company if you plan to put a large amount on your credit/debit card. This speeds up processing to help ensure a smooth check-in at the Conference desk. To avoid duplicate reservations and charges, please do not mail in the faxed form.

Confirmation Once this reservation form is received with full payment, you will be sent a confirmation identifying your check-in location, along with travel directions to campus and information. Check-in time is 2 p.m. and checkout time is 11 a.m. **unless the confirmation states otherwise.**

Cancellations and Refunds

- If the cancellation is received by the Conference Services office on or before **Thursday, June 7, 2007**, the prepayment less the \$20.00 reservation fee will be refunded.
- If the cancellation is received by the Conference Services office after **Thursday, June 7, 2007**, but before the scheduled arrival date, the prepayment less the \$20.00 reservation fee, the \$25.00 late reservation fee (if applicable) and \$53.85 double or \$75.09 single (one day's room & board plus tax) will be retained and the balance will be refunded.
- If no advance cancellation is received by the Conference Services office and you do not show, **no refund will be issued.**

The University reserves the legal right for recovery of reasonable attorney fees, court costs and other reasonable collection costs, including payment of collection agency fees.

If paying by credit card,
☎ fax to:

CONFERENCE HOUSING RESERVATIONS
Fax: (206) 543-4094

If paying by check or PO,
✉ mail form and payment to:

CONFERENCE HOUSING RESERVATIONS
University of Washington
Box 355611
Seattle, WA 98195-5611

Questions? Please contact us at:

CONFERENCE SERVICES
☎ Tel: (206) 543-7634
✉ Email: confhous@u.washington.edu