

UNIVERSITY of ALASKA ANCHORAGE

 CONFERENCE SERVICES

3700 Sharon Gagnon Lane Suite 602 Anchorage, AK 99508*(907) 751-7211*FAX (907) 751-7377*

* E-MAIL: TINAV@UAA.ALASKA.EDU * WWW.UAA.ALASKA.EDU/CCS *

SUMMER GUEST HOUSING RESERVATION FORM

LAST NAME	FIRST NAME	GENDER	DAYTIME PHONE
MAILING ADDRESS	CITY	STATE	ZIP
AEIN Institute			
GROUP/CONFERENCE NAME	CONTACT PERSON	E-MAIL ADDRESS	
SCHEDULED CHECK-IN DATE	SCHEDULED CHECK-OUT DATE	FAX NUMBER	

ACCOMMODATIONS TYPE: SINGLE SUITE DOUBLE SUITE QUAD SUITE APARTMENT

PAYMENT METHOD:

Check # _____ Payable to: **UAA Conference Services, P.O. Box 141606 Anchorage, AK 99514-1606**

Purchase Order # _____ UA Journal Voucher. ORG: _____ FUND: _____

Credit Card (Please circle type) **Visa** **Master Card**

Credit Card Number _____ Expiration: _____

Printed Name (as it appears on the card): _____

Signature: _____ Date: _____

Payment must be made at the time of reservation or guaranteed with valid credit card or purchase order. Please make checks payable to UAA Conference Services. Reservations must be canceled 24 hours in advance of arrival to avoid cancellation charge of one night's stay. Any additional charges incurred by the guest during the stay, including damages, lost keys, or additional nights, that are not paid for at check-out will be charged to the credit card listed above.

GUEST SIGNATURE:

Please sign below to confirm your reservation and agreement to all stated terms.

Signature:

Date:

ROOMMATE REQUESTS:

Please list below guests or family members you would like to be roomed with:

All Hall Check-In Desks are open 24/7

All guests of UAA Housing must agree to indemnify and hold harmless the University of Alaska, its officers, employees and agents from any and all liability, loss, damage, costs and all other claims for expenses asserted against the University which arises from injuries to person or property occasioned by attendance at or participation in the conference/event or stay. All personal belongings of housing guests are their own responsibility and are not covered by University insurance.

Guests agree to abide by all university policies, including alcohol policies. Guests will not tamper with any furnishings or equipment, including, tables, chairs and beds. Guests will be held responsible for damages or above normal clean up if required.