

# Media Internship Form

## Reservation Form

Form is due in the Conference Services Office by **May 15, 2010**

### Participant Information

(Please complete one reservation form per person requesting accommodations in housing facilities)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ City: \_\_\_\_\_

State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Gender:  Male  Female

E-Mail address: \_\_\_\_\_

### Program Registration and Fees

Double Accommodations – \$25.50 per person per night (NO linen)

2 people per bedrooms, 4 people total in apartment with living room, bathroom, & kitchen.

Single Accommodations - \$46.00 per person per night (No linen)

1 person per bedroom, 2-3 people total in apartment with living room, bathroom, & kitchen.

I wish to stay \_\_\_\_\_ # of nights at \$\_\_\_\_\_ per night.

Arrival Date \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Date \_\_\_\_\_

Total: number of nights x per night rate = \$\_\_\_\_\_

**I understand there are no linens, TVs, coffeemakers, microwaves, pots, pans, utensils, dishes in the apartment. There is no maid service.**

\*\*\*\*\*

### Payment due at time of check-in

\_\_\_\_ Payment by Credit Card only: I authorize CSUN Student Housing & Conference Service office to charge my credit card.  
Payment will be processed when you check-in.

Check one:  Visa  MasterCard  American Express

Name on Card: \_\_\_\_\_ Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please fax this form to (818) 677-7308 or 4888. Once received a letter of confirmation will be emailed. This confirmation letter must be presented to the Conference Services Staff at check-in.**

\*\*\*\*\*

### Special Needs

Please provide explanation of special needs related to physical mobility, and/or hearing.

\_\_\_\_\_

### Submitting Reservation Forms

Please submit your reservation form by fax or post mail to:

Karla La Rosa, Manager of Conference Services  
[Karla.larosa@csun.edu](mailto:Karla.larosa@csun.edu)

17950 Lassen Street  
Northridge, CA 91325  
Fax: 818/677-7308  
Phone: 818/677-4986

A confirmation letter will be sent to you at the email address provided.