



# UW Conference Services Housing Policy Guidelines

**Package Plan** Housing and meal service are offered as a package plan for fixed dates. No credit is given for a shorter stay or missed meals. When available, early arrival and late departure days may be added to the package at an additional charge. Please observe the allowable extra dates on the front of this form.

**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 local-access telephone with voice mail (long-distance calls may be placed using a credit card or prepaid calling cards) and a small fan. Bed linen, towels, soap and drinking cups are provided. 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 ranges or microwave ovens are located on most floors. Residence halls offer a smoke-free environment. Smoking is prohibited in all public areas and in private sleeping rooms. 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.

**Meal Service** Meals included in the package plan are served in a dining room reserved for conference guests. Whatever your prearranged board plan may be, you will find a selection of carefully prepared items offered cafeteria (or buffet) style. All meals offer a meatless selection but vegan meals are not available. Other dietary restrictions and preferences may not be accommodated.

**Parking** Overnight parking is available near the residence halls. The current daily rate is \$7.00 Monday through Friday and \$3.00 Saturday, 7 a.m. to 12 noon. There is no charge to park on campus from 12 noon on Saturday to midnight on Sundays or holidays. These rates are subject to change without 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 on a US 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. To avoid duplicate reservations and charges, please do not mail in the faxed form.

**Confirmation** Once this reservation form is received with payment, you will be sent a confirmation identifying your check-in location, along with travel directions to campus. 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 before the reservation deadline date, the prepayment \$10.86 will be refunded.
- If the cancellation is received by the Conference Services office after the reservation deadline but before the scheduled arrival date, the prepayment *less the reservation fee and* \$40.70 double/\$54.70 single will be retained and the balance will be refunded.
- If no advance cancellation is received by the Conference Services office and you are a no-show, the prepayment *less the reservation fee and* \$85.00 double/ \$113.00 single will be retained and the balance will be refunded.

If paying by check or PO,  
✉ mail form and payment to:  
CONFERENCE HOUSING RESERVATIONS  
University of Washington  
Box 355615  
Seattle, WA 98195

If paying by credit card,   
fax to:  
CONFERENCE HOUSING RESERVATIONS  
Fax: (206) 543-4094

Questions? Please contact us at:  
CONFERENCE SERVICES  
☎ Tel: (206) 543-7634  
✉ Email: [confhous@u.washington.edu](mailto:confhous@u.washington.edu)