## 2004 Virginia Geology Summer Workshop
### Housing Reservation Form
#### Conference Services at the University of Virginia

**Program Dates:** Sunday, July 11, 2004 to Friday, July 23, 2004

To reserve accommodations, please do one of the following:
- Complete this housing reservation form and mail to: University of Virginia Conference Services, P.O. Box 400734, Charlottesville, VA 22904.
- Fax this housing reservation form to (434) 924-1027.

**Note:** Conference Services does not take reservations by phone.

### Reservation Deadline:
- This form is due to Conference Services on or before June 11, 2004.
- Late Reservation Fee: $25.00 for all reservations received after the above deadline. We cannot guarantee accommodations for reservations submitted after the deadline, but we will make every effort to meet your request.

### Personal Information:
- Please type or print clearly in ink
- Title: __________
- First Name: _________________________
- Last Name: _________________________
- Address: ________________________________________________________________
- City: _________________________
- State: _________________________
- Zip: _________________________
- Daytime Phone Number: ______________________________
- Fax Number: ______________________________
- E-mail Address: ______________________________
- Class of _________________________
- Arrival Date: _________________________
- Departure Date: _________________________

### Will Handicapped-accessible accommodations be required?  Yes  No  (If yes, please explain on a separate sheet)

### Roommate Requests:
- Please list anyone that you would like to share a room with or anyone that you would like to share an apartment with. Each apartment has two bedrooms and can house four people. Please see page 4 of this document for more information on Lambeth.
- 1. _________________________________________
- 2. _________________________________________

### Arrival and Departure Information:
- Please note that the earliest possible arrival date is Saturday, July 10th. The latest possible departure date is Saturday, July 23rd.
- Check-in is after 2:00 PM on your scheduled arrival date at the Kent Conference Center at the University of Virginia. Please see Page 2 of this document for directions to the Kent Conference Center.
- All guests must return their keys and vacate their room by 11:00 AM on the scheduled departure date. Keys must be returned to the Kent Conference Center.

### Charges & Payments:
- Charges are based on the number of NIGHTS that you will be staying with us. We accept checks (made payable to the University of Virginia) and credit cards (Visa or MasterCard only) for payment of housing charges.

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<thead>
<tr>
<th>Dates of Stay:</th>
<th>Circle Payment Method:</th>
<th>Check</th>
<th>Visa</th>
<th>MasterCard</th>
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<tbody>
<tr>
<td><strong>/</strong>/04 to <strong>/</strong>/04</td>
<td>Card Holder Name:</td>
<td>Credit Card or Check Number:</td>
<td>Expiration Date:</td>
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### Loss Key Charges for Lambeth are: $61.00 for an apartment key and $49.00 for a room key.

### Additional Information:
- Payment/Cancellations: Payment in full must be included with reservation form. Guests who fax their reservation must include a valid credit card number (Visa or Master Card) for payment. Guests who mail their reservation form may pay by check or credit card. **However, all guests must include a valid credit card number which will be used as a deposit for the room keys (see below).** DO NOT send cash in the mail. Cancellation notifications must be received by Conference Services at least 7 working days prior to your arrival in order for you to receive a full refund. If you cancel between 7 days prior to your scheduled arrival date and your scheduled arrival date, you will be charged for one night. No refunds can be given once you arrive. Refunds may take 4-6 weeks to process if you pay by card; credit card refunds will be credited within 48 hours. **All cancellations must be received in writing.**

- Keys: To ensure appropriate billing in the event that keys are lost or not returned at check-out, each guest must provide a valid Visa or Master Card number upon check-in for the key deposit. This credit card will not be charged unless you fail to return your keys to the Conference Center upon check-out. **PLEASE NOTE THAT CONFERENCE SERVICES WILL NOT ACCEPT ANY KEYS MAILED BACK TO THE CONFERENCE OFFICE. ALL GUESTS MUST RETURN THEIR KEYS AT THE SCHEDULED CHECK-OUT TIME AND PLACE.** Lost key charges for Lambeth are: $61.00 for an apartment key and $49.00 for a room key.
CHECK-IN AND CHECK-OUT INFORMATION

Guests may check-in at the Kent Conference Center after 2:00 pm on their scheduled day of arrival. Keys will be distributed at this time, along with directions to the Lambeth Residence Area. Guests may also purchase parking permits at this time, at a cost of $25.00 for the length of the program. If you are planning on having a car while you are staying at the University of Virginia, you must purchase a parking permit for your vehicle. Check-out for the Physics Summer Workshop will also take place at the Kent Conference Center at the end of the program. Below are driving directions to the Kent Conference Center. If you have any problems following these directions, please call the office at (434) 924-4479.

Directions to the Kent Conference Center:

From the north: Proceed south on Route 29 (Emmet Street) into Charlottesville. Pass under the Route 29 and the Routes 29/250 Bypass. After the overpass, stay on Route 29 Business for 1.7 miles, passing Barracks Road Shopping Center and University Hall on your right. Just beyond the Central Grounds Parking Garage located on your left, bear right up the ramp just beyond the pedestrian overpass. At the top of the ramp, turn right onto McCormick Road. After making the turn onto McCormick Road, make your first right onto Bonnycastle Drive (located directly across the street from the Chemistry Building). Kent is the second building on the left on Bonnycastle Drive. Our office is located in the basement of Kent House and is marked with a large sign that says “Kent Conference Center”. Temporary parking is available in the marked spots located in the parking lot at the end of Bonnycastle Drive on the right.

From the east, west and south: From I-64, take Exit 118B. Remain in the exit lane, and immediately exit towards Route 29. At the end of the ramp, take a right at the yield sign onto Fontaine Avenue. Immediately get into the left lane and go straight through the traffic light. At the second traffic light, make a left onto Maury Road. Go straight through the 4-way stop sign, where the road name changes to Alderman Road. At the first traffic light on Alderman Road, make a right onto McCormick Road. Make your second left onto Bonnycastle Drive (directly across the street from the Chemistry Building). Kent is the second building on your left on Bonnycastle Drive. Our office is located in the basement of Kent House and is marked with a large sign that says “Kent Conference Center”. Temporary parking is available in the marked spots located in the parking lot at the end of Bonnycastle Drive on the right.

ABOUT THE KENT CONFERENCE CENTER

Conference Services at the University of Virginia operates a full-service Conference Center during the summer to meet the needs of our guests. The office is open twenty four hours a day and seven days a week for your convenience. Services available at the Conference Center include check-in and check-out, mail and message transmittal, fax service, and tourist & visitor information. Our standard check-in time is 2:00 pm and our standard check-out time is 11:00 am. If your room is not vacated by 11:00 am on the day of your scheduled departure, you will be charged for another night.

KEY INFORMATION

The lost key charges for the Lambeth Residence Area are: Apartment Key: $61.00 and Room Key: $49.00. To ensure appropriate billing in the event that keys are lost, each guest must provide a valid Visa or Master Card number at check-in. This credit card will not be charged unless Conference Services does not receive your keys upon check-out. Conference Services cannot accept any keys mailed back to our office. All guests must return their keys by the scheduled check-out time to avoid being charged.
General Information

Conference Services at the University of Virginia Housing Division

Keep this page for your records

HOUSING INFORMATION

LAMBETH RESIDENCE AREA: Lambeth consists of two bedroom air-conditioned apartments. Each bedroom has two single beds, two wardrobes, and two desks. Each bedroom also has one phone with a private, toll restricted line and voice mail; guests must use a calling card to make long distance phone calls. Each apartment has a living room, dining room, and kitchen. The apartments have one and a half baths. No utensils are provided. Vending machines, a laundry facility and a computer lab are also available in the residence area.

With double accommodations, you will share a bedroom with another individual. You may also be required to share an apartment with one to three other individuals.

HOUSINGKEEPING INFORMATION

ECONOMY SERVICE: For economy service, a mattress pad will be supplied. Housekeeping will clean the common living areas and common baths ONLY. Personal belongings must be removed from common living areas and common baths, in order for the housekeepers to clean; housekeeping will deny service to any guest who does not comply with this request. Guests will be responsible for removal of all personal refuse. Refuse must be bagged and placed in the appropriate chutes or dumpsters. Trash bags will be provided. A fee of $10.00 per room will be charged for those guests who do not remove their trash from their living space at the time of departure. Guests may not ask the housekeepers to return at a later time. Doing so will amount to refusal of housekeeping services for that day. Economy Service is available Monday through Friday.

TELEPHONES AND COMPUTERS

All University housing offers ROLM phones in each room. The lines are digital and cannot be used with computer modems. All University ROLM phones are equipped with individual voice mail boxes. The passcode for all voice mail boxes will be distributed at check-in. All phone lines are toll-restricted. A toll restricted line does not allow a caller to dial long distance directly; rather, all long distance calls must be charged to a credit card or be made collect.

If you have a computer with an Ethernet card, you will be able to utilize it in your room. Each room comes equipped with an Ethernet jack; you must provide your own Ethernet cable. If you do not have an Ethernet card, public computer labs are provided in Lambeth for your use.

PET POLICY

No pets are allowed in the residence areas. Any guest that arrives with a pet will be denied housing. There will be no refunds given under these circumstances.