



University of San Diego
**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 Occupancy: _____ **Arrival Date:**
(Check in time is anytime after 2pm) _____ **Departure Date:**
(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. Our office will notify the affected department/area of a recruiting priority immediately. However, our office strongly recommends that the department/area suggest alternate facilities to non-candidate guests in addition to the use of the Hospitality Suite.*

PROVOST'S OFFICE USE ONLY

- Request confirmed
 Request denied
 Housekeeping contacted

Requestor contacted by: _____ Date contacted: _____

Housekeeping contacted by: _____ Date contacted: _____