

## Commencement Weekend 2009 Campus Overnight Accommodations

Room request: **\$30.80 per room, per day, sales and lodging tax included.**  
(Room features **two twin beds**, pillows, linen blanket, and one towel per bed).

Name of Graduate: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### **Please indicate guest's names & dates needed (2 twin beds per room)**

Name(s) of Guest(s): \_\_\_\_\_

- Friday, May 22                      Number of rooms: \_\_\_\_\_
- Saturday, May 23                      Number of rooms: \_\_\_\_\_

**\*\*Guest check out is Sunday, May 24 by 11:00 a.m.**  
**Instructions will be provided upon distribution of keys**

### **Payment Method**

Name of Card Holder: \_\_\_\_\_  
Credit card (Discover, MasterCard, Visa) number: \_\_\_\_\_  
Expiration date: \_\_\_\_\_  
Three Digit Security Code from the back: \_\_\_\_\_  
Amount to be charged: \_\_\_\_\_

### **Arrival/Departure Information**

- 1. Keys will be issued to the graduate at the commencement rehearsal (Friday, May 22).**
- 2. Guests checking in late should pick up their keys in the Office of Protective Services, located in Dahlstrom Student Center.**
- 3. Guest room check-out is Sunday, May 24 by 11 a.m.**
- 4. Guests who lose their key(s) will be charged \$25 per key lost on their credit card.**

**\*\*\*Please return this form no later than May 15, 2009\*\*\***

### **Full payment due with this request form**

**Complete and return the enclosed form with payment to:**

Conference Services  
Keuka College, Keuka Park, N.Y. 14478-0098  
(315) 279-5289

Information can be faxed to (315) 279-5326

Email: [conferences@mail.keuka.edu](mailto:conferences@mail.keuka.edu)

Visit [www.keuka.edu](http://www.keuka.edu) for more information