April 2013

Dear Barnard Parent:

This year, during Barnard College Commencement, we are offering a limited number of dormitory rooms for Graduation Housing for Parents. Sulzberger Hall will be made available for up to five nights, with a two night minimum requirement, beginning Saturday, May 18th with final check-out on Thursday, May 23rd for family members of graduating seniors. Check-in for Graduation Housing for Parents will be on Saturday, May 18th beginning at 4:00 PM. An earlier check-in time is not available due to the tight turnaround of the facility after student check-out that day.

Reservations for Graduation Housing for Parents will be accepted on a first-come, first-served basis. The rate is $135.00 per room, per night, with a two night minimum requirement. Due to high demand and limited availability, there is a limit of two room requests per Barnard graduate. Please note that children under the age of 13 are not eligible for campus housing.

Sulzberger Hall, located on campus, is an air-conditioned, corridor-style dormitory with separate community bathrooms for men and women. Each room contains two single beds. While the College will provide a single set of sheets, blankets, pillows, and towels, there will be no daily cleaning service for individual rooms. We encourage families to bring towels as the supply is limited. Please note that shampoo, hairdryers, and other such amenities are not provided.

There are two ways to register. Beginning Monday, April 1st, at 10:00 AM, visit www.barnard.edu/commencement and register online for “Graduation Housing for Parents”; please make your payment by credit card, check, or money order. Alternatively, you are welcome to fill out the enclosed registration form and mail it to our office with your check or money order. Credit card payments cannot be accepted via mail.

If you have any questions regarding Graduation Housing for Parents please contact our office at (212) 854-8021 or e-mail Greta Fleischner at grfleisc@barnard.edu.

Sincerely,

Amanda Gates-Elston

Amanda Gates-Elston
Events Manager
GRADUATION HOUSING FOR PARENTS FORM  
BARNARD COLLEGE COMMENCEMENT 2013

Space in Graduation Housing for Parents is limited. Reservations are made on a first-come, first-served basis. Please understand that completing this form and submitting payment does not guarantee housing during graduation. We will e-mail you once we have reserved your room(s) and processed your payment.

Please Print
Last Name: _________________________________________ First Name: _________________________________________

Street Address: ________________________________________________________________________ Apt. # ______________

City: ____________________________________________________ State: _________________ Zip: ______________________

Daytime Phone: ___________________________________________ Email: _________________________________

Your Graduate’s Last Name: _________________________________________ First Name: ______________________

ACCOMMODATIONS: Because of the high demand and limited availability, there is a limit of two room requests per graduate. The rate is $135.00 per room, per night with a two night minimum requirement. Children under the age of 13 are not eligible for campus housing. Please list all individuals, including yourself, who need housing in the section below. Those who will be sharing a room should be listed in sequence.

NAME(S)    DATES OF STAY
Please note that there is a two night minimum stay during Graduation Housing for Parents. Check the nights that apply for each room.

ROOM #1
1 ___________________________________________   □ Saturday, May 18 (check-in beginning at 4:00 PM on Saturday, May 18)
□ Sunday, May 19
□ Monday, May 20

2 ___________________________________________   □ Tuesday, May 21
□ Wednesday, May 22 (check-out by 12:30 PM on Thursday, May 17)

ROOM #2
1 ___________________________________________   □ Saturday, May 18 (check-in beginning at 4:00 PM on Saturday, May 18)
□ Sunday, May 19
□ Monday, May 20

2 ___________________________________________   □ Tuesday, May 21
□ Wednesday, May 22 (check-out by 12:30 PM on Thursday, May 17)

SPECIAL NEEDS: Please indicate any needs that we should take into account when we make your housing assignment(s):

________________________________________________________________________________________

EMERGENCY CONTACT: (while staying on campus in May) _______________________________________

PAYMENT: Payment is required to be eligible for Graduation Housing for Parents. Checks or money orders should be made payable to Barnard College in US currency. We will not cash your check if our capacity has been filled. For payment by credit card, please register online at www.barnard.edu/commencement and follow the link to “2013 Barnard Commencement”.

___________ Room(s) x $135.00 x ___________ night(s)  =  $_____________ Please enclose a check for the total due
made payable to Barnard College.

Please keep a copy of this form for your records. A confirmation of your housing registration will be sent to you via e-mail or by mail, if no e-mail address is provided.

CANCELLATION POLICY: If housing cancellations are received by Friday, May 3rd, the balance of the housing payment will be refunded, less a $25.00 processing fee. No refunds will be given to those canceling after May 3, 2013.

QUESTIONS? CALL (212) 854-8021
E-MAIL grfleisc@barnard.edu

RETURN THIS FORM WITH PAYMENT TO:
Events Management
ATTN: Graduation Housing for Parents
BARNARD COLLEGE
3009 Broadway
New York, NY 10027-6598