

**DEPAUW UNIVERSITY
COMMENCEMENT 2009
HOUSING/DINING RESERVATIONS**

Reservations are available for overnight housing as well as two University sponsored dining events. **Reservations for housing and/or meals, along with advanced payment, must be made by Friday, May 1, 2009.** Please complete and return the following information in order to reserve rooms and/or meals. Refunds are not available for cancellations after Friday, May 1, 2009.

Your Name: _____

Home Phone: _____
(Please note that all reservations will be in the above name.)

Address: _____

(Street) (City) (State) (Zip)

Student's Name: _____

Campus Phone: _____

HOUSING RESERVATIONS

Housing will be assigned on a "first come first-served" basis beginning with air-conditioned facilities. Towels, linens and soap are provided. Some single rooms (1 twin bed) are available. Confirmation and check-in information will be mailed to you upon receipt of reservations. Check-in begins at 5:00 pm Friday, May 15, 2009. Checkout is no later than 11:00 am Monday, May 18, 2009.

Check-In/Check-Out will take place in Memorial Student Union Building Lobby during the following hours:

**Friday, May 15, 2009 - 5:00pm to 9:00pm
Saturday, May 16, 2009 - 8:00am to 11:00am
Sunday, May 17, 2009 - 8:00am to 11:00am
Monday, May 18, 2009 - 8:00am to 11:00am**

Reservation Information:

Number of people: _____ **Number of rooms:** _____

(Single) _____ **(Double)** _____

Arrival date: _____ **Departure date:** _____

Please indicate any special handicapped services required:

DINING RESERVATIONS

There will be a dinner party on Saturday, May 16, from 5:00 pm to 7:00 pm, and a brunch on Sunday, May 17, from 10:00 am to 12:30 pm. Both events will be held in the Memorial Student Union Building. Prior to making reservations, be certain your graduate does not have a conflicting event planned by another organization. Be sure to include a ticket for your graduate as this meal as it is not included in their school meal plan. Meal tickets will be sent to you upon receipt of reservations.

Dinner: 5:00 pm – 7:00 pm Saturday, May 16, 2009 Number of tickets _____

Brunch: 10:00 am – 12:30 pm Sunday, May 17, 2009 Number of tickets _____

AMOUNT DUE:

Housing: _____ Person(s) x \$17.92(includes Sales and Innkeeper's Tax) x _____ Nights =\$_____

Dinner: _____ Person(s) x \$13.91(includes Sales Tax) =\$_____

Brunch: _____ Person(s) x \$12.84(includes Sales Tax) =\$_____

TOTAL ENCLOSED =\$_____

Please return this form along with payment to:

**DePauw University
Office of Conferences and Campus Events
313 South Locust Street
Greencastle, IN 46135**

Make checks or money orders payable to DePauw University. Any questions regarding reservations can be directed to Angie Battin, Joanne Mijic, or Jamie Sibbitt at (765)658-4626.