



**EAA Housing Reservation form 2021**

Availability: July 25 through the morning of Monday, August 2.  
 (Official EAA Dates: Monday, July 26 through Sunday, August 1.)

**\*Please include your payment with this form\***

Guest Name		Arrival Date	/ /2021
Address		Day of the Week	
City, State, Zip		Departing the morning of	/ /2021
Phone		Day of the Week	
Email Address			

A confirmation letter and campus map will be sent within a few weeks after receiving the completed reservation form and payment in full.

**Housing Preference: (2 night minimum)**

Number of Rooms	Type of Room	Number of Nights	Cost per Night	Total Cost
	Single Room(s)- sleeps 1 person in a single bed	nights	\$64.00	\$
	Double Room(s) sleeps 2 people in separate single beds	nights	\$78.00	\$
	Additional person	nights	\$10.00 per night	\$

\*we are unable to provide bedding or cots for additional persons in a room

Total Number of Guests in this reservation:			
Check Number		Total Due:	\$

**Please make check payable to "Ripon College"**

**Please note – at this time we do not accept Credit Cards**

**All beds are twin size (single). As always, complimentary full breakfast will be provided each morning at our Pickard Commons Dining Hall from 6:00 – 8:00 am. Please indicate if you plan to have breakfast during your stay on your registration form for the benefit of our catering team.**

**Guest Signature \_\_\_\_\_**

**Date \_\_\_\_\_**

Check-In Time : 2:00 PM – 11:00 PM

**Check in is at Harwood Memorial Union, Ripon college**

- Changes in check-in processes may change due to precautions for Covid-19 safety. Please check your emails and signage posted around Ripon College campus for any new information.

Check-Out Time: 10:00 AM

**Breakfast Reservations:** Please indicate the number of people from your reservation that will be enjoying our breakfast buffet (included in reservation) for each day of your stay. Simply add the number that will be attending breakfast following each day listed.

Monday \_\_\_\_\_ Thursday \_\_\_\_\_  
Tuesday \_\_\_\_\_ Friday \_\_\_\_\_  
Wednesday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

(For Office Use Only)

Conf Letter Sent

Bal Due: \$ \_\_\_\_\_ Date: \_\_\_\_\_

PD: \_\_\_\_\_ Sent by: \_\_\_\_\_

**Recommendations**

- Sheets/towels/pillow/pillowcase/blanket are provided for each bed.
- Lighted parking lots, fitness center access, and 24 hour on-call coverage.
- TV lounges, vending machines, and wireless internet provided in each building.
- Residence Halls are not air conditioned, so you may want to bring a small fan.

**Other Information**

- Keys are provided for security and must be returned by 10:00 am on the morning of check-out. There will be a \$25.00 charge per key if a key is not returned.
- **Refunds will be honored, except for a \$15.00 handling fee, if postmarked by July 1, 2020.**
- **See below for refunds related to Covid cancellations.**  
No refunds for early departures.

Please return the enclosed reservation form with payment to: **EAA Housing, 300 West Seward St, Ripon WI 54971**

If you have questions, feel free to contact the office between 8:00 am and 4:00 pm CST at (920) 748-8164 or at **ea@ripon.edu**.

Sincerely,  
Kelli Myers  
Director of Conference Services

