

LINFIELD COLLEGE

Department of Auxiliary Services
Office of Conferences & Events Planning

Please type/print legibly all information:

Name _____

Address _____

City _____ State _____ Zip _____

Telephone # DAY: _____ E-mail: _____

Please check only one:

I would like to reserve an apartment: single _____ double _____ triple _____ quad _____ for:

I would like to reserve a residence hall room: single _____ double _____ for:

The number of people being lodged is _____ for the following nights:

_____ Wednesday, July 21

_____ Thursday, July 22

_____ Friday, July 23

_____ Saturday, July 24

_____ Sunday, July 25

_____ Monday, July 26

If you plan to arrive after

7 PM please check here _____

SEE REVERSE SIDE OF THIS PAPER FOR MORE INFORMATION ON HOUSING OPTIONS

Lodging costs: All campus housing is on a first-come, first-serve basis and payment must be received with this housing form. Lodging costs in apartments are based on the number of occupants in the apartment. If one or two people stay in an apartment the cost is \$94 per night. If three people stay in an apartment the cost is \$135 per night. If four people stay in an apartment the cost is \$164 per night.

Apartments require a minimum of three nights of stay for a reservation.

The rates for residence hall rooms are \$38 per night for a single occupancy room and \$52 per night for a double occupancy room.

I will be staying _____ nights at Linfield at \$ _____ per night for a total of \$ _____.

My check in the amount of \$ _____ is enclosed. Make your check payable to Linfield College.

If you wish to pay by credit card, we accept Visa or MasterCard ONLY. Please provide the following information if you prefer to pay by credit card.

Name of credit card

card #

exp. date

Your signature

Please mail this form with your payment to:

Conferences & Events Planning - Unit A508
Linfield College
900 SE Baker St.
McMinnville, OR 97128-6894

Check Out time for all Linfield housing is at 11am on the morning after the last night of your reservation. Due to other conferences occurring directly after the IPNC we will need to charge an additional fee for any late checkouts.

The lodging facilities at Linfield College have been designed to provide a comfortable place to reside. **The apartments and residence halls are NOT air-conditioned. The College policy does not permit the presence of animals on campus, or smoking inside any building including private sleeping rooms.** Guests staying on the Linfield campus will have limited access to the college's recreational facilities.

The following items are included with lodging:

- bed linens and pillows
- towels & washcloths
- small bar of soap

The lodging at Linfield College is used for student housing during the academic year. As such all rooms contain twin beds (a double room will have two twin beds). Some items we would suggest you bring are:

- Small fan (no lodging at Linfield College is air conditioned)
- alarm clock
- desk lamp (each room will have an overhead light, but a small light is helpful for reading)
- clothes hangers

In addition we do not have a luggage delivery program. If you need assistance due to a medical reason please let us know in advance and we will do our best to accommodate your needs.

The apartments have an individual bedroom for each person, a kitchen, furnished living space, bathroom, and washer/dryer combination. While each apartment has a kitchen, no dishes or cooking equipment are provided.

The other housing option available to IPNC guests is in residence halls where there are common bathrooms on each floor.

If you have any questions concerning lodging at Linfield College during the IPNC please do not hesitate to contact us using the following contact information

Telephone – 503-883-2448

E-mail – reserve@linfield.edu