

UNIVERSITY of ALASKA ANCHORAGE  
**UAA**  
CONFERENCE SERVICES

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## SUMMER GUEST HOUSING RESERVATION FORM

LAST NAME	FIRST NAME	GENDER	DAYTIME PHONE
MAILING ADDRESS	CITY	STATE	ZIP
Alaska Science Consortium	Cheryl Cooper		
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**
- 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.