



## Temple University-Direct Bill Authorization Form

1628 Chestnut St.  
Philadelphia, PA 09103  
Date:

Reservations 203-905-2100  
Fax: 203-487-4488 (or 203-905-2088)  
Email: [memberservices@clubquarters.com](mailto:memberservices@clubquarters.com)

### Temple University Room Reservation Request Form (To be used when charges are to be paid by Temple University)

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
Guest Name: \_\_\_\_\_ Department: \_\_\_\_\_ Dept. Telephone: \_\_\_\_\_  
Dept. Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

#### Temple University Rates

*Rates are based on single/double occupancy. + \$19 for 3rd person.	Preferred Room Type**	Nightly
Cancellation Policy: After Noon Day of Arrival one night's room & tax.	Standard	<input type="checkbox"/> \$116-\$153
	Superior	<input type="checkbox"/> \$146-\$183
	One Room Suite	<input type="checkbox"/> \$196-\$229

\*\*Due to frequent changes in availability, we will do our best to accommodate the preferred room type selected. Please know that if this room type is not available we will book the next available room type.

\*Rates are not available over the following black out dates: June 29; September 29, 30; October 12, 13; November 11, 12; December 9, 10.

#### Temple University Billing Information

Org #: <input type="text"/>	Fund: <input type="text"/>	Charge to Acct: <input type="text"/>	Program # <input type="text"/>
Direct Bill (check one):	<input type="checkbox"/> Room and Tax Only	<input type="checkbox"/> All Charges	
Business Purpose: _____			
Temple Department Name: _____			
Reservation Requested By: _____ Phone: _____			
Email Address: _____			
Authorized Signature: _____			

If the above request is available a confirmation letter will be sent via email by the end of the next business day. If you have not received a confirmation please call Member Services at 203-905-2100 or email [memberservices@clubquarters.com](mailto:memberservices@clubquarters.com).

\*Please note that cancellations can only be made by calling Member Services at 203-905-2100.