

UNIVERSITY OF WASHINGTON  
Department of Housing and Food Services  
Conference Services

**SUMMER 2007 VISITING PERSONNEL HOUSING INFORMATION**

Participants in UW-sponsored programs may stay in the campus residence halls through our Visiting Personnel Program. In 2007 housing is available from June 17 through September 2.

**Accommodations:** There are two pricing options available for this program. The first is the Standard Rate of \$67.00 per person per night single occupancy, which includes a \$15.00 per day meal allowance. The second is the Base Rate of \$57.00 per person per night single occupancy, which does not include a meal plan. Rooms are located in Hansee Hall and have one twin bed, a local access telephone with voicemail and shared bath facilities. Ethernet access is available in sleeping rooms for those who bring their laptops. Bed linen and towels are provided. Beds are made and fresh towels are exchanged daily. Bed linen is changed once per week during extended stays. There are a limited number of special rooms with private baths available for an additional charge. Kitchenettes, television lounges, vending machines and laundry facilities are located in the building. Residence Halls offer a smoke-free environment. Smoking is prohibited in public and private areas.

**Meal Allowance:** A non-refundable, non-transferable \$15 per day meal allowance is included in the standard rate. Upon check in guests are issued a conference debit card. The conference card is programmed with the prearranged dollar amount. Each time guests make a purchase, the amount is deducted from the balance. After each purchase the remaining dollar amount shows on the cash register and receipt so guests can keep track of their remaining balance. As there is a minimum dollar amount required to spend each day, there are no refunds for unused meal money. Guests who exceed their allotted balance can pay the difference in cash.

**Payment:** A deposit for one day of room and board is due in full at the time your reservation is confirmed. The remaining balance is due at check-in. We accept cash, checks, Purchase Orders, VISA, MasterCard or American Express.

**Cancellations:** Guests who cancel their reservation with the Conference Services office at least **3 business days** prior to their scheduled arrival date will receive a full refund. Guests who cancel less than **3 business days** prior to their arrival date forfeit 10 percent of the payment due, or one day's room and board, whichever is greater. If the Conference Services office receives no advance cancellation and you do not show, **no refund will be issued.**

**Parking:** Upon arrival to The University of Washington, you will be required to stop at an entry gatehouse and purchase a parking permit. The current cost of parking is \$11.00 per day Monday through Friday and \$5.00 on Saturday. There is no charge to park on Sundays or University holidays. These rates are subject to change without advance notice. Gate issued permits are valid until 7:00am the next day. You will be required to pay for one day of parking as you enter the University gate. This will allow you access to loading zones near the residence halls. You may then purchase a long-term permit at check-in from the front desk. Rates are subject to change without notice.

**Contacting Us:** To make reservations, please phone Visiting Personnel at (206) 616-1031 or send e-mail to [confhous@u.washington.edu](mailto:confhous@u.washington.edu), or by fax at (206) 543-4094. Please identify yourself as Visiting Personnel, provide the title of your particular program, and the approving department. Guests **MUST** have advance reservations and be participating in a UW-sponsored program to make use of Visiting Personnel housing.

**Thank you for choosing the University of Washington Residence Halls**