

UW CONFERENCE SERVICES HOUSING RESERVATION

ExDP – UW Summer Programs

Student Intern/Researcher Extended Summer Housing

Individual Registration – Summer 2009

A minimum stay of four (4) consecutive weeks is waived for ExDP.

Reservations are processed on a space-available basis only. By submitting this form you agree to the terms and conditions on the back of this contract. It is recommended that you contact the Conference Services Office prior to submitting this form to confirm room availability.

Applications are due by Monday, May 4, 2009.

In order to confirm your housing reservation, a **minimum deposit of \$250.00** is required. This deposit will be applied towards your total balance due. Any remaining balance is due by the time of check-in.

Reservation Information Please use 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
BILLING ADDRESS (AS APPEARS ON CREDIT CARD STATEMENT)			
CITY/STATE/ZIP/COUNTRY			
TELEPHONE	FAX	EMAIL	

Program Title The Extended MPH Degree Program Arrival Date _____ Departure Date _____

PROGRAM CONTACT <u>Cindy Moore</u>	PROGRAM CONTACT'S PHONE NUMBER <u>206-685-7580</u>
NAME OF UNIVERSITY OR COLLEGE <u>University of Washington</u>	CURRENT ENROLLMENT STATUS/YEAR IN SCHOOL _____

Accessibility Please describe any accessibility accommodation you may require for housing or parking.

Room Rates: All prices are per person, per night.

SINGLE ROOM IN SHARED APARTMENT (NO DINING DOLLARS):	\$22.75 x _____ NO. NIGHTS = \$
SINGLE ROOM IN SHARED APARTMENT (WITH \$52.50 PER WEEK DINING DOLLARS):	\$30.25 x _____ NO. NIGHTS = \$
LINEN PACKAGE RENTAL (PILLOW, BEDDING LINEN, TOWELS):	\$30.00 RENTAL FOR ENTIRE STAY (TAX INCLUDED) = \$
	Total Due = \$
	Amount Enclosed (MINIMUM OF \$250.00) = \$
	Remaining Balance Due by Check-in = \$

A submitted form does not guarantee housing. Only reservation requests for which an emailed confirmation has been issued by the Conference Services office will be considered valid.

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

Your signature authorizes the University of Washington to charge your credit card for costs incurred after this form has been signed. Additional charges can be, but are not limited to, those such as additional nights of lodging, meals, parking, damages, cleaning costs or unreturned keys.

METHOD OF PAYMENT

- Check (U.S. funds on a U.S. bank account payable to University of Washington. Please mail check with reservation form.)
 Visa MasterCard AMEX (The address provided above should reflect the credit card billing address.)

Credit Card Number: _____

Expiration Date: _____

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

UW Conference Services Housing Policy Guidelines

Guests eligible for housing are U.S. or international students 18 years of age or older pursuing internships, educational or employment opportunities in the greater Seattle area. Students must be currently enrolled in and provide current identification from an accredited college or university and proof of age.

Pricing & Reservations: It is highly recommended that you contact the Conference office prior to submitting a Reservation Form to check room availability. Reservations are processed on a space-available basis only. By submitting this form you agree to all listed terms and conditions. **A submitted form does not guarantee housing. Only reservation requests for which an emailed confirmation has been issued by the Conference Services office will be considered valid.**

Accommodations: Guests will reside in a single occupancy room in a shared apartment unit. All rooms are furnished with twin beds, a desk and Ethernet access. Guests share bath and kitchen facilities with other guests of their same gender in each apartment. Linens, towels, cookware, dinnerware, toilet paper, paper towels and cleaning supplies are not provided and rooms are not air conditioned. Laundry facilities are available in each building and laundry funds can be deposited at the front desk. In accordance with Washington State law, smoking is prohibited in all indoor public areas and sleeping rooms. Residence halls are within ten to fifteen minutes of most meeting facilities on campus; bring comfortable shoes and be prepared to walk.

Cleaning and Maintenance: Guests are responsible for cleaning apartment units during the summer. This includes, but is not limited to, disposing of trash in outside dumpsters, cleaning the kitchen and bathroom units, and removing all personal and food items upon move-out. Guests are responsible for alerting Conference Services of any maintenance or cleaning concerns. Additional charges may be incurred at move-out if guests do not properly clean and maintain the apartment units. Custodial may enter the apartment unit at any time to do routine maintenance or to check on maintenance concerns, and are not required to provide advance notice. Please see your reservation confirmation letter regarding more information on guest responsibilities.

Checking In: Advance, confirmed reservations are required. The Conference Desks are unable to process walk-in or unconfirmed housing requests. Guests must be prepared to present valid proof of identification as well as valid student identification confirming enrollment in an accredited college or university. Please note the desk hours and check-in location listed on your confirmation letter.

Linen Package Rental: Includes one each: fitted sheet, flat sheet, blanket, comforter, pillow, pillow case; and two each: bath towels, bars of soap, and wrapped plastic drinking cups. Laundering of these items is the responsibility of the guest during their stay. Guests will be charged for non-disposable items not returned at the end of their stay.

Meal Service: For guests choosing to include a food plan, a non-refundable, non-transferable \$52.50 per week meal allowance is included. Upon check-in guests are issued a conference debit card. The conference card is programmed with the prearranged dollar amount for the guest's entire stay. Each time guests make a purchase, the amount is deducted from the balance. After each purchase the remaining dollar amount shows on the cash register and receipt allowing guests to track their remaining balance. There are no refunds for unused meal money. Eleven-01 located in Terry Hall on Southwest Campus offers meal service daily, and is 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 2 Convenient located in Terry Hall. Guests who choose the non-food plan option, or those who exceed their allotted balance may purchase meals and snack items using cash or check.

Payment: The reservation deposit is due in full at the time of reservation application. The remaining balance is due by check-in on your day of arrival. We accept cash, checks, money orders, VISA, MasterCard or American Express.

Room Keys and Conference Cards: A room key, a Conference Card programmed with building access, and possibly a bathroom key are issued to each guest at check-in. Lost keys present a serious security risk for the residence halls. A room key lost or not returned at the end of a guest's stay will result in an immediate lock change for which the guest will be charged \$85.00 (plus tax).

Lost Conference Cards will be replaced for \$10.00 (plus tax), Monday through Friday, 8 a.m. – 5 p.m. Guests will be charged directly at the Conference Desk.

Cancellations: Guests who cancel their reservation with the Conference Services office two weeks or more prior to their scheduled arrival date will receive a full refund. Guests who cancel less than two weeks prior to their arrival date will forfeit the \$250.00 reservation deposit. If the Conference Services office receives no advance cancellation and a guest does not show, no refund will be issued.

Parking: Long term parking permits may be purchased at the front desk at check-in.

Confirmation: Once payment has been verified, the Conference office will email a confirmation of your reservation along with travel directions to campus, information identifying check-in time and location, and information about what you should bring.

Contacting Us: To make reservations, please contact Conference Services at (206) 616-1031, confhous@u.washington.edu, or by fax at (206) 897-1620. Please identify yourself as Student Intern/Researcher Extended Summer Housing, provide the title of your particular program, and the name of your college or university. To use UW Housing, guests MUST have advance reservations, be currently enrolled in an accredited college or university, and be pursuing academically related activities.