

Teachers College, Columbia University
Office of Residential Services

Summer Conference Housing Information
May 11, 2007 - August 17, 2007

The Office of Residential Services offers a limited number of spaces within the Teachers College residence halls to accommodate persons attending summer courses, conferences, workshops, or who are interning.

Accommodations:

Accommodations will be located in a single student residence hall with a 24-hour front desk. A lounge and computer room are located in the building. Accommodations available include single rooms equipped with basic local telephone service (voice mail is not available, so you may want to bring an answering machine). All rooms have Ethernet connections and cable television connections however you must bring your own equipment (cables, computer, television).

Rooms are furnished with a twin size bed, chair, desk, lamp, dresser, wardrobe or closet and a micro-fridge (combination microwave oven and refrigerator). All rooms have a private bathroom. Each unit is supplied with one set of bed linens and towels. A weekly linen exchange (on a designated day) is available for guest staying longer than one week. All rooms have access to a common area kitchen located either on their floor or on the floor above or below them. A limited number of rooms with kitchenettes may be available and are priced accordingly. Rooms with kitchenettes are equipped with a full size bed.

For your added comfort, all rooms are air-conditioned.

Application Process:

Complete the attached application and return it to the Office of Residential Services along with a \$100.00 deposit and a valid credit card number for incidentals. Applications without credit card numbers listed will NOT be processed. For those sending their deposit via check or money order, this credit card will only be charged should there be room incidentals and/or reservation cancellation fees. To increase your chances of receiving summer conference housing, please submit your application **at least two months prior to your check-in date.** Your check-in and check-out date must be registered on a business day. The deposit is *non-refundable once an assignment is made*. It will be credited to the guest's housing bill. Confirmation of room assignments and a statement of charges will be e-mailed to guests. Please make sure that your e-mail address is written below legibly and will be accessible from now through your stay. The total amount of the housing charge is due **three** weeks prior to check-in. This charge is payable by check, money order or credit card. Check-in packets and room keys can be picked up at the 24-hour desk in your assigned hall. Questions concerning housing assignments should be directed to the Manager of Conference Services at (212) 678-4168. Once your application is received, please allow 2 weeks of processing time.

**Teachers College, Columbia University
2007 Summer Conference Housing Application**

**Please note that spaces are limited and applications are processed on a first come, first serve basis. You will receive a confirmation if you are assigned a space for the dates you have requested.*

Please Print or Type Clearly

First Name: _____ **Last Name:** _____

E-mail Address: _____

Address: _____
Street City State Zip

Phone: _____
Home Work Cell Fax

Name of Program/Conference/Workshop: _____

Arrival Date: _____ **Departure Date:** _____
(Check-in is after 1:30 PM on Arrival Date) (Check-out is by 10:00 AM on Departure Date)

Registered arrival & departure dates must fall on a business day.

Room type preference (please circle one): **Efficiency with kitchen** **Efficiency without kitchenette**

Special needs/requests to be considered in making placement: _____

2007 Conference Housing Rates

	Efficiencies (w/kitchenettes)	Efficiencies (w/o kitchenettes)
1 - 2 nights	\$140.00/night	\$120.00/night
3-6 nights	\$130.00/night	\$100.00/night
7-13 nights	\$110.00/night	\$85.00/night
14+ nights	\$100.00/night	\$70.00/night

Guests wishing to fax application may send it to: (212) 678-3222
Guests wishing to mail application and deposit, payable to Teachers College, should send it to:
Teachers College
Office of Residential Services – Summer Conference Housing 2007
525 West 120th Street – Box 312
New York, NY 10027

Credit Card Information

(must be filled out at time of application for incidentals – applications will NOT be processed without this information).

Credit Card #: _____ **Expiration Date:** _____

Name of Card Holder (please print): _____

Signature of Card Holder: _____

If using credit card for payment and/or deposit, please indicate amount to be charged: _____

Applicant's Signature

Date