VIP Suite Reservation Request

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: VIP Suite Reservation.

### Reservation Information

<table>
<thead>
<tr>
<th>Guest Name:</th>
<th>Requestor Name:</th>
<th>Dept./Area:</th>
<th>Ext:</th>
</tr>
</thead>
</table>

Date of Request:

Purpose of Reservation Request (please check one):

- [ ] Faculty/Administrator Candidate
- [ ] Seminar Speaker
- [ ] Consultant
- [ ] Other

Dates of Occupancy: From Night of ___________________ To Night of ___________________

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**For use of the VIP Suite other than Faculty/Administrator Recruiting:** Please be aware that the reservation, even after confirmation, is subject to change should another department/area request the VIP 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 suggests alternate facilities to non-candidate guests in addition to the use of the VIP Suite.

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**PROVOST’S OFFICE USE ONLY**

- [ ] Request confirmed
- [ ] Request denied
- [ ] Housekeeping contacted

Requestor contacted by: ___________________ Date contacted: ___________________

Housekeeping contacted by: ___________________ Date contacted: ___________________