



Hospitality Suite
Reservation Form

Please fax completed form to ext. 2210 or attach completed form via e-mail to provost@sandiego.edu.
When sending this form by e-mail, please use the following phrase in the message subject line:
Hospitality Suite Reservation.

Reservation Information

Guest Name: _____

Requestor Name: _____ Dept./Area: _____ Ext: _____

Date of Request: _____ E-Mail: _____

Purpose of Reservation Request (please check one):

- Faculty/Administrator Candidate Seminar Speaker
Consultant Other

Dates of Arrival Date: Departure Date:
Occupancy: (Check in time is anytime after 2pm) (Check out time is no later than 10am)

Priority use of the Hospitality Suite is for faculty/administrator recruiting: Please be aware that this reservation, even after confirmation, is subject to change should another department/area request the Hospitality Suite for recruiting during the same dates.

PROVOST'S OFFICE USE ONLY

- Request confirmed
Request denied
Housekeeping contacted

Requestor contacted by: _____ Date contacted: _____

Housekeeping contacted by: _____ Date contacted: _____