



1331 Polett Walk, Philadelphia, PA 19122  
Phone: 215-235-6200 Fax: 215-235-6235

## Temple University Reservation Request Form

THIS FORM MUST BE COMPLETELY FILLED OUT IN ORDER TO PROCESS YOUR REQUEST

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ # of Guests: \_\_\_\_\_

### FOPAL INFORMATION

PLEASE CIRCLE ONE: Room & tax only Parking included ALL charges

Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_

Authority Name: \_\_\_\_\_ Authorization Signature: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

Temple Department Name: \_\_\_\_\_

### GUEST INFORMATION:

\_\_\_\_\_  
Guest Name Guest Telephone Number Guest Email Address

### RESERVATION REQUESTED BY:

\_\_\_\_\_  
Name Telephone Number Fax Number

\_\_\_\_\_  
Department TU Office Number, Floor & Building Name

\_\_\_\_\_  
Email Address

**\*\*Please be advised this email address will be used to send email confirmations for this reservation\*\***

**Without a valid email address, no confirmation will be sent**

### Reservation Accepted by:

Employee Name: \_\_\_\_\_ Confirmation Number: \_\_\_\_\_ Date: \_\_\_\_\_

If the above room is available, your confirmation will be sent via email by the end of the next business day. If you need to cancel for any reason, you MUST let the front desk know by 4:00PM two days prior to arrival to avoid any charges.

**RATES ARE SUBJECT TO CHANGE IN ACCORDANCE WITH OUR UNIVERSITY CONTRACT**