

Azusa Pacific University Housing Reservation

Fax: 626-812-3001 Scan & Email: conference@apu.edu Phone: 626-812-3035

Mail: APU – Conferences, 901 E. Alosta Avenue, Azusa, CA 91702

RELOAD Los Angeles 2012: May 18 – 19, 2012

Deadline: Reservations must be received in our office by **May 1st**

Guest Name: (First and Last) _____

Rooming Type: Male Female Married Couple

Preferred Roommate: _____
Your roommate must also submit a reservation and request you.

Check-in Date: _____ Check-out Date: _____

*If making reservation for more than one person, attach copies of this form with the “Guest Name” for each individual. You can fill out “Fees & Payment” once for the whole group on the top sheet. Group payments MUST submit forms together.

**If you select double occupancy but do not select a roommate, or if your roommate does not also make a reservation, we may pair you up with another attendee.

All beds include linens.

Fees & Payment	# of People*	# of Nights	Cost Per Person Per Night	Total
Double Occupancy**			\$28	
Single Occupancy			\$35	
			TOTAL	

Name of Payee (name on the check or credit card)

Billing Address: (Street address, City, State, Zip Code)

Phone Number:	Email
<input type="checkbox"/> Credit Card #	Exp Date: Circle: Visa MC Discover
<input type="checkbox"/> Check #	NOTE: Make check payable to Azusa Pacific University

NOTE: Your credit card will be charged after your stay.

Cancellation Policy: You may cancel your reservation via email to conferences@apu.edu or calling us at 626-812-3035 up to 72 hours before check-in. If you do not cancel by this time, and do not show up we will charge your card for the equivalent of one night.

Office Use Only: Paid _____ Date _____ Received By _____ Room Assignment: _____