



2008 Summer Conference Housing Conference Housing Agreement

Return completed form to:
University of Cincinnati
Housing & Food Services (SCH)
PO Box 210045
Cincinnati, OH 45221-0045
Phone: 513-556-6470 Fax: 513-861-6816
E-mail: HFSConferenceServices@uc.edu

Summer Conference Housing is available from Sunday, June 22, 2008 to Friday, August 15, 2008.
Completion of this form does not confirm housing; confirmation will be E-mailed or mailed to mailing address listed below.

Conference Information

Name of Conference:					
Conference Contact Person (Authorized Purchaser):		E-mail:			
Mailing Address:					
City:		State:		Zipcode:	
Telephone:		Cell Phone:		Fax:	

Conference Dates

Conference Dates:	Arrival Date:		Explain variation in arrival/departure plans in Notes Box below	Departure Date:	
(Check-in 1 - 5 pm)		\$10/hr outside these hours		(Check-out before noon)	

Guaranteed Minimum Guest Count*

Guaranteed Minimum Guest Count:		Select Guests' Age Range:	Minors	College	Adult	Cancellation Policy for Group Reservations	
Room Rates (per person, per night) <i>You will be billed for actual or guaranteed, whichever is greater</i>		Enter number of guests below				*The Guaranteed Minimum Guest Count and dates will be used to confirm housing. Once confirmed, both are binding 30 calendar days prior to conference Arrival date. A group cancellation is allowed 30 days prior to your Arrival date. Cancellation must be submitted by E-mail to: HFSConferenceServices@uc.edu. See change details below. Upon signature of this agreement, you are bound to these charges.	
		Male	Male (staff) required for minors	Female	Female (staff) required for minors		
\$22.00	Double Occupancy without linen						Changes to Reservation
\$25.00	Double Occupancy with linen						Charges
\$25.00	Single without linen						If you cancel the reservation in advance of 30 days of conference OR adjust the dates or minimum guaranteed counts 30 days in advance
\$28.00	Single with linen						If you increase the dates or the minimum guaranteed guest count within 30 days of conference
\$25/mo	Internet service per person per month: allow for 3 business days to set up service in room. Pro-rate not available.						If you decrease the dates or minimum guaranteed guest count within 10 days of conference
\$10/hr	Special Arrangement for Check In or Check Out Time					If you cancel the reservation within 30 days of the conference date	
Linen package includes a pillow, pillowcase, flat sheet, fitted sheet, one bath towel, and one face towel.							

Meal Service

Would you like to purchase Meal Service for your group:	Yes	No	Meal Service is available for your group. The order process is different from reserving conference housing. A form will be provided to you to help you order your meal service needs.
Would you like to purchase Catering Service for your group:	Yes	No	

Special Notes Box

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Department/Organization Information

Department or Organization:			Mail Location:	
Financial Contact Name:		Telephone:		
Mailing Address:				
City:		State:		Zipcode:

Select Payment Type

You will be invoiced 30 days after your program. Please select your preferred payment method, account details, and obtain signature from the authorizing purchaser.

<input type="checkbox"/>	UC NIU or SAP Account:			
<input type="checkbox"/>	UC Department Charge Card:			
<input type="checkbox"/>	Credit Card: Visa, MC, Discover			
<input type="checkbox"/>	Check	Authorized Department Purchaser Signature:		

Restrictions and Damages

Any guest under 18 years of age must be chaperoned by an adult. Guest's visitors are not permitted to stay over-night. The University is not responsible for any personal property that is lost, stolen or damaged. Any damages caused by your guest to the facility or lost key is the responsibility of the sponsored program and will be directly billed to the conference (department/organization). A fee of \$60.00 (per key) will be charged for keys not returned to the front desk. Smoking, alcohol, and pets are not permitted in residence halls and can lead to dismissal. It is the responsibility of the program to communicate these restrictions to participants who are guests.

Acceptance of the Terms and Conditions to Agreement

I, the undersigned, do hereby enter into this agreement for Summer Conference Housing with the University of Cincinnati. By the following "Authorized Purchaser" signature, the party hereby agrees to these terms and conditions outlined in this Conference Housing Agreement and certifies that he/she is legally authorized by the Purchaser to sign this agreement on behalf of the Purchaser and bind it to the terms herein and payment therefore. It is understood that no residence hall rooms, facilities or conference services can be confirmed until an original signed copy of this agreement is received 30 calendar days prior to Conference arrival date in the Housing & Food Services, Summer Conference Housing office.

In the event of disaster or other conditions that would render the residence hall rooms and/or facilities inoperable or not suitable for use, the University of Cincinnati shall be released from any responsibility to provide services and are not liable for any damage, loss, or other cost resulting from the unavailability of residence hall room(s), facilities, and/or conference services.

_____	_____
Authorized Purchaser (Print)	Title
_____	_____
Authorized Purchaser Signature	Date

FOR OFFICE USE ONLY

Record of Dates			
<input type="checkbox"/>	Agreement Received	<input type="checkbox"/>	Housing Confirmed (email or mail)
<input type="checkbox"/>	Approved by Program Director, Housing & Food Services, Summer Conference Housing		
<input type="checkbox"/>	Change applied to agreement:		
<input type="checkbox"/>	Change applied to agreement:		