



## **SCHWAB RESIDENTIAL CENTER**

Graduate School of Business  
680 Serra Street  
Stanford, CA 94305-6090

Phone: (650) 725-6880  
Fax: (650) 725-6644

### *Administrative Instructions for Guest Reservations*

Please read the following information before making a reservation. If you have questions please contact Joanie Belli at 725-6880.

The suites include a private bedroom, with its own bath, that opens to a shared kitchen. There is a sliding kitchen door that locks for added privacy. The bedroom is fully furnished with a full size extra long bed. Each room includes towels, bed linen, alarm clock, telephone with voice mail and unlimited free local calls, computers, television and coffee maker as well as some toiletries such as soap, shampoo, conditioner, and body lotion. There are study rooms, lounges, laundry facilities, an exercise room and courtyards for guest use. Please be sure to let us know if your guest has any special needs or requests, as we will try our best to accommodate them.

The room rate is \$130.00 per night and double occupancy is an additional \$35.00 per night. There is a \$130.00 charge for cancellations received within less than 24 hours of arrival. Due to the academic focus of the Schwab Residential Center we do not allow children.

Our lobby is open 24 hours a day 7 days a week. A fax machine is also available for guest use during lobby hours. The price for sending or receiving a fax is \$2.00. The fax number is (650) 725-6644.

Parking is available directly across from the Schwab Residential Center in the Serra Street parking lot. An "A" permit is required if your guest would like to park there Monday through Friday between 6:00A.M. - 4:00 P.M. Parking permits are available at the Schwab Residential Center office, \$9.00 per day.

A \$100.00 key deposit, payable by credit card or cash, is required when your guest checks-in. Our Check-in time is 3:00 PM our Check-out time is 12:00 noon.

Please be aware that the Schwab Residential Center is a non-smoking facility. There are several designated areas located in outside courtyards where smoking is permitted.

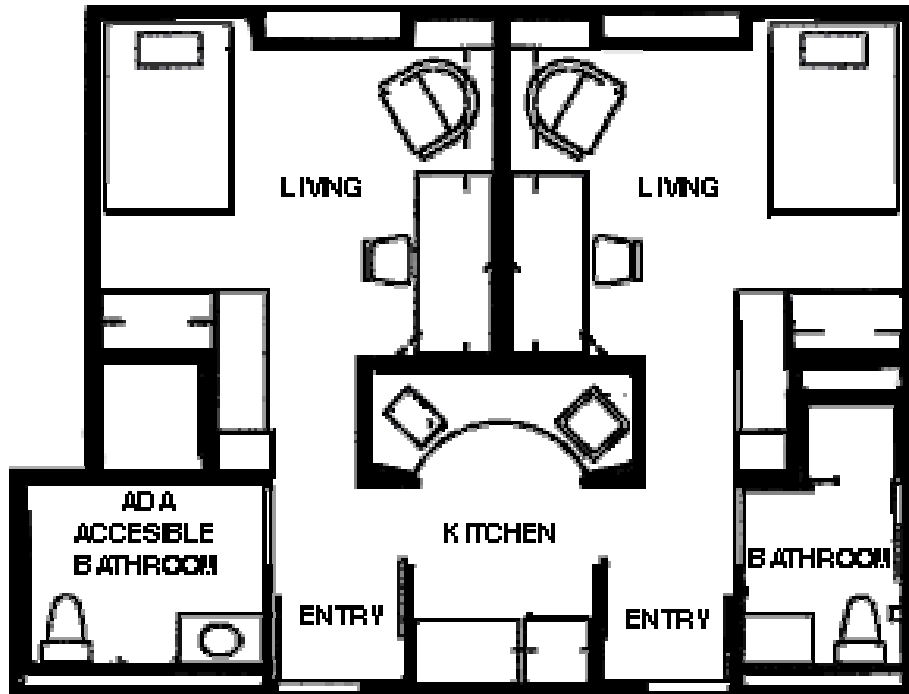
Once the reservation is confirmed we will fax a confirmation form to you, which you should forward to your guest. We look forward to assisting you.

*Floor Plan of a Model Suite*

Accommodations for two guests.

Private entrance, bath, and living area, with a shared kitchen.

Sliding kitchen door that locks for added privacy.



Room 1

Room 2

**SCHWAB RESIDENTIAL CENTER  
RESERVATION CARD**

**Please complete the information below and fax to (650) 725-6644. Be sure you have read page one, Administrative Information for Guest Reservations. If you have questions contact Joan Belli at (650) 725-6880.**

Guest Name: \_\_\_\_\_  
(Ms. Mrs. Mr.) Please circle one

Guest Address: \_\_\_\_\_ Email Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

There is a \$130.00 charge for cancellations received within less than 24 hours of arrival. Check in time is after 3:00 PM.

Date of Departure: \_\_\_\_\_ Check out time is 12:00 noon.

(Please no acronyms)

Department: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Fax Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Stanford Account Number: \_\_\_\_\_ G L Code: \_\_\_\_\_

Account Signer Name: \_\_\_\_\_

(Please Print)

Credit Card Number: \_\_\_\_\_

(We accept Visa, Master Card and American Express.)

Expiration Date: \_\_\_\_\_

Purpose for guest visit to University: \_\_\_\_\_

(Please give detailed descriptions no acronyms)

**OFFICE USE ONLY:**

Reservation Reviewed & Approved by \_\_\_\_\_ Date \_\_\_\_\_

Date Confirmation Sent \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_ **Room Assigned** \_\_\_\_\_