



## SUMMER SYMPOSIUM OF MOLECULAR BIOLOGY 2009 THE PENNSYLVANIA STATE UNIVERSITY ON-CAMPUS HOUSING RESERVATION REQUEST

### DESCRIPTION OF ACCOMMODATIONS:

A special package has been reserved for the *Summer Symposium of Molecular Biology at Eastview Terrace Residence Hall* for the program's duration. The rate is **\$63.00 per night, per person, single occupancy at Eastview Terrace**. Rooms are available beginning Tuesday, August 11<sup>th</sup> through Friday, August 14<sup>th</sup>.

The rooms consist of one single bed, nightstand, desk, and armoire, along with a private bath. A small microwave/refrigerator is provided for your convenience. The rate includes a hot breakfast each day of residence; bed linens, towels, washcloth, and soap. You should bring your own clothes hangers, alarm clock, and any other personal items you may require.

### TO RESERVE A ROOM:

Fax the attached reservation request form to Contact Conference Services at the fax number provided below. A Visa or MasterCard number must be listed to reserve your room. Charges will not be applied to your card until you check in.

Conference Services  
The Pennsylvania State University  
133 Johnston Commons  
University Park, PA 16802  
**Phone:** 814-865-0079  
**Toll-Free:** 800-778-8006  
**Fax:** 814-863-8877

### PAYMENT:

Accepted forms of payment for housing are cash, check, MasterCard or Visa. No other forms of payment will be accepted. If you are planning to pay for your room via credit card, the cardholder must present the card at time of check-in. If this is not possible, you may guarantee your reservation by credit card, and pay with a check or cash at time of check-in. All housing charges must be paid in full at time of check-in.

### CANCELLATION AND EARLY DEPARTURE POLICY:

**Cancellation/No Shows:** If you fail to cancel before July 27, or do not show up for your lodging, a one-night lodging fee at the package rate will be charged to your credit card or deducted from your payment prior to refund or credit to account.

**Early Departures:** A "Refund Request" form, available at all check-in locations, must be completed at the time of your early departure, and all keys and cards must be returned to complete the check-out process. You will be charged for the length of your stay, plus a one night penalty.



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ON-CAMPUS HOUSING RESERVATION REQUEST**

**Guest's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Home Street Address

City

State

Zip Code

**Phone Number(s):** \_\_\_\_\_ Home \_\_\_\_\_ Cell

\_\_\_\_\_ Office \_\_\_\_\_ Fax

\_\_\_\_\_ E-mail Address

**Arrival Date:**

**Departure Date:**

**Number of Nights:**  X \$63.00 per night, per person, single occupancy = \$

**Number of Rooms:**

**Meal Plan(s):**  X \$56.00 per stay, per person = \$

**Meals:** Hot breakfast service at the Pollock Dining Hall, Monday through Friday, is included in the per person, per night rate for campus residence hall guests. You may also buy a meal plan that includes lunch and dinner, for a fee of \$56.00, per person. Meal plan starts with dinner on Tuesday, August 11<sup>th</sup> and ends with dinner on Thursday, August 13<sup>th</sup>. If you do not buy the meal plan, lunch and dinner are on your own.

**Additional Persons Requesting Reservations with this Application:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

A one night, nonrefundable deposit must be made in order to guarantee housing accommodations. Acceptable forms of payment are cash, check, MasterCard or Visa. No other forms of payment will be accepted. If you are planning to pay for your room via credit card, the cardholder must present the card at time of check-in. If this is not possible, you may guarantee your reservation by credit card, and pay with a check or cash at time of check-in. All housing charges must be paid in full at time of check-in.

**Charge to:**      **Visa**       **MasterCard**

**Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Cardholder Name:** \_\_\_\_\_  
Type or Print Clearly

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit Reservation to:** Conference Services  
133 Johnston Commons  
University Park, PA 16802  
Phone: 800-778-8006 or 814-865-0079      Fax: 814-863-8877