

PLTS Guestroom Reservation Request Form

(Revised 31 January 2011)

To be submitted to the Office of the Deans.

Today's Date:

Contact Information:

Please enter your contact information below.

Name: Department:

Course/Event:

Phone: () E-mail:

PLTS or Affiliate Non-Affiliate

Affiliates are defined as current and retired employees; current GTU employees; current and former Board members of PLTS; current PLTS students; alumni of PLTS; and staff of ELCA congregations, synods, or church-wide organizations. Meetings related to school business that are held during regular working hours are not charged.

Guestroom Requested:

PLTS personnel please consult the Facilities calendar before determining reservation needs. Check the guestroom(s) you require and indicate arrival/departure dates and times.

Arrival Date: Arrival Time:

Departure Date: Departure Time:

Bay Room @ \$75.00 per night
(based on double occupancy) Number of Guests:

Canyon Room @ \$70.00 per night
(based on double occupancy) Number of Guests:

Bunkhouse @ \$25.00 per night
(per person) Number of Guests:

Additional or special hospitality arrangements and pricing need to be discussed with the facilities coordinator.

Please note that our campus is in a remote residential area with no restaurants within walking distance. There is no regular seminary food service. The guestrooms have a refrigerator, a microwave oven, and a coffee pot. There is an assigned parking space for each guestroom across the driveway from the main entrance to Sawyer Hall. Please do not park in a numbered parking space as these are reserved for student residents of Beasom Dormitory.

For PLTS Use Only

Date Booked on Calendar _____

Booked by _____

Date Housekeeping Arranged _____

Housekeeper _____