UNIVERSITY OF MINNESOTA RESIDENCE HALL/
RBMS DORM ROOM RESERVATION FORM

Please use this form to reserve residence hall accommodations on the University of Minnesota Campus. Please fax to ACRL RBMS REGISTRATION at (312) 280 – 1538 by JUNE 7, 2013.

Middlebrook Hall
412 22nd Avenue S
Minneapolis, MN 55455
Front Desk Phone: 612-625-0536

This residence hall features wireless accessibility and semi-private restrooms. Each room is equipped with 2 single beds, closet with armoire and a desk with chair. Linen Service will be provided and includes pillow, sheets, blanket and towel hand towel and washcloth. Linen exchange is available at the front desk. The restroom is located in the hallway and each restroom is shared by 2 bedrooms. This residence hall features a kitchenette (microwave & sink) on each floor as well as a full kitchen located on the first floor. All rooms are air-conditioned and non-smoking. Rooms do not include phones or TVs.

For further details see: http://www.uces.umn.edu/halls/middlebrook.shtml

☐ Single occupancy in room with 2 beds, $46 per night
☐ Double occupancy in room with 2 beds, $70 per night ($35 per person)

Your Name: ________________________________ ☐ Male ☐ Female

Arrival Date: _______________ ☐ Approx. Arrival Time (if known): _______________

Departure Date: _______________ ☐ # of Nights: _______________

Institution: ________________________________

Phone: _______________________________ ☐ E-mail: ________________________________

☐ Requested Roommate Name (if applicable): ________________________________ ☐ Male ☐ Female

☐ AMERICANS WITH DISABILITIES ACT ASSISTANCE – One or both of these participants will require Americans with Disabilities Act assistance on site. (An ACRL staff member will contact you.)

CHECK-IN:
Standard Check-in time begins at 1:00 p.m. on the day of your arrival.

CHECK-OUT:
Standard Check-out time is by 12:00 noon on the day of departure. Room keys must be returned to the front desk upon check-out. Late check-out without prior front desk approval or absence of a check out at the front desk will result in charges for an additional night(s) stay. The Middlebrook hall front desk is staffed 24 hours a day to assist you.

LOST KEYS:
You will be issued two keys at check in, one for the front door and one for your bedroom. If you lose the front door key, the cost is $15, if you lose the bedroom key, the cost is $30.

TELEPHONE:
There is no phone provided in the rooms. It is recommended that you bring a cell phone.
INTERNET ACCESS:
All sleeping rooms have complimentary wireless internet access for guests. All you need is an e-mail address to login to the guest wireless network.

PARKING:
☐ Please check this box if you would like a parking pass. Parking passes are $9 per car per day for the Twenty-First Avenue Ramp lot that is near Middlebrook hall. You will pick up your parking pass when you check into your room.

TRANSPORTATION
RBMS does not provide transportation between the dorms and the hotel. The Metro Transit website has a trip planner that can provide you with local bus information. The trip planner is found on the right hand side of the website: http://metrotransit.org/

SUMMARY OF PAYMENT:

Single occupancy in room with 2 beds, @ $46 x __________ # of Nights = $__________
Double occupancy in room with 2 beds, @ $70 x __________ # of Nights = $__________
Parking @ $9 x ___________ days (if applicable) = $__________
Total: = $__________

PAYMENT METHOD FOR ME: TOTAL = $___________
___Visa ___MasterCard ___Amex ___Enclosed check payable to ALA/ACRL
Credit Card number___________________________________________
Name on Card________________________________________________
Expiration date_______________________________________________
Signature____________________________________________________

PAYMENT METHOD FOR MY ROOMMATE: TOTAL = $___________
___Visa ___MasterCard ___Amex ___Enclosed check payable to ALA/ACRL
Credit Card number___________________________________________
Name on Card________________________________________________
Expiration date_______________________________________________
Signature (if easily available)____________________________________

CANCELLATION POLICY
Refund requests must be submitted in writing prior to June 7, 2013 and are subject to a $25 cancellation fee. Refunds will be processed and mailed after July 26, 2013. The preconference and all of its events are offered on a cost-recovery basis and may be cancelled due to adverse events beyond the control of ACRL or if there is insufficient registration. In the event that an ACRL-sponsored activity is cancelled, ACRL cannot be responsible for any cancellation/charge assessed to registrants by airlines, travel agencies, or hotels. I have read and agree to the terms of the cancellation policy.

Please initial: ___________ & Date: __________

PLEASE REMIT BOTH PAGES WITH PAYMENT INFORMATION OR CHECK BY JUNE 7, 2013.

TO REMIT BY FAX: Please fax to ACRL RBMS REGISTRATION at (312) 280 - 1538.

TO REMIT BY MAIL: ACRL RBMS REGISTRATION
50 East Huron St.
Chicago, IL 60611

QUESTIONS: Please call 800-545-2433 and press option #5.