



2017 CWU Summer Short-Term Lodging Application #101-7087

June 18-August 18, 2017

Lodging

The CWU Conference Program has limited availability in Barto Hall available to summer students who will be staying short-term on campus between June 18 and August 18, 2017. Requests will be honored on a space available, first-come first-served basis until filled. You will be contacted if your requested Barto Hall lodging space is not available. Barto Hall is conveniently located next to the Student Union and Recreation Center with air-conditioned rooms, two single beds per room, shared bathrooms down the hall, mini fridge/microwave, and wireless Internet. Bedding and towels with a once a week exchange service are provided. You must bring your own TV and telephone, if desired. Cable service on CWU campus is fully digital. TV's must be able to receive digital cable in order to work. Check in time is after 3:00 pm on the date of arrival, and check out time is by 11:00 am on the date of departure.

The lodging rate is based on double occupancy at \$27 per person per night, \$155 per week (for seven consecutive nights) or \$598 per month (maximum 30 consecutive nights). **If you don't have a roommate, a roommate will be assigned to you by gender, and by workshop/class name when possible.** Single rooms, if available, are \$47 per night, with no discount for weekly or monthly stay.

Reservations are required. Please complete this application form, or online at www.cwu.edu/conference/registration-forms, and return it with a Non-Refundable deposit of \$50.00 to:

CWU Conference Program
400 East University Way
Ellensburg, WA 98926-7592
Fax (509) 963-1285

Email: Conference.Program@cwu.edu

****Telephone reservations will not be accepted. If you wish to email your form, do not include your credit card information or student ID #. After emailing the form, you will need to call our office with that information to complete your reservation.****

YOUR FINANCIAL AID/STUDENT ACCOUNT IS NOT AN ACCEPTED PAYMENT METHOD. CREDIT CARD AND CHECKS ARE THE ONLY PAYMENT METHODS THAT WILL BE ACCEPTED, AND MUST BE PAID IN ADVANCE UPON REGISTRATION SUBMISSION, AND TO CONFIRM RESERVATIONS. THESE PAYMENTS MUST BE SUBMITTED DIRECTLY TO THE CWU CONFERENCE PROGRAM OFFICE.

Cancellation of your reservation requires written notification 72 hours prior to your arrival date. Cancellations by phone **MUST** be followed by notice in writing. All payments will be forfeited if reservation is not cancelled in time. If a cancellation notice is received in accordance with the requirement, all payments (for lodging) less the \$50 non-refundable deposit will be returned. No refund will be allowed for unused lodging after check in. We accept Discover, Visa, MasterCard, money order, checks & cash.

Questions? Call (509) 963-1141 or (800) 752-4379.

Meals

Meals are not included in the rates. Please contact CWU Dining Services and the Connection Card Office if you wish to eat on campus. Check the Dining Services Website for summer dining hours or call (509) 963-1591.

Internet

While the CWU campus is equipped with Wi-Fi, the CWU Conference Program does not provide or manage internet access in Barto Hall, nor do we guarantee internet access as part of the lodging package. Please contact the IS Service Desk at (509) 963-2001 for questions concerning internet and Wi-Fi connectivity.



2017 CWU Summer Short-Term Lodging Application #101-7087

June 18-August 18, 2017

Name _____ Cell/Daytime Phone _____

Mailing Address _____

Email _____ CWU ID # _____

Workshop/Class #/Name _____



Lodging from _____ to _____ My Roommate's Name is: _____
(Begin Date) (End Date) (roommates must fill out separate form and send both together)

Option 1.)

_____ I will be staying for the entire duration of dates, including weekends- \$155.00/week \$598.00/month

-OR-

Option 2.)

Please choose from the following *nightly rate* options:

_____ Monday-Thursday Lodging (Check-in at 3:00 pm on Mondays, check-out at 11:00 am on Friday- 4 nights per week)

_____ ADD Sunday night; Check-in at 3:00 pm on Sundays (1 additional night per week)

_____ ADD Friday night; check-out at 11:00 am on Saturday (1 additional night per week)

() Please assign a roommate- \$27.00/night

() No, I want a single room and will pay extra- \$47.00/night
(You will be notified if a single room is not available)

Payment Information

() Non-refundable deposit (\$50) -OR- () Total amount due \$ _____

() Check # _____ -OR- Credit Card information, provided below ***(unless submitting by email)***

Hold Harmless Statement:

I hereby acknowledge that I, as an individual and on behalf of my student who resides in the room that we have reserved on CWU campus agree to indemnify, defend and hold harmless the State of Washington, the University, its Board of Trustees, officers, agents and employees from any and all claims and losses accruing or resulting to any person, property, firm or corporation who may be injured or damaged during the durations of their lodging. I will be responsible to provide supervision to my student at all times. We will return all keys at check-out time to the Conference Program office. I understand there will be a lost key charge of \$35 per key if we fail to return any key and payment will be required when I check out.

Applicant Signature _____ Date _____

*If you wish to email this form, do **not** enter credit card information below. Please call (509) 963-1141 or (800) 752-4379 after emailing to make payment and complete reservation.*

Card Holder Name _____ Card Holder Signature _____

VISA/MC# _____ Expiration _____ CVV _____
(CWU will destroy the card number after processing)