



RARE BOOK SCHOOL 2006 HOUSING REQUEST FORM

RBS housing is handled directly by UVa's Office of Conference Services (CS). Housing is available from Sunday night through Friday night (*but let CS know if you would like an extended stay*). To reserve UVa housing, complete this form and **send it to CS** with full payment at least **one month** before your arrival date. CS cannot guarantee housing for reservations received after that date, though they will make every effort to meet your request. **CS must receive cancellation notifications at least 7 working days in advance of your arrival date in order to make a partial refund (the guest will be charged a \$25 cancellation fee).** Students who cancel between 1 and 6 days prior to arrival will receive a partial refund (the guest will be charged a \$25 cancellation fee plus a charge equal to one night of housing). **No other refunds will be given.** **Telephone CS at 434-924-4479** if you have any housing questions, bearing in mind that CS does not take housing reservations over the telephone. To make your reservations:

(1) **By mail:** Complete this reservation form and send it with check or credit card information to:

UVa Conference Services, PO Box 400734, Charlottesville, VA 22904-4734; or

(2) **By fax:** Fax this reservation form with credit card information to **CS at 434-924-1027.**

RBS Tuition and Housing are two transactions: mail your Housing Form and payment to Conference Services and your Confirmation Form, Tuition Invoice and tuition deposit to RBS.

**FILL IN
THIS
SECTION
FIRST!**

Then choose
one of the
3 options
below

Name: _____ Social Security No: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone (day): _____ / _____ Fax: _____ / _____
Email: _____

Arrival date: _____ Departure date: _____ Total # of nights: _____
Circle one: **Smoker** no yes **Sex** F M Need **handicapped** accommodations no yes
(if yes, please give relevant details or needs on reverse)

For details about RBS's housing in Brown College and on the Lawn, see the RBS Travel & Housing Guide.

Option 1
**BROWN
COLLEGE
SINGLE** I'd like a **single** room in a suite in Brown College at **\$43.00** per night.
My total housing bill will be (\$43.00 x _____ [number of nights]): \$ _____
 I'm returning this form less than one month before my arrival date. [Add \$25] \$ _____

I wish to share a suite with the following roommate: _____
Option 2
**BROWN
COLLEGE
DOUBLE** We'd like a **double** room in a suite in Brown College at **\$29.00** per night per person (for a total of **\$58.00** per couple per night).
Our total housing bill will be (\$58.00 x _____ [number of nights]): \$ _____
 I'm returning this form less than one month before my arrival date. [Add \$25] \$ _____

(Note: Lawn housing not available for 5-9 June session)

Option 3
**THE
LAWN**
(singles only) I'd like a single room on The Lawn at **\$33.50** per night.
My total housing bill will be (\$33.50 x _____ [number of nights]): \$ _____
 I'm returning this form less than one month before my arrival date. [Add \$25] \$ _____

BILLING: Payment is due in full at the time of your reservation request to guarantee your room.

Payment enclosed for the total housing amount due. **Amount enclosed:** \$ _____
 Charge total housing amount to my _____ Visa _____ MasterCard. **Amount to be charged:** \$ _____

Credit card number: _____ Expiration date: _____
Cardholder's name: _____ Cardholder's signature: _____

L A key deposit of \$59 will be required upon check-in. No cash is necessary, but you will need a valid credit card so an impression can be taken for this deposit. No charge unless you do not return your keys!