



Conference Services RESERVATION FORM

UAF Conference Services * PO Box 756860 * 732 Yukon Drive * Fairbanks, AK 99775
(907)474-6769 (907)474-6423 fax * conference.services@uaf.edu * www.uaf.edu/reslife/guest

Please complete the following information and mail, fax or email it back to Conference Services. This form should be used for individual reservations with 7 people or less. If you would like to make a reservation for 8 or more people, please use the Initial Inquiry form available at www.uaf.edu/reslife/guest.

_____ Male Female
Last Name First Name MI Person Booking Reservation

_____ Mailing Address City State/Province Zip/Postal Code Country

_____ Phone Cell Fax Email

_____ Affiliation to UAF or Conference

How would you prefer your confirmation sent? Mail Fax Email Are you under 18? Yes No

Arrival Date _____ Departure Date _____ Number in Party _____

If reserving more than one room, please indicate the number of units needed.

Double Room _____ Single Room _____ 2-bedroom Apartment _____

_____ Name(s) of those staying with you

Please provide a credit card number to hold your reservation.

Please check one: Visa MasterCard UA Account Number Purchase Order (copy must be sent after confirmation is received)

_____ Card Number / Account Number (Fund/Org) / Expiration (CC) Name on Card / Department Name V-Code (3 digit code on back of card)
_____ Purchase Order Number

_____ Billing Address City State/Province Zip/Postal Code Country

If staying on campus for 29 nights or less, cancellation or changes to reservation requires 48-hours notice, or a charge for one night will apply. Your card will be charged for one night stay if you cancel with less than 48-hour notices, but will not be used to pay for your stay unless authorized.

If staying on campus for 30 nights or longer, cancellation or changes to reservation requires 7 day notice, or a charge for 7 nights or the remainder of the stay, whichever is shorter, will apply. Your card will be charged for 7 nights stay if you cancel with less than 7 day notice, but will not be used to pay for your stay unless authorized.

Payment can be made upon arrival by cash, travelers check, purchase order (with copy of purchase order), money order, personal or departmental check, Visa, or MasterCard.

- I authorize UAF Conference Housing to charge my card to pay my housing fees.
- I will pay for my stay at check in.

_____ Signature _____ Date

For Office Use Only		
Date Received: _____	Staff: _____	Reservation Entered: _____
Room(s) Reserved: _____	Confirmation Sent: _____	
Card Printed/Filed: _____	Reservation Filed: _____	