RESOLUTION
concerning
PAYMENT OF EXPENSES
for
ASSISTANT ATTORNEY GENERAL JANE S. SCHOLL

January 13, 1989

RESOLVED, That the Board of Trustees for Connecticut State University authorizes the President to transfer $800.00 from the Tuition Fund to the Office of the Attorney General for the purpose of permitting Assistant Attorney General Jane S. Scholl (legal counsel to the Connecticut State University), to attend the Tenth Annual Conference on Law and Higher Education to be held in Clearwater Beach, Florida, during the period of January 14 through January 18, 1989.

A Certified True Copy:

Dallas K. Beal
President
December 12, 1988

Ms. Jane S. Scholl
Assistant Attorney General
Educational Unit
MacKenzie Hall
110 Sherman Street
Hartford, CT 06105

Dear Jane:

On November 14, you wrote me a letter asking if Connecticut State University could help you attend the Tenth Annual National Conference on Law and Higher Education by paying your conference expenses, which you estimated not to exceed $1,000.

As you know, our agency, like yours, has trimmed its budget and I have restricted travel within our Executive Office in order to meet our savings goals. However, I believe the conference is an important matter and Dr. Newton has offered $800 from his reduced travel budget to help meet your travel expenses.

I hope this will be adequate along with whatever resources you can gather from the Attorney General's Office to allow you to attend this worthwhile conference.

Sincerely,

Dallas K. Beal
President

DKB:dnp
Dear President Beal:

Enclosed please find a copy of the publication announcing the Tenth Annual National Conference on Law and Higher Education. Bob Garvey provided me with the publication. He feels that the conference offers a very worthwhile opportunity and suggested that I contact you regarding it. As you can see, a number of the topics to be discussed at the conference involve issues which are now pending before our campuses. The conference would therefore provide valuable guidance to me in providing the Connecticut State University with the best advice available in resolving these issues. However, because of recent budget cuts, our office will not fund my attendance at this conference.

Last June our office did provide support for my attendance at the conference of the National Association of College and University Attorneys, information from which I have already used on a number of occasions in providing legal services to the state university.

Therefore, I am asking you whether or not the University would be willing to finance my attendance at the conference. The cost of the conference is $225 plus hotel for three nights at a cost of $86 per night plus airfare. I would anticipate the total cost not to exceed $1,000.
If I can provide any additional information, please don't hesitate to contact me. I appreciate your consideration of this request.

Very truly yours,

JOSEPH I. LIEBERMAN
ATTORNEY GENERAL

BY:

JANE S. SCHOLL
Assistant Attorney General

JSS/cem
Enclosure
STETSON UNIVERSITY COLLEGE OF LAW

Presents the

TENTH ANNUAL
NATIONAL CONFERENCE
ON
LAW AND HIGHER
EDUCATION
Specific Issues in 1989

January 14-18, 1989
Holiday Inn Surfside
Clearwater Beach, Florida

Cosponsored By:
The American Council on Education,
The National Association of College and
University Attorneys, and
The National Association of
Student Personnel Administrators, Inc.
Overview of the Conference

For the tenth year, Stetson University College of Law presents a national conference focusing upon current, unresolved legal issues of vital importance to the higher education community. The purpose of the conference is to bring together college and university administrators, attorneys, and representatives of government to discuss current legal and policy concerns shared by members of these constituent groups. This dialogue insures an appreciation of the relationship between law and policy and a comprehensive and pragmatic approach to decision making where legal questions are apparent.

The conference is co-sponsored by the American Council on Education, The National Association of College and University Attorneys, and The National Association of Student Personnel Administrators. The national co-sponsorship of this program, and its audience of administrators and attorneys from throughout the United States, has established the conference as one of the most important legal conferences in higher education. Last year's 435 plus attendees represented more than 185 institutions and law firms from 41 states, Puerto Rico and Canada.

The Conference Program

On its tenth anniversary, the national conference begins with a keynote address on the subject of "The Supreme Court and Individual Rights at the End of the Reagan Era," by Jesse H. Choper, distinguished constitutional law scholar and Dean of the School of Law of the University of California at Berkeley. Following Dean Choper's keynote address, the conference will convene its traditional "Washington Roundtable": a discussion of current Supreme Court cases, and legislative and regulatory issues, involving the Washington representatives of higher education. The balance of the program will focus upon critical legal issues in academic, administrative and student affairs in 1989. Discussion of these issues will be led by a distinguished group of lawyers, administrators, and governmental officials with expertise in those areas of the law, and policy-making, which will directly affect the administration of public and private higher education in 1989. Questions and answers will be a vital part of the conference program.

The Pre-Conference Programs

N.A.C.U.A. Workshop. For the sixth year, the National Association of College and University Attorneys will host a special workshop on Sunday, January 15, immediately preceding the Law & Higher Education Conference. This separate program will focus upon legal issues related to contracts in the college and university setting. The NACUA Workshop is a specially designed program, intermediate in level, for legal counsel and others interested in specific issues relating to contracts. Academic, administrative, and business officers are encouraged to attend. This "pre-conference" program is available to NACUA members and other conference registrants. Registration information for this program and a SEPARATE REGISTRATION FORM are included in this booklet on page 14.
A.S.J.A. Conference. The Association for Student Judicial Affairs (ASJA) will hold its inaugural annual conference immediately preceding the NACUA Workshop and the Law & Higher Education Conference. Sessions for this program are scheduled to begin at 11:00 a.m. Saturday, January 14, concluding at 11:00 a.m. on Sunday, January 15. Registration information for this program and a SEPARATE REGISTRATION FORM are included in this booklet on page 14.

PRE-CONFERENCE WORKSHOP PROGRAMS

Association for Student Judicial Affairs Annual Conference Program

SATURDAY, JANUARY 14, 1989

11:00 a.m. REGISTRATION
12:30 p.m. OPENING SESSION
1:00 p.m. KEYNOTE ADDRESS
2:00 - 4:45 p.m. CONCURRENT WORKSHOPS
5:00 p.m. "DINNER ON YOUR OWN"
7:30 - 9:00 p.m. RESOURCE TABLES

SUNDAY, JANUARY 15, 1989

8:00 a.m. CONTINENTAL BREAKFAST & BUSINESS MEETING
9:00 - 10:15 a.m. CONCURRENT WORKSHOPS
10:30 - 11:00 a.m. CLOSING SESSION AND EVALUATION

Details and program specifics may be obtained through Dr. E. Garth Jenkins, Dean of Students, Stetson University at (904) 734-4121.

TO REGISTER FOR THIS PROGRAM, USE THE ASJA FORM ON PAGE 14.

Special NACUA Workshop Program: CONTRACTING ON CAMPUS

SUNDAY, JANUARY 15, 1989

12:00 - 12:30 p.m. REGISTRATION
12:30 - 12:40 p.m. WELCOME AND INTRODUCTION

George M. Shur
President, NACUA

12:40 - 2:00 p.m. OVERVIEW OF CONTRACT LAW

• Contract Formation
• Informal and Oral Contracts
• Authority of Maker to Bind the University
• Breach and Damages
• Indemnification
Speakers: Robert H. Jerry  
Professor of Law  
University of Kansas  
S. Andrew Schaffer  
New York University  

2:00 - 3:00 p.m. CONTRACT ISSUES CONCERNING THE BUSINESS OFFICER  
• Auxiliary Enterprises  
• Use of Facilities  
• Purchasing  
• Contracting with the Government  

Speakers: Leslie A. Winters  
Ohio State University  
Joseph T. Barron  
University of Florida  

3:00 - 3:30 p.m. BREAK  

3:30 - 4:30 p.m. CONTRACT ISSUES CONCERNING FACULTY AND STAFF  
• Research Contracts  
• Intellectual Property  
• Software  
• Conflict of Interest  
• Employment Contracts  

Speakers: Norden Gilbert  
Northern Illinois University  
Edward N. Stoner, II  
Reed, Smith, Shaw & McClay  

4:30 - 5:30 p.m. CONTRACT ISSUES CONCERNING STUDENTS  
• Enrollment: The Bulletin  
• Housing: Apartments, Dorms, Fraternities  
• Contracts Made by Student Organizations  
• Concerts  

Speakers: Abigail Byman  
Loyola University of Chicago  
Karen Davis  
Washington University  

5:30 p.m. ADJOURNMENT  

TO REGISTER FOR THIS PROGRAM, USE THE NACUA FORM ON PAGE 14.
Tenth Annual Law and Higher Education Conference Program

SUNDAY, JANUARY 15, 1989

1:00 - 6:00 p.m. REGISTRATION

6:00 p.m. SOCIAL HOUR AND DINNER:
Promenade/Ball Room

Welcome: Bruce R. Jacob
Dean, Stetson University College of Law

Overview and introduction of conference faculty
Robert D. Bickel
Professor of Law
Stetson University College of Law
Conference Director

MONDAY, JANUARY 16, 1989

8:00 - 9:00 a.m. REGISTRATION CONTINUED

9:00 - 10:00 a.m. KEYNOTE ADDRESS

Topic: The Supreme Court and Individual Constitutional Rights at the End of the Reagan Era

Speaker: Jesse H. Choper
Dean, School of Law
University of California at Berkeley

Presiding: Thomas C. Marks, Jr.
Professor of Constitutional Law
Stetson University College of Law

10:00 - 10:30 a.m. BREAK

10:30 - 12 noon WASHINGTON ROUNDTABLE

Topic: United States Supreme Court Review: An Analysis of the Latest Decisions of the U.S. Supreme Court Affecting Higher Education in 1989

Speaker: R. Claire Guthrie
Deputy Attorney General
Commonwealth of Virginia

Topic: Review of Current Legislative and Regulatory Activity

Speaker: Sandra H. McMullan
General Counsel, Executive Director for Tax Policy, National Association of Independent Colleges and Universities
MONDAY, JAN. 16 continued...

**Topic:** Legislative, Regulatory, and Policy Agenda in Student Affairs

**Speaker:** Dr. E. T. "Joe" Buchanan
Dean of Students
Tidewater Community College

**Presiding:** Charles T. Dillon
College Attorney
Saint Petersburg Junior College

**12:00 - 2:30 p.m.**
**ON YOUR OWN**
**PLENARY SESSION**

**Topic:** Liability of the University in Cases of Serious Injury and Death on Campus: IS THERE A DUTY TO PROVIDE A SAFE CAMPUS?

- Campus Crime
- Crimes of Students off Campus
- Duty to Provide Security
- Alcohol Related Injury and Death Cases
- Special Problems with Fraternities and Sororities
- Jurisdictional Issues
- How to Work with External Law Enforcement Agencies and the State Prosecutor

**Speakers:**

Dr. Michael Clay Smith, J.D., Ed. D.
University Legal Counsel and Professor of Criminal Justice,
University of Southern Mississippi.
Author of COPING WITH CRIME ON CAMPUS

Eileen K. Jennings
General Counsel
Central Michigan University

Dr. William R. Bracewell
Director of Judicial Programs
University of Georgia

Dr. James Sewell
Chief of Police
Gulfport, Florida

Lauren Hafner-Sewell
Assistant Attorney General
Division of Criminal Appeals
State of Florida
MONDAY, JAN 16 continued...

Moderator: Mark Brown
Professor of Criminal Law
Stetson University College of Law

5:00 - 6:30 p.m.  PLENARY SESSION

Topic: Liability of the College or University for Racial or Sexual Harassment of Students or Employees

- Title VII & Title IX
- Institutional Responsibility for Investigation and Resolution
- Parameters of Disciplinary/Personnel Action
- First Amendment Implications

Speakers: Larry R. Thompson
Special Assistant to the President for Legal Affairs
Ohio State University

Mary Elizabeth Kurz
Vice President for Legal Affairs and General Counsel
Michigan State University

Moderator: Dr. John F. Rosen
Dean of Academic Affairs
Manatee Community College

6:30 p.m.  SURFSIDE HORS D'OEUVRE RECEPTION

TUESDAY, JANUARY 17, 1989

8:30 - 9:00 a.m.  COFFEE & DANISH

9:00 - 12:15 p.m. WORKSHOPS: Each workshop session will be approximately 90 minutes, allowing each participant to attend at least two workshops.

10:30 - 10:45 a.m. BREAK (To allow participants time to switch to their second choice before workshops are repeated)

Workshop A: Control of Access to University Facilities: A Discussion of Board of Trustees of S.U.N.Y. v. Fox and Related Supreme Court Decisions

Leaders: Sanford H. Levine
University Counsel and Vice Chancellor for Legal Affairs
State University of New York

Gerianne Jordan
Associate Counsel
State University of New York
TUESDAY, JAN 17, continues...

Workshop B: Liability for Academic Counseling and Advising

Leader: Mary Ann Connell
     Special Assistant to the Chancellor
     The University of Mississippi

Workshop C: Student Discipline in the Private Sector

Leaders: Eugene H. Bramhall
         Assistant to The President and General Counsel
         Brigham Young University

          Ryan Thomas
          Assistant Dean of Student Life
          Brigham Young University

Workshop D: Current Issues in Equal Employment Opportunity and Affirmative Action

Leaders: Elsa Kircher Cole
         Assistant Attorney General
         University of Washington Division
         State of Washington

          Flora B. Devine
          Contract Officer, Office of Legal Affairs
          Georgia State University

Workshop E: Current Issues in Intercollegiate Athletics

Leaders: Edward N. Stoner, II
         Read, Smith, Shaw & McClay
         Pittsburgh, Pennsylvania

          Paul T. Dee
          Vice President and General Counsel
          University of Miami, Florida

Workshop F: The Parameters of Academic Freedom: Tenured and Non-Tenured Faculty, and Administrative or Other "At-Will" Employees

Leaders: Barbara A. Lee
         Assistant Professor
         Institute of Management and Labor Relations
         Rutgers University (N.J.)

          Sheila Trice Bell
          University Counsel
          Northern Kentucky University
12:15 - 3:00 p.m.  “ON YOUR OWN”

3:00 - 4:45 p.m.  SPLIT PLENARY SESSIONS: Each participant should choose one of the following two sessions to attend during this time.

SESSION A:  Identifying and Dealing with the Troubled Student or Employee

- The Admission or Hiring Decision: Discrimination Issues
- Counseling and Referral
- Dealing with Disruptive Behavior: The Duty to Warn or Protect Others
- Expulsion or Withdrawal/Dismissal from Employment
- Relationship Among Attorney, Student/ Administrative Personnel and Evaluative or Treating Physician

Speakers:  
Gary Pavela, J.D., Ph.D.  
Director of Judicial Programs  
University of Maryland

Barbara Harty-Golder, M.D., J.D.  
Dickinson, O'Riorden, Gibbons, Quale, Shields & Carlton, P.A  
Sarasota, Florida

Moderator/Reactor:  
Dr. E. Garth Jenkins  
Dean of Student Affairs  
Stetson University

SESSION B:  Termination and Retirement of Faculty and Staff

- Termination for Cause
- Early Retirement
- Mandatory Retirement
- Due Process Issues
- Long Range Reduction
- The Plaintiff's Case Against You for Wrongful Discharge

Speakers:  
Thomas P. Hustoles  
Miller, Canfield, Paddock & Stone  
Kalamazoo, Michigan

Joseph A. Golden  
Sommers, Schwartz, Silver & Schwartz  
Southfield, Michigan

Dr. Howard Bell  
Vice President for Administration and Finance  
University of Cincinnati
5:00 - 6:15 p.m. SPLIT PLENARY SESSIONS: Participants should choose one of the following two sessions to attend during this time.

SESSION A: Protecting Institutional Records: The Right of Privacy versus the Right to Know
- Student Records/Personnel Records
- Impact of Open Meetings Laws on Access to Records
- Damage to Reputation

Speakers:
George M. Shur
University Legal Counsel
Northern Illinois University

Dr. Donald D. Gehring
Professor of Higher Education
University of Louisville

Moderator: Gail S. Janssen, M.S.
Counsellor
Saint Petersburg Junior College

SESSION B: The Law of Unfair Competition in the University Setting
- Statutory and Regulatory Development
- Trade Secrets
- Non-Disclosure/Non-Competition Agreements
- Joint Ventures and University-Industry Projects
- University Computing
- Conflicts Problems

Speakers:
J. Kelly Wiltbank
Legal Counsel
Idaho State University

Jane Brandt Bulbin
Dow, Lohnes & Albertson
Washington, D.C.

Moderator: Barbara C. Wingo
Associate University Attorney
University of Florida

6:15 p.m. ADJOURN FOR THE EVENING
WEDNESDAY, JANUARY 18, 1989

9:30 - 11:30 a.m. SPECIAL OPEN WORKSHOPS: A general updating of cases in student affairs, and academic/administrative affairs, with open discussion, questions and answers. A chance to raise your particular concerns and questions on any subject of interest! EACH PARTICIPANT SHOULD CHOOSE ONE OF THE FOLLOWING TWO SESSIONS TO ATTEND DURING THIS TIME.

Workshop A: Academic/Administrative Affairs
Leaders: Michael R. Smith
Assistant Chancellor for Legal Affairs
University of California at Berkeley
Larry R. Thompson
Special Assistant to the President for Legal Affairs
Ohio State University

Workshop B: Student Affairs
Leaders: Dr. D. Parker Young
Professor
Institute of Higher Education
University of Georgia
Pamela J. Bernard
General Counsel
University of Florida

11:30 a.m. ADJOURN
Conference Director

Professor Robert D. Bickel received his B.A. Degree in Management from the University of South Florida, and his J.D. Degree, with highest honors, from the Florida State University. After a brief period of private practice, he joined the staff of the United States Department of Justice, in Washington. In 1971, Professor Bickel returned to his alma mater and was appointed its first full time General Counsel. During his tenure in that position, Professor Bickel represented the University and the Florida Board of Regents in all legal matters affecting the University.

After his seven year tenure as General Counsel, Professor Bickel joined the faculty of the Stetson University College of Law, where he has served as teacher and Assistant Dean of the College. Professor Bickel is the author, co-author or editor of two books and more than 15 published articles and book chapters in the field of Law and Higher Education. His latest book, The College Administrator and the Courts, 2d Edition (1988) is now available from College Administration Publications, Inc.

Professor Bickel has lectured at the annual meetings of most national education associations, including NACUA, NEA, NASPA, AAUA, AAAA, NOLPE, SACS, NASULGC, The Corporation for Public Broadcasting, the Federal Bar Association, and many regional or state affiliates of these Associations. Professor Bickel regularly conducts workshops for college administrators and faculty on the subject of law and higher education, and has presented such special workshops in Florida, Georgia, Tennessee, Maryland, Virginia, and Pennsylvania. He is a regular speaker at the annual national conference on law and higher education, sponsored by the Institute for Higher Education, University of Georgia, and at the annual meeting of the Southern Association of Colleges and Schools.

Host Institution

Stetson University College of Law, founded in 1900, is Florida's first law school. Located in St. Petersburg, the College of Law is an integral part of Stetson University and is a charter member of the Association of American Law Schools. The College of Law has offered state and national continuing legal education programs for more than thirty years on subjects including education law and labor law.

Location of the Conference

The Holiday Inn Surfside Resort is one of the largest convention centers in the Tampa Bay area, combining the professional environment of a major conference facility with the relaxing atmosphere of a beach resort. Located directly on the beach, the Holiday Inn Surfside is approximately 30 minutes from Tampa International Airport via the Courtney Campbell Causeway. More than two dozen beach shops and restaurants are located within walking distance of the Surfside, which itself offers exceptional dining, overlooking the Gulf of Mexico. Make hotel reservations early. Cut-off date for conference room block is December 17, 1988; thereafter, reservations will be handled on a “space available” basis. Reservations are being handled directly by the hotel. Please use the separate hotel room reservation form on page 15 to make your reservations, or call the Holiday Inn Surfside directly at (813) 461-3222.
Special Air Fares

Delta Airlines is the official air carrier for this conference. Destination Systems, travel company for the conference, has arranged for special airfares. Registrants who travel on Delta Airlines can receive 40 percent off the regular coach fare, or even better, 5 percent off any fare Delta offers, including Supersaver fares. To make your reservations, call Destination Systems at 1-800-222-5208, 9:00 a.m.-5:00 p.m., Monday through Friday, and ask for the NACUA coordinator.

Registration Information

A.S.J.A. Conference: Registration for The Association for Student Judicial Affairs conference is $20.00. Please register for this program on the separate A.S.J.A. registration form and mail directly to Dr. E. Garth Jenkins, Dean of Students, Stetson University, DeLand, Florida 32720-3757, phone (904) 734-4121. Refund policy: full refunds will be made if cancellation is received by January 9, 1989. No refunds will be made after that date.

N.A.C.U.A. Workshop: Registration for the Special NACUA Workshop on Sunday, January 15, 1989 is $95 for members and $120 for non-members. Please register for the NACUA workshop on the separate NACUA registration form and mail directly to NACUA. Refund Policy: Requests for refunds will be honored only if notification of cancellation is received by NACUA no later than 5:00 p.m. Eastern Time, January 11, 1989. No refunds will be issued after that date. There will be a processing charge of $15 for all cancellations received by January 11, 1989. For additional information, contact Tricia Newman at NACUA, Washington, D.C. (202) 833-8390.

Law & Higher Education Conference: The fee for the conference is $225 (additional persons from same institution, $175) which includes Sunday dinner, the Surfside Hors D'Oeuvres Reception on Monday evening and beverage breaks. Spouse/Guest meal tickets, which should be purchased in advance, are $35.00. The spouse/guest meal ticket includes the Sunday dinner and Monday Surfside Reception.

Complete the appropriate information on the separate registration form and mail the form and payment to Alice Ruffner, Conference Coordinator, Stetson College of Law, 1401 - 61st Street South, St. Petersburg, Florida 33707. Refund Policy: If cancellation is received by January 5, 1989, full refund will be made. If cancellation is received after that date, a $25.00 administrative fee will be retained. No refunds will be made for cancellations received after Thursday, January 12, 1989.
LAW AND HIGHER EDUCATION CONFERENCE
January 15-18, 1989

CONFERENCE REGISTRATION FORM - Please duplicate and submit a completed form for each registrant.

NAME: ___________________________________________ Phone: ( ) ____________________________

TITLE/ORGANIZATION: ________________________________________________________________

ADDRESS: ___________________________________________________________________________

_____________________________________________________________________________________

ZIP __________________________

Attending Sunday night dinner? Yes _____ No _____

Enclosed check covers the following fees:

(1) ___ $225 (Primary registrant)

(2) ___ $175 (Additional registrant from same institution)

If your registration fee will be $175, please list the name of the primary representative coming from your institution: ________________________________

(3) ___ $35 for spouse/guest meal ticket. (Covers both Sunday dinner and Monday Hors d'oeuvres reception)

NAME OF SPOUSE/GUEST: _____________________________________________________________

TOTAL ENCLOSED: $ _______

01-10-08905280

Make Check payable to STETSON COLLEGE OF LAW, Mail form and check to: Alice Ruffner, Conference Coordinator, Stetson College of Law, 1401 - 61st Street So., St. Petersburg, Florida 33707 Phone (813) 343-1214.
SPECIAL NACUA WORKSHOP REGISTRATION FORM
CONTRACTING ON CAMPUS
January 15, 1989

Please complete the registration form and return with a check made payable to NACUA, One Dupont Circle, Suite 620, Washington, D.C. 20036. (Phone 202/833-8390)

NACUA MEMBERS: Non-Members:
$95 First Person $120 First Person
$70 each additional person from same institution signing up at the same time $85 each additional person from same institution signing up at the same time

The program is being submitted for approval to the appropriate agencies of the states which certify continuing legal education programs. Should any jurisdiction require filing fees for accreditation, these fees will be borne by the individuals (an invoice for the fee will be sent to you after the workshop), to NACUA. Please mark your registration form if you want CLE credit.

CLE Credit Requested [ ] State
NAME(S) ______________________________ Title ______________________________
____________________________ Title ______________________________
INSTITUTION ______________________________
ADDRESS ______________________________
CITY ______________ STATE ______________ ZIP ______________
TELEPHONE ______________________________
TOTAL AMOUNT ENCLOSED $ ______________________________

ASJA CONFERENCE REGISTRATION FORM
January 14-15, 1989

Registration fee: $20.00

NAME: ______________________________ Phone: ______________________________
TITLE/ORGANIZATION: ______________________________
ADDRESS: ______________________________
ZIP ______________________________

Mail your completed registration form and check to: Dr. E. Garth Jenkins, Dean of Students, Stetson University, Campus Box 8357, DeLand, Florida 32720-3757.
Return This Card Directly to Holiday Inn
To Request a Reservation

Meeting Name: Stetson Law & Higher Education Conference
Dates: January 15-18, 1989
Rates: $86.00 single/double (Additional person - $6 per night)

PLEASE TYPE OR PRINT

Arrive On __________________ Day/Date
Depart On __________________ Day/Date

Please Reserve __________ Room(s) For __________ Person(s)

Name ________________________
Address _______________________
City __________________________ State ___________
Phone ( ) ______________________ Zip ___________
Sharing With ___________________
Check In Time 3 p.m.  Check Out Time 12 Noon

Circle Room Type Requested:
Single  Double

TO GUARANTEE FOR LATE ARRIVAL
Send first nights deposit or give credit card number here.

AX  VS  MC  DC

EXPIRATION DATE ___________

REFUND POLICY: Full refund of deposit will be forfeited unless written cancellation is received 24 hours prior to arrival.

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