

Short Term Summer Housing Reservation

Lewis & Clark College, Portland, OR 97219-7899

Reservations must be received 10 working days prior to arrival. This reservation form is for a room in a traditional residence hall at Lewis & Clark College. Common areas (kitchen, lounge, laundry and restrooms) are shared with 12-15 graduate students. Student must provide his/her own bed linen (standard twin), towels and telephone.

Please type or print:

Name _____ Birth Yr. _____ Male _____ Female _____

Mailing Address _____

City/State/Zip _____

Daytime Telephone _____ Email _____

Arrival Information:

Arrival Date _____ Arrival Time _____
(Please plan to arrive prior to 11pm as Visitor Information closes at that time.)

Departure Date _____ Name of Course _____
(Check out by Noon is requested.)

Check preferences that apply:

Single occupancy _____ \$22/night

Smoker _____ (All residence halls are non-smoking.)

Non-smoker _____

Handicap or special arrangements needed. Please explain. _____

*A \$25 deposit must accompany the reservation form and is only refundable if notice of cancellation is received 10 days prior to scheduled arrival. Make check payable to: **Lewis & Clark College**. Full payment is expected prior to check out in the Office of Cashier & Credit. Only in person debit transactions or personal check will be accepted for the balance due*

Signature _____ Date _____

Mail to:

Office of Campus Living, Summer Housing, Lewis & Clark College, 0615 SW Palatine Hill Road, MSC 132, Portland, OR 97219-7899; (503) 768-7183; Fax (503) 768-7977; sjb@lclark.edu

Be sure to include your \$25 deposit.

For Office Use Only

Room _____ Phone _____ Deposit Received/Date _____

Amount Due _____