Housing Reservation Form
Seminar on Aristotle and The Aristotelian Traditions
at Marquette University, June 2024

Initial arrival date: June 18, 2024
Final departure date: June 22, 2024

Campus Residence Facility: Humphrey Hall, 1716 W. Wisconsin Ave., Milwaukee, WI 53233
Humphrey Hall features air-conditioned sleeping rooms with private bathrooms. Rooms are furnished with extra-long twin-sized bed(s), dresser(s), closet space, and desk(s) and chair(s). Bed and bath linens* are also provided. Additional Humphrey Hall amenities include a secured 24-hour front desk, complimentary Wi-Fi, coin-operated laundry on each sleeping floor, vending machines and a common area to watch television or relax for a while. We regret that we are not able to provide wake up calls or personal toiletry items. The Desk Receptionist (DR) will provide each guest with a room key at check-in. To expedite the check-out process, please return the room key in the provided key envelope prior to departure.

*Bed and bath linens include: one pillow/pillowcase, sheets, and one bath towel/washcloth per guest.

First Name:

Last Name:

Mailing Address:

Email Address:

Telephone:

Date of Arrival:

Date of Departure:

<u>Nightly Room Rate</u>
Two-bedroom suite (4 extra-long twin beds, 2 beds each bedroom) at $99.00/night
Each shared suite will accommodate 2 people with 1 guest per private bedroom. Please let the reservationist know if you have a suite-mate preference.

Standard check in time: After 3 p.m.*
Standard check out time: Prior to 10:30 a.m.*
*These times are based upon Central Standard Time.

Guaranteed Reservations

Guests must confirm their room reservation with receipt of a check payable to *Marquette University* for the entire stay. Full payment must be received no later than two weeks prior to arrival date. Submit the Housing Reservation Form and check payment to:

Donna Wells
Alumni Memorial Union 407
1442 W. Wisconsin Ave.
Milwaukee, WI 53233

No refunds, including instances involving early departures, will be issued after check payment has been submitted except in the case of illness, injury, medical or family emergency, or other extenuating circumstances and must be approved by the Director of Conference Services.

Parking

Campus parking is available in the 16th Street Parking Lot (Structure 1) located at 749 N. 16th Street at a daily rate of $10 for every 24-hour period. Visitors enter the lot at 16th Street (northbound traffic) and exit at 17th Street (southbound traffic). Visitors pull a ticket when entering and pay for parking at the pay-on-foot station in the structure lobby or when exiting at 17th Street. Credit card payment (via MasterCard or Visa) is required. Cash is not accepted.

Additional Policies

Each guest is expected to leave his/her guest room in the same condition in which it was found at check-in. Any damage sustained to the room during the guest's stay will be billed directly to the guest. Any damages noticed by a guest should be brought to the immediate attention of the desk staff.

Key Lockout and Replacement

Each guest must sign for his/her room key prior to check-in. There is a $10 lockout policy enforced for any guest who requires use of a lock-out key to access his/her room. There is a **$75 key replacement fee** that is billed to the guest for any key that is lost or not returned at checkout. Rooms are re-keyed immediately for security reasons; therefore, we cannot issue refunds for guests who send in or return keys after checkout time.

Compliance

All visitors to campus are required to comply with all University policies, procedures, and health

and safety measures in effect. This may include following campus procedures related to the COVID-19 pandemic or other community-wide epidemic or pandemic.

Conduct

All UNIVERSITY visitors are expected to show respect for order, personal and public property, and the rights of all individuals. UNIVERSITY is a community that consists of people of different backgrounds and beliefs. Conduct in violation of the rights of others will not be tolerated. Misconduct will be sufficient cause for removal from the UNIVERSITY. All guests staying in University Housing Facilities must comply with all University policies and procedures and health and safety measures in effect as well as any guidelines for University Facilities.

Smoking/Gambling

UNIVERSITY is a tobacco-free campus. This includes all indoor and outdoor campus spaces including campus buildings, grounds, exterior open spaces, green spaces, parking lots (including inside a vehicle if parked in a University lot), on-campus sidewalks (not bordering a city street), on-campus driveways and other paved areas, athletic facilities, practice facilities, and recreational spaces. Gambling of any nature is strictly prohibited on UNIVERSITY property.

Alcoholic Beverages

The possession or consumption of alcoholic beverages by anyone under the age of twenty-one (21) is prohibited by Wisconsin law. Participants over the age of 21 may privately consume alcoholic beverages within their own rooms.

Drugs

The use, possession, distribution or sale of illegal drugs or narcotics is strictly prohibited. Non-compliance by any participant will result in immediate removal from the residence hall, dismissal from participation in activities on UNIVERSITY property and to prosecution.

Pets

No pets of any kind may be brought into or kept in a UNIVERSITY facility, except for service animals. The Director of Conference Services must be advised in advance if accommodations are required for a service animal.

Weapons Policy

The GROUP and its members are not permitted to:

- Carry any weapons on UNIVERSITY property except as expressly permitted by applicable state law.
- Openly carry any weapons on UNIVERSITY property.
- Carry any weapons in any UNIVERSITY building or leased space or at any University special event marked with signage specifying “WEAPONS ARE PROHIBITED IN THIS BUILDING.”

- Store any weapons in a personally owned vehicle on UNIVERSITY property except in the vehicle's glove compartment or trunk or encased such that the existence of the weapon is concealed.
- Encased means completely zipped, snapped, buckled, tied or otherwise fastened, with no part of the weapon exposed.
- Fail to lock a personally owned vehicle on UNIVERSITY property that contains any weapon when the GROUP member is not present in the vehicle.
- Possess unloaded ammunition on UNIVERSITY property.
- Imply possession of, threaten to use, display, brandish, use, or discharge a weapon on University property for any purpose or reason except lawful self-defense or lawful defense of others.
- Fail to report timely to the UNIVERSITY Department of Public Safety the presence on University property of any person whom the GROUP member has reason to believe is in possession of or carrying a weapon in violation of UNIVERSITY policy, unless doing so would subject the GROUP member or others to the threat of physical harm, or take other action in response to the presence of any person whom the GROUP member has reason to believe is in possession of or carrying a weapon in violation of UNIVERSITY policy except for reporting the presence of the weapon to the University Department of Public Safety.

The GROUP members whose actions violate applicable State law with respect to the possession of weapons on UNIVERSITY property may be subject to criminal prosecution. GROUP members whose actions violate this provision will be asked to leave UNIVERSITY property immediately and may be subject to no-trespassing directives in the future.

Marquette University Conference Services
Alumni Memorial Union 407, P.O. Box 1881
Milwaukee, WI 53201-1881