

General Information
University of Virginia Housing Division
Conference Services

CONFERENCE CENTER

The Conference Services Office operates a full-service Conference Center during the summer, to meet the needs of our guests as efficiently as possible. Services available at the Conference Center include check-in and check-out, mail and message transmittal, fax service, tourist and visitor information. ***Our standard check-in time is 2:00 p.m. and our check-out time is 11:00 a.m. If your room is not vacated by 11:00 a.m., you will be charged for another night.*** Early check ins are not permitted unless the client for your program has prearranged for this service.

Keys

Each guest must provide a valid Visa or Master Card number. The guest's credit card will be charged automatically if the guest does not return their keys to the Conference Center. **CONFERENCE SERVICES WILL NOT ACCEPT ANY KEYS MAILED BACK TO THE CONFERENCE OFFICE. ALL GUESTS MUST RETURN THEIR KEYS AT THE SCHEDULED CHECK-OUT.** Lost key charges are: **Brown College:** Room key: \$49.00; Access Card: \$27.00
Bice House: Apartment key: \$61.00; Room key: \$49.00; Access Card: \$27.00

HOUSING INFORMATION

BROWN COLLEGE RESIDENCE AREA: Air-conditioned suites. Each suite has two bedrooms with one single bed, desk, night stand, and dresser in each room. Each suite shares a bath with one to three other suites. Each bedroom has one phone with a private, toll restricted line and voice mail; guests must use a calling card to make long distance phone calls. There is one lounge inside the facility for small gatherings. Vending machines, a laundry facility and a computer lab are also available inside the residence area.

Brown College Single Occupancy Suite = One person receives both rooms.

Brown College Double Occupancy Suite = One person per room. Guest in front room has access from the front door and must walk through the back room to the bathroom. Guest in back room has direct access to the bathroom but must walk through the front room to access the front door.

BICE HOUSE RESIDENCE AREA: Two and three 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. The two bedroom apartments have one bathroom and the three bedroom apartments have two bathrooms. Each apartment has a living room, dining room, and kitchen. No utensils are provided. A laundry facility and computer lab are also available in the residence area.

HOUSEKEEPING

Service: Housekeeping service is contracted for an entire program, not on a guest-by-guest basis and is available Monday through Saturday. Conference Services does not provide housekeeping services on Sundays or on July 4th. The service level for this program is:

Premium Service: Beds are furnished with a mattress pad, pillow, blanket, bedspread, and linens,

including one pillow case and two sheets. Guests will also be provided with two bath towels, a washcloth, a bath mat, a cup, and soap daily. The housekeeping staff will make the bed, remove trash from the bedroom and common areas, and sanitize the bathrooms daily. 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 may not ask the housekeepers to return at a later time. Doing so will amount to refusal of housekeeping services for that day.

DINING

*Breakfast and Lunch will be served in Newcomb Dining Hall each morning from **7:00 to 8:30 am**. Lunch will be served from **11:30 am to 1:30 pm**. Dinner is on your own, with the exception of a banquet on June 29th. The following meals are provided for conference participants purchasing a meal plan. ***If you wish to purchase meals from Newcomb Hall at any other time or did not purchase a meal plan, please present cash at the door. There are no credits for unused meals.***

PARKING

If you plan to drive to the University and park near the housing area, you must purchase a parking permit when you check-in. Commuters who will not be staying in On-Grounds housing may purchase a commuter permit at the Conference Center.

TELEPHONES

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 pre-determined; guests will be given the passcode at check-in. All phone lines are toll-restricted. A toll restricted line does not allow a caller to dial long distance directly. All long distance calls must be charged to a credit card or be made collect.

PET POLICY

No pets are allowed in the residence areas. If a guest arrives with a pet, they will be denied housing; there will be no refunds given under these circumstances.

HOTELS

For hotel accommodations, please contact either the ***Hampton Inn and Suites***, 900 West Main Street, Charlottesville, Virginia 22903 prior to May 26th. The room is \$88 plus tax for Double or Single Occupancy. Please call 804-923-8600. A small number of rooms will also be available at the ***Red Roof Inn***, 1309 West Main Street, Charlottesville, VA 22903 prior to May 12th. The rooms are \$61.99 plus tax for Double or Single Occupancy. Please call 800-843-7663 and mention that you are in the SBN block.

Society for Behavioral Neuroendocrinology
University of Virginia 1999 Housing Reservation Form
June 26 - June 30, 1999

To reserve accommodations, please do one of the following:

- Complete the housing reservation form and mail to: University of Virginia Conference Services, Page House Station #1, Charlottesville, VA 22904.
- Fax the housing reservation form to (804) 924-1027.

Note: Conference Services does not take reservations by phone.

Reservation Deadlines

- This form is due to Conference Services on or before **May 26, 1999**.
- **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.**

Name: _____ Social Security #: _____

Street: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____ Number of persons in party: _____

Daytime Phone Number: _____ Fax #: _____

Arrival date: _____ Departure date: _____

Handicapped-accessible accommodations required (circle one): Yes No If yes, explain nature of disability:

Accommodations: *Please check the desired accommodations*

√	Accommodations	Nightly rate per person	Circle One	Smoker? Yes/No
	Brown College Single Occupancy Suite	37.50 per person/ per night	Male/Female/Couple	
	Brown College Double Occupancy Suite	\$22.50 per person/ per night	Male/Female/Couple	
	Bice House Double Occupancy Room	\$22.50 per person/ per night	Male/Female/Couple	

Payment: FULL payment must accompany reservation request form for your reservation to be processed.

Housing Charges:	\$	Payment Method:	Check	Visa	Master Card
Dining Charges	\$ *43.05	Card Holder Name:			
Late Reservation Fee (if applicable):		Credit Card Number:			
TOTAL AMOUNT DUE:	\$	Expiration Date:			

Checks and Credit Cards are processed upon receipt. Checks should be made out to the *University of Virginia*. Guests will receive confirmation of their reservation prior to their arrival.

Signature: _____

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. Charges for lost keys are listed below. **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 a guest cancels between 7 days prior to their scheduled arrival date and their arrival date, the guest will be charged for one night. No refunds will be given once you arrive. Refunds may take 4-6 weeks to process if you pay by check; credit card refunds will be credited within 48-hours. **All cancellations must be received in writing.**