THE CONWELL INN

Distinctive Lodging at Historic Temple University
1331 West Berks Street, Philadelphia, PA 19122
Phone: 215-235-6200 Fax: 215-235-6235

Temple University Room Reservation Request
THIS FORM MUST BE COMPLETELY FILLED OUT IN ORDER TO PROCESS YOUR REQUEST

Arrival Date_____ Departure Date_____ # of Guests: Adults_____ Children_____

FOAPAL INFORMATION

Fund: _____ Org: _____ Acct: 7500 or _____ Program: _____

Direct Bill: (circle one) Room & Tax Only All Charges

Authority Name: _____ Authorization Signature:_____

Business Purpose: _____

Temple Department Name: _____

GUEST INFORMATION:

_____ _____ _____
Name Department/ Company Telephone Number

_____ _____ _____ _____
Street Name City State Zip Code

RESERVATION REQUESTED BY:

_____ _____ _____
Name Department/ Company Telephone Number

_____ _____ _____ _____
Street Name City State Zip Code

Return Fax Number: _____

RESERVATION ACCEPTED BY:

Name_____ Confirmation #_____ Date_____ Time_____

If the above room is available, your confirmation will be returned via facsimile before the end of the next business day.
If you need to cancel for any reason, you MUST let the front desk know 48 hours prior to arrival to avoid any charges.

☐ Reservation ☐ Cancellation ☐ Revision