



UNIVERSITY CENTER CONFERENCE CHICAGO

2011 Summer Conference Individual Housing

Pattern Review • May 12-15, 2011

ALL RESERVATION FORMS MUST BE RECEIVED BEFORE APRIL 29, 2011

Guest Name (Last, First, MI): _____

Address: _____ City, State, & Zip: _____

Phone: _____ Cell: _____ Email: _____

Gender: _____ Age: _____ Country (if not USA): _____

Emergency Contact Name: _____ Phone: _____

| Room Type | Arrival Date (after 3 pm) | Departure Date (before 10 am) | Total Nights | Daily Rate (Tax Included) |
|----------------------------|---------------------------|-------------------------------|--------------|---------------------------|
| 4-Bedroom Shared Apartment | | | | \$94.05 |
| Semi-Suite* Single | | | | \$118.57 |
| Semi-Suite* Shared | | | | \$72.12 |

* Dining Center breakfast is included in daily rate. Meals are non-refundable and do not carry over day to day. Retail items provided for an additional cost.

Nightly rate is per person and subject to 15.4% hotel tax, which is included in rate above. Two night minimum stay on all rooms. Rooms will be assigned on a first-come, first-serve basis and are subject to availability. Luggage storage is available for all early arrivals and late departures.

If you have a roommate request, please indicate the names below. Maximum of four people per apartment. (Roommate requests are not guaranteed)

1) _____ 2) _____ 3) _____

Please indicate if you require any special accommodations due to any physical conditions: _____

Room Payment:

Credit Card Type*: _____ Credit Card Number: _____ Expiration: _____

* Accepted Credit Cards: American Express, Visa, MasterCard, & Discover

Total Amount: _____ Cardholder Name: _____

Signature: _____

☐ Cash ☐ Check ☐ Money Order Credit Card will be charged immediately. Confirmation will be sent once payment is processed.

Mail, email, or fax completed form and payment to:
University Center Conference Chicago • Summer Housing • 525 S. State Street • Chicago, IL 60605
summer@universitycenter.com • Phone: 312.924.8000 • Fax: 312.924.8100

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UNIT ASSIGNMENTS: Specific unit assignments are available upon check-in.

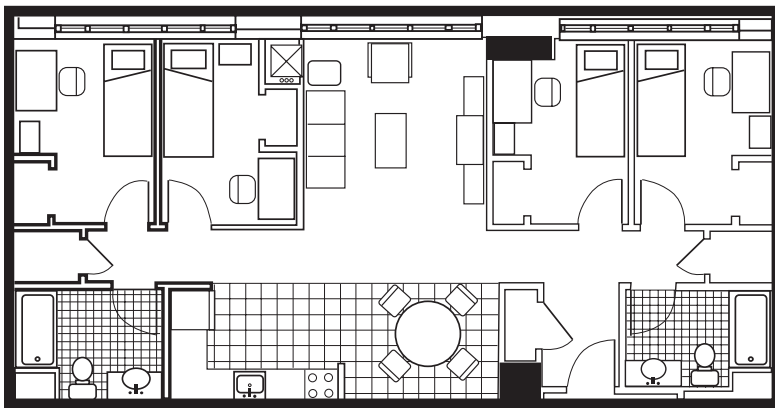
ROOM AMENITIES: University Center supplies basic furniture such as desk, chair, dresser, closet, bed, blinds, mattress and telephone with free local calls. Halogen lamps are prohibited.

APARTMENT

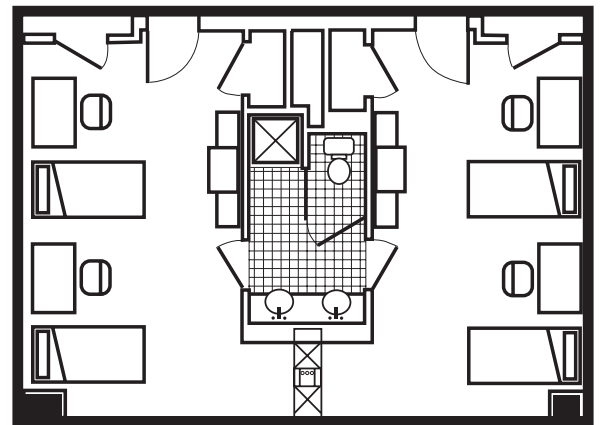
Apartments consist of four individual bedrooms, two bathrooms and a kitchen and living area. The common living areas include a couch, chair, coffee table, end table, shelving units and dining table with four chairs. The kitchen includes a stovetop oven, microwave, full-size refrigerator and a dishwasher. Pots, pans and utensils are not provided. Bedrooms include an extra long twin sized bed, sheets, blanket, pillow and towels. Linens will not be changed during your stay

SEMI-SUITE

Guests will be staying in semi-suites (comprised of two rooms connected by a shared bath). Each individual room contains two twin beds. Guests may select to stay alone in a room as a 'Single Occupant' or with another person as a 'Shared Occupant'.



4 Bedroom Quad Apartment



Semi-Suite

CHECK-IN/CHECK-OUT: Check-in time is after 3 p.m. and check-out time is before 10 a.m. Guests who fail to check-out with staff at the end of their contract period will be subject to having their belongings packed and moved into storage, and the lock to their room door changed. The guest will be billed for all expenses related to packing, moving, and storing his/her belongings, the cost for the lock change, in addition to normal cleaning and damage charges (if any).

TERM & PAYMENT: The term of this agreement is for the dates indicated on previous page. Each guest is responsible for the complete payment of housing charges for the dates indicated prior to occupancy. Guests may not be provided occupancy if payment has not been received prior to arrival. For payment by credit card, please complete the credit card authorization section of this application contract.

RESERVATION PAYMENT: The guest must pay the required reservation fee in an amount equal to 100% of the total housing accommodation cost. The reservation fee will be applied in full toward the guests housing charges, and is refundable only if University Center is unable to grant occupancy or with **10-days advance written notice of cancellation by guest**. Reservations will not be accepted without payment in full.

CANCELLATION POLICY: Upon a written 10-day notice of cancellation, the reservation payment may be refunded in full. Cancellations received less than 10 days before the intended check-in date will result in the reservation payment not being refunded. Late arrivals and/or early departures will not be refunded.



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LIABILITY: University Center assumes no liability for the loss or damage to personal property. Personal property is brought onto the premises at the risk of residents. Residents are urged to lock their doors at all times and to make sure their renter's insurance policy is current.

University Center reserves the right to remove or reassign guests at any time during the term of occupancy to ensure safety or for efficiency of operations. It is mutually agreed that all provisions of the *University Center Resident Handbook* for 2010–2011, (<http://www.universitycenter.com/assets/move-in/student-handbook.pdf>), all school policies, and all applicable State, Federal, and local laws, are incorporated herein.

LENGTH OF STAY: Late arrivals and/or early departures will not be refunded. Extended stays will be offered based upon availability.

MINORS: Guests under the age of 18 are not legally able to book a reservation. All guests under 18 must be accompanied by a legal guardian at all times. Children are not allowed in the building unsupervised at any time.