

CONFERENCE SERVICES HOUSING RESERVATION CONFIRMATION

University of Washington | Department of Housing & Food Services | Conference Services

Hello,

Thank you for reserving housing accommodations at the University of Washington. Your payment has been processed.

CHECK-IN: After 2 p.m. at the Willow Hall Conference Desk.

CHECKOUT: By 11 a.m. at the Willow Hall Conference Desk.

WILLOW HALL CONFERENCE DESK INFORMATION

Willow Hall Conference Desk is located on University of Washington's north campus at 4294 Little Canoe Channel NE, Seattle, WA 98105. For an online scalable campus map, please visit:
<https://www.washington.edu/maps/>

Willow Hall Conference Desk main telephone line: 206-685-2959

Willow Hall Conference Desk is open 7 a.m.-10 p.m., seven days a week

If you expect to arrive late for check-in after the conference desk has closed, please call Willow Hall Conference Desk during business hours to arrange for a late check-in: 206-685-2959.

If you arrive for check-in and Willow Hall Conference Desk has already closed, call the Resident Conference Assistant (RCA) on-call at 206.543-1000 and follow the prompts. The RCA on-call can assist you with late check-ins and in the event a guest ever inadvertently locks themselves out of their room.

REQUIRED CONFERENCE GUEST ORIENTATION

Summer residence in conference housing requires the completion of an online orientation prior to check-in. You will NOT be permitted to check in at the Conference Desk until you have read and completed this guest orientation. A link to this mandatory orientation will be sent out prior to check-in.

PARKING

Overnight parking is available near the residence halls. Complimentary parking is not available, and rates are subject to change without advance notice. Availability is limited and not guaranteed. Additional information regarding parking is available on the UW Transportation Services website:
<https://transportation.uw.edu/park/visitor>

DINING

North campus dining options include Willow Hall Center Table, a full-service dining facility with delicious All-You-Care-to-Eat offerings. For more information on Willow Hall Center Table offerings and hours of operation, visit <https://hfs.uw.edu/Eat/dining-hours/Center-Table>

ACCOMMODATIONS

You will be housed in a [Room Type] room with [Room Style] in a residence hall. All rooms are furnished with twin beds, linen packets which include bedding, towels, wash cloths, soap, a desk, and complimentary Wi-Fi and Ethernet access.

The rooms are not air conditioned. Common area kitchen lounges are available for use for residents. No cooking supplies or utensils are included. Laundry facilities are available in the building and do not accept cash. Washers and dryers are operated using issued guest conference cards, and laundry funds can be deposited at the Willow Hall Conference Desk.

University of Washington residence halls are designed for adult usage, and facilities are not childproof. Adults are responsible for the supervision of their children at all times.

Smoking anywhere at the University of Washington is prohibited including in residence hall sleeping rooms. A list of designated outdoor smoking areas is available from the Willow Hall Conference Desk.

Housing & Food Services and the University of Washington shall accept no responsibility and assume no liability for the theft or other loss of money or valuables.

MAIL & PACKAGES

The Willow Hall Conference Desk, which serves all north campus residence halls, can receive packages no earlier than seven days prior to a guest's scheduled check-in date. If packages arrive earlier than

seven days prior to your arrival, there is a possibility that your package(s) will be returned to sender. Please address mail to the following address:

Willow Hall

[First Name] [Last Name]

[Conference name]

4294 Little Canoe Channel NE

Seattle, WA 98105

CANCELATIONS

Guest cancellations sent via email to the Conference Services Office on or before the deadline date will receive a full refund less the Housing Reservation Fee. Guests who cancel after the deadline but before the scheduled check-in date forfeit the Housing Reservation Fee and Late Reservation Fee (if applicable) plus ten percent of the package rate or one day of room and board, whichever is greater. If no advance cancellation is received by the Conference Services Office and the guest does not check in, no refund will be issued. There is no refund for canceled Early Arrival or Late Departure nights after the reservation deadline date.

COVID-19 PREVENTION & SAFETY REQUIREMENTS

The health and safety of our guests is a foundational priority for Housing & Food Services. All Department operations, events and services follow the most current COVID-19 related safety guidelines provided by the UW Environmental Health & Safety Department as well as State of Washington and federal government health agencies.

Conference organizers and their conference guests are expected to comply with current UW and State of Washington COVID-19 safety and prevention best practices.

For the latest COVID-19 related UW guidance, including extensive FAQs, consult the UW's COVID-19 Facts and Resources web page at www.washington.edu/coronavirus/

Please don't hesitate to contact us if you have any questions. We look forward to your stay at the UW.

Sincerely,

Conference Services

Housing & Food Services

University of Washington

Phone: 206-543-7636

FAX: 206-897-1620

Email: stayover@uw.edu

Web site: <https://hfs.uw.edu/Conference-Services>