

**CONFERENCE DESCRIPTION**

Accommodations are available in the residence halls on the UC Davis campus for guests attending STEP Parents & Guests program. Your accommodations include lodging and meals. Housing space on-campus is limited; timely submission of a reservation form will assure a space.

STEP Parents & Guests program accommodations are located in the Tercero area. Conference Housing provides clean, comfortable accommodations that are a basic amenity type of facility and may not be comparable to guest expectations if they plan to stay in a full service hotel/motel. Rooms are single/double occupancy single-gender bathrooms are located along main interior hallways at an interval of every 4-6 bedrooms. Accommodations are Standard Service: Linen, folded and placed on the bed, includes 2 sheets, 2 towels, 1 washcloth, pillow, pillowcase, blanket, and mattress pad (no bedspread). A small bar of soap and a plastic cup are also provided. Daily bed making is not provided during your stay. Linens can be exchanged at the service desk. Telephone service is not provided. There are no pay telephones in the residence hall complexes.

**Dining**

Meals are professionally prepared and served platform style in the dining commons. The menu offers a wide variety of hot and cold entrees, a vegetarian entrée, extensive salad and sandwich bars, soups, fresh fruits, desserts and beverages. Guests are welcome to return for additional servings as often as they wish.

**Parking**

Tercero Area guests should park in Visitor Parking Lot 47. There is a charge for campus parking each weekday; parking is free on Saturday and Sunday except during special events. Permits can be purchased at parking lot permit dispensers. Please contact Transportation and Parking Services at [530] 752-8277 for current rates.

**Guaranteed Reservations**

Reservations will be made on a first come, first served basis and will not be guaranteed if payment is not received by the reservation deadline; rooms will be guaranteed only when full payment is received in advance. To reserve accommodations, please complete the reservation form and submit with full payment to the address noted on the form. All charges must be paid in US currency. Checks must be made payable to UC Regents. Traveler's checks, Cashier's checks, personal checks, money orders and credit cards (Visa & MasterCard) will be accepted. Credit card payments accepted by mail or phone; do not submit electronically per security policy. After we verify availability and process your payment, you will receive an email confirmation of your reservation with detailed instructions for check in and how to obtain your room key and meal card.

**CANCELLATIONS**

All cancellations for accommodations must be made at least two weeks prior to the first arrival date of the reservation. An administrative service fee of \$25 will be deducted from the refund amount. A refund will be sent to the guest approximately two to four weeks after the notification. Full payment will be forfeited if cancellation notification is not received at least two weeks prior to the first conference arrival date.

**UNIVERSITY & RESIDENCE HALL REGULATIONS**

Guests staying in the residence halls are expected to abide by all University & Residence Hall Regulations <http://www.confhsg.ucdavis.edu/pdf/regulations.pdf>. UC Davis is a smoke and tobacco free campus. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space. Additional information and specifics regarding the policy are available at <http://breathefree.ucdavis.edu/index.html>.

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the university on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as covered veteran (special disabled veteran, Vietnam era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). The University of California is an affirmative action/equal opportunity employer. Inquiries regarding the university's equal employment opportunity policies may be directed to Rahim Reed, Associate Executive Vice Chancellor-Campus Community Relations, Offices of the Chancellor and Provost, UC Davis, One Shields Ave., Davis, CA 95616; (530) 752-2071; fax (530) 754-7987; e-mail reed@ucdavis.edu. Speech or hearing impaired may dial (530) 752-7320 (TDD).

**Contact Information**

Main Guest: Last		First	
Street Address			
City		State	ZIP Code
STEP Student			
Cell Phone		Other phone	
E-Mail Address			

**Conference Information**

Multiple single/double occupancy rooms share single sex bathroom facilities single-gender bathrooms are located along main interior hallways at an interval of every 4-6 bedrooms. Daily bed making is not included. Credit Card operated laundry rooms are located on the premises. Packages include daily access to campus recreational facilities, dinner on the day of arrival, breakfast, lunch and dinner during your stay, and breakfast and lunch on the date of departure.

<input type="checkbox"/> Plan A: Friday-Sunday, August 18 - 20	# _____	x \$133.00/person=	\$ _____
Number of guests – please complete the attached page			
<input type="checkbox"/> Plan B: Friday, August 18 - 19	# _____	x \$66.50/person	= \$ _____
Number of guests – please complete the attached page			
<input type="checkbox"/> Plan C: Saturday August 19 - 20	# _____	x \$66.50/person	= \$ _____
Number of guests – please complete the attached page			
<b>Check In Time: 4pm</b>	<b>Check Out Time: Noon</b>	<b>Total</b>	<b>= \$ _____</b>

<b>FOR OFFICE USE</b>	<b>Send Completed form to:</b>
In CP <input type="checkbox"/> Ack-Email <input type="checkbox"/> Pmt Ent <input type="checkbox"/> Pmt Process <input type="checkbox"/> Confirmation Email Sent <input type="checkbox"/> Assign <input type="checkbox"/> Pkt Made <input type="checkbox"/>	University of California, Davis Conference Housing [STEP17] 1049 La Rue Road #3300 Davis, CA 95616

**Payment**

Please make checks payable to UC Regents, Cashier's Checks must be in US dollars. Credit card payments accepted by **mail or phone**. **Full payment must be received with this form no later than 2 business days of arrival date in order to guarantee the reservation.**

Payment Method:  Cash  Check  Visa  Mastercard

Signature \_\_\_\_\_  
 [required for valid credit card transaction] I authorize UC Davis Conference Housing to charge the amount shown

Credit Card # \_\_\_\_\_ Expiration: \_\_\_\_\_

**Adult Guests:** Please list all adult guests along with their gender.

<u>LAST Name</u>	<u>FIRST Name</u>	<u>#of Nights</u>	<u>Rooming with</u>	<u>Cost Per Person</u>
		<input type="checkbox"/> Male <input type="checkbox"/> Female		
		<input type="checkbox"/> Male <input type="checkbox"/> Female		
		<input type="checkbox"/> Male <input type="checkbox"/> Female		
		<input type="checkbox"/> Male <input type="checkbox"/> Female		
		<input type="checkbox"/> Male <input type="checkbox"/> Female		
		<input type="checkbox"/> Male <input type="checkbox"/> Female		
		<input type="checkbox"/> Male <input type="checkbox"/> Female		
		<input type="checkbox"/> Male <input type="checkbox"/> Female		

**Child Guests:** Please list any child guests for placement purposes, we ask that you write the age of each child attending.

<u>LAST Name</u>	<u>FIRST Name</u>	<u>#of Nights</u>	<u>Rooming with</u>	<u>Cost Per Person</u>
		#: _____ Age: _____		
		#: _____ Age: _____		
		#: _____ Age: _____		
		#: _____ Age: _____		