

MEMORIAL UNIVERSITY OF NEWFOUNDLAND
REQUEST FOR ACCOMMODATIONS: PATON COLLEGE

Requests will be accepted on an availability basis.

You will receive an email or phone acknowledgement of receipt of this form within one week of its arrival.

Please read the attached *Information Sheet*.

PLEASE TYPE OR PRINT CLEARLY.

Personal Information

Name: _____ Male Female

Address: _____

Province/State: _____ Country: _____ Postal/Zip Code: _____

Telephone #: (_____) _____ Fax #: (_____) _____

E-mail: _____

PLEASE print your e-mail address legibly and in BLACK ink)

Accommodation Information

* Accommodations are provided in university residences with traditional dormitory-style single or twin-bedded rooms.

*All prices include all applicable taxes. **Bedding is supplied.**

Arrival Date: _____ Time: _____

Departure Date: _____ Time: _____

Students, Seniors, Memorial alumni	\$28.00 – single	\$50.00 – double occupancy
Casuals	\$35.00 – single	\$55.00 – double occupancy
Long term student – > 30 days	\$16.00 - single	\$28.00 – double occupancy

Roommate preference, if applicable _____

AMOUNT DUE: _____ night(s) x \$ _____ = \$ _____

Payment Information

You will be contacted by conference services regarding payment options.

Mail/Fax to: Conference Services Telephone: 709-864-7657 709-864-7933 – Mid-May to mid-August
Coughlan House Fax#: 709-864-6705 Toll free: 1-877-730-7657 (phone)
Memorial University of Newfoundland Email: conferences@mun.ca
St. John's, NL Canada
A1B 3P7

The personal information on this form is used as a record of guests staying at Memorial University. Except as required by law, it will be treated with strict confidentiality. If you have any questions about the use of this information please contact the Facilities and Summer Accommodations Supervisor at 709-864-7657 or e-mail: conferences@mun.ca

GENERAL INFORMATION 2012 – Paton College

ACCOMMODATIONS: A single room is comprised of one twin bed. A double room is comprised of two twin beds. Rooms have a desk, chair and a closet with drawers. Bedding is provided. Towels, face cloth, soap can be provided at an extra cost of \$3.00/day. There is no telephone or TV in the bedrooms.

REGISTRATION: No matter how you arrive in St. John's you have to come to **Rothermere House** to register for your accommodations. Your room is accessible 24/7. The University is about 10 – 15 minutes from St. John's Airport. After 11:00pm a contact telephone number will be posted on the exterior of our reservations booth. Call the number and a student staff member will arrive shortly.

KEYS: Keys and in some cases swipe cards **MUST** be returned to the reservations booth in Hatcher prior to your departure. **NOTE:** Failure to do so will result in a \$100.00 charge on your credit card.

CHECK-IN / CHECK-OUT: Check-in time is after 3:00pm. Check-out time is by 11:00am

PETS: NO pets allowed under any circumstances.

WASHROOMS: There are two common washrooms on each floor – one female and one male. There are no rooms with private washrooms available.

KITCHENS: There are **NO** kitchen facilities available in the residences.

ELEVATORS: There are no elevators in the residences.

LAUNDROMAT: There is a laundromat in each residence accessible 24 hours a day.

SECURITY: The residence buildings are locked twenty-four hours a day.

PARKING: A parking permit is required for those with private vehicles. Permits are available at the conference reservations booth in Hatcher House for a nominal fee of \$5.00/day.

TELEPHONES: Pay telephone is located in most residences

WIRELESS LAN: Guests can apply for temporary free access to the wireless campus network. Check at the reservations desk upon arrival for additional information.

ALCOHOL: Is permitted for personal consumption in bedrooms only. Individuals must be at least nineteen years of age to purchase and consume alcohol in the province of Newfoundland and Labrador. Beer must be purchased in cans only. No beer bottles permitted.

SMOKING: The campus of Memorial University of Newfoundland is smoke free. Smoking is not permitted in the residences.

MAIL FOR GUESTS: All mail for guests **MUST** be addressed "C/O the Conference Office". Mail will be **returned to sender** if it does not have "C/O the Conference Office" in the address. The mailing address for guests is:

John/Jane Doe
C/O the Conference Office
Coughlan House
Memorial University
St. John's, NL
Canada A1B 3P7

SUMMER FOOD SERVICES:

For information please contact Chartwells (709) 864-3569. E-mail:
munchartwells@compass-canada.com . Chartwells provides food services NOT
Conference Services. Please direct all food services inquiries to them.

HOW TO CONTACT US: Reservations booth - May 1 to late August: (709) 864-7933
Late August to April 30: 1-877-730-7657 (toll free)
Local: 709-864-7657
Fax: (709) 864-6705
E-Mail: conferences@mun.ca

Mailing address:
Conference Services
Coughlan House
Memorial University of Newfoundland
St. John's, NL Canada A1B 3P7

Conference Services website: www.mun.ca/hfcs/conference

Thank you for choosing Memorial University of Newfoundland as your choice for accommodations. Let us know if there is anything we can do to make your stay more enjoyable.