



**UNIVERSITY RESIDENCE HALLS RESERVATION FORM /PAGE 2**

Saturday, August 1 (     ) Total no. Children (     ) Total no. Adults  
(     ) Total no.

Sunday, August 2 (     ) Total no. Children (     ) Total no. Adults  
(     ) Total no.

Tuesday, August 4 (     ) Total no. Children (     ) Total no. Adults  
(     ) Total no.

\_\_\_\_\_  
**YOUR ARRIVAL DATE\*\***

\_\_\_\_\_  
**YOUR DEPARTURE DATE\*\***

**\*\*Please Note\*\*** Check-in is available after 2:00 p.m. on August 1, 1998. Checkout is by NOON on August 6, 1998.

**COMMENTS:** \_\_\_\_\_

RESIDENCE HALL TOTAL	\$ _____
LESS DEPOSIT	\$ _____
<b>BALANCE DUE UPON ARRIVAL</b>	<b>\$ _____</b>

**PLEASE READ \*\*IMPORTANT\*\***

**INDICATE METHOD OF PAYMENT:** A GUARANTEED ONE NIGHT NON-REFUNDABLE DEPOSIT FOR HOUSING, REGARDLESS OF METHOD OF PAYMENT. ANY ADDITIONAL PAYMENT FOR SERVICES IS DUE UPON ARRIVAL. 'NO SHOWS' OR ANYONE NOT CANCELING WITHIN FOUTREEN DAYS OF THE ARRIVAL DATE WILL BE BILLED FOR ONE NIGHT.

(    ) Enclosed is a check/money order no. \_\_\_\_\_ for \$ \_\_\_\_\_, payable to **THE PENNSYLVANIA STATE UNIVERSITY.**

(    ) Charge \$ \_\_\_\_\_ to my (    ) MasterCard (    ) VISA

**Cardholder's name (please print)** \_\_\_\_\_

**Card Number** \_\_\_\_\_

**Expiration Date (Mo./Yr.)** \_\_\_\_\_

**Cardholder's signature** \_\_\_\_\_

## **UNIVERSITY RESIDENCE HALLS RESERVATION FORM/PAGE 3**

**PLEASE NOTE:** Reservations must be received two weeks prior to group conference dates at:  
Conference Services, Housing and Food Services  
The Pennsylvania State University  
125 Johnston Commons  
University Park PA 16802-2006  
You may fax this reservation to: (814) 865-0081 or you may call toll free: (800) 778-8006  
Monday–Friday, 9:00–11:30 a.m. and 1:00–4:00 p.m. EST  
When calling, please have your MasterCard or VISA information ready.

**DO NOT return this form to the PSA Office with your Registration Materials.**