



UW Conference Housing Space Reservation Form

Today's Date:

Event Name:

Sponsoring Organization:

Contact:

Alternative Contact:

Phone:

Alternative Phone:

Email:

Alternative Email:

Address:

City:

State:

Zip:

Check-in Preference

1st Date Preference

Date:

Time:

2nd Date Preference

Date:

Time:

3rd Date Preference

Date:

Time:

Check-out Preferences *Please note that an additional cost will accompany checkout times after 10:30 am*

1st Date Preference

Date:

Time:

2nd Date Preference

Date:

Time:

3rd Date Preference

Date:

Time:

No second or third preference dates will be assigned without contacting groups.

I _____, understand this is a request of space. Confirmation of space will be made in writing within three weeks of space request receipt/or priority deadline. I understand that a meeting will be set up to discuss the contract in the late December or early January.

Signature: _____

Date: _____

