

USA Masters Outdoor Track & Field Championships

Charlotte, NC

August 3rd – August 6th, 2006

Official UNCC Housing Reservation Form

Special note: UNCC housing is available from 12 noon on Wednesday, August 2nd, through 12 noon on Monday, August 7th. There are no rooms available before 12 noon on August 2nd and no rooms available after 12 noon on August 7th at UNCC.

Housing Options: Please see attached housing options for descriptions and rates for the Suites and Apartments at UNCC.

Check one:

I would like to be placed in a Suite _____

I would like to be placed in an Apartment _____

*****Room type requests are not guaranteed and will be placed based upon availability.

Arrival Date: _____ Departure Date: _____

Send Confirmation to (One Confirmation per room):

First Name: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Email Address:

Daytime telephone number: (____) _____ Fax: (____) _____

(if outside of USA/Canada, please include city and country codes for phone and fax numbers)

Sharing Room With (list all occupants). If you do not have a roommate, a roommate or roommates will be assigned to you. There is no housing at UNCC that will allow one person in a room.

Payment in full is required in order for reservation to be made:

All Checks should be made payable to Visit Charlotte. Please mail to:

**Visit Charlotte Housing Bureau
500 S. College St., Suite 300
Charlotte, NC 28202-1873**

****Credit card deposits are not accepted.

Check # _____ Check Amount: _____

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UNCC Housing Reservation Information

1) **MAKING YOUR RESERVATION:**

Mail completed form and full payment to – VC Housing Bureau, 500 S. College St., Suite 300, Charlotte, NC 28202-1873
Housing Forms must be RECEIVED by the VC Housing on or before July 21th, 2006, in order to guarantee the event rates. Housing forms received after this date are not guaranteed the event rates.

- 2) **Sharing a room:** Please submit only one application per room requested listing all occupants in each room. The primary occupant will receive the confirmation.
- 3) A confirmation from the Housing Bureau will be emailed, faxed, or mailed. Confirmation is emailed if email address is provided.
- 4) **REQUIRED DEPOSIT:** You must send a check for payment of your entire stay made payable to Visit Charlotte. Please mail the check to Visit Charlotte Housing Bureau, 500 S. College St., Suite 300, Charlotte, NC 28202-1873.
- 5) **Cancellations:** Payment is refundable if the cancellation is made prior to July 21st. If the cancellation is not made on or before July 21st, 2006, payment is non-refundable. Cancellations should be made in writing to the VC Housing Bureau by fax (704) 347-1158 or by email (usatf@visitcharlotte.com)
- 6) **Changes:** VC Housing will make changes requested in writing until July 21st. You may email changes to usatf@visitcharlotte.com on or before July 21st or fax them to 704-347-1158. Please reference your acknowledgement number when making a change with Visit Charlotte Housing. There are no changes allowed after July 21st. If you arrive later than originally planned or leave earlier than originally planned and the change was not made on or before July 21st, you will be charged for any unused nights.
- 7) You are required to turn in all UNCC room keys prior to leaving campus. If you fail to return your suite or apartment key or the key to your bedroom you will be charged a \$75 key charge. USA Track and Field, the Carolinas Track and Field Association, the University of North Carolina at Charlotte, and Visit Charlotte are not responsible for any lost key fees. The individual UNCC room occupant is responsible for any lost key fees. You will receive two keys. One key for your suite/apartment door, and one key for your bedroom door. Both keys must be returned prior to your departure.
- 8) Check in at UNCC begins on Wednesday, August 2nd, at 12 noon. Please be checked in no later than 11PM on your day of arrival. If you will be later than 11PM, you must call UNCC at 704-687-4979. Check out on your day of departure is by 12 noon. You must be checked out of UNCC housing no later than 12 noon on Monday, August 7th. There are no rooms available before 12 noon on August 2nd, and no rooms available after 12 noon on August 7th. If you require dates before or after these dates, please make accommodations for those nights elsewhere.

UNCC Housing Option Descriptions:

Suites: Air-conditioned units with two to four bedrooms, a living area and one bath. Rates include bedding (comforter, pillow, pillow cases, and sheets) and linens (3 towels and 3 washcloths per person). There will be a linen exchange at the front desk if additional washcloths and towels are needed. All beds are twin sized beds.

Apartments: Air-conditioned units with four bedrooms, kitchen, living area and two baths. All units include a TV and phone in living area, and an alarm clock in each bedroom. Rates include bedding (comforter, pillow, pillow cases, and sheets) and linens (3 towels and 3 washcloths). There will be a linen exchange at the front desk if additional washcloths and towels are needed. All beds are twin sized beds.

Accommodates Two- Four People/Accommodates Three-Four People	
Suites Double to Quad Occupancy	Apartments Quad Occupancy
One person per bedroom Two to four people share bath	One person per bedroom Two people share bath
Minimum of two and maximum of four people per suite.	Minimum of three people per Apartment.
\$35.00 per person per night	\$39.00 per person per night

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- 9) **VERY IMPORTANT:** You are required to turn in all UNCC room keys prior to leaving campus. If you fail to return your room key you will be charged a \$75 key charge. USA Track and Field, the Carolinas Track and Field Association, the University of North Carolina at Charlotte, and Visit Charlotte are NOT responsible for any lost key fees. The individual UNCC room occupant is responsible for any lost key fees. You will receive two keys. One key for your suite/apartment door, and one key for your bedroom door. Both keys must be returned prior to your departure.

****Visit Charlotte Housing and UNCC are NOT responsible for duplicate reservations