



# Guest Lodging Reservation

Name/Contact Person

Church/Organization

Cell/Phone Number

Email Address

Street Address

City

State

Zip Code

Date of Arrival

Date of Departure

Number of Guests (including yourself)

Other considerations/needs that you wish to note:

- Check-in time is 4:00 p.m. Check-out time is 10:00 a.m.
- Alternative times may be considered if requested at the time of reservation based on availability.
- You will receive an email with your room assignment.
- All housing has access to kitchen and laundry facilities.
- For your convenience, we will provide one set of linens and towels for your stay.
- Payment is due upon reservation confirmation. Reservations may be canceled up to 48 hours in advance at no charge. A one-night accommodation fee will be retained for cancellations or no-shows after that time.

Signature

Date

For questions or further information, please contact Grainne Davies at [gdavies@uls.edu](mailto:gdavies@uls.edu)