



Wisconsin Flute Institute
Residence Hall Accommodations: June 10-14, 2019

Reservations are being taken for accommodations in [Chadbourne Hall](#), a University residence hall located at 420 North Park Street, Madison, WI 53706. Rooms are available either as double or single occupancy, all with single/twin beds. Maximum occupancy is two persons per room. Chadbourne Hall will be open to receive guests beginning Monday, June 10 at 12:00 p.m. and will be available until 12:00 p.m. on Friday, June 14.

Sleeping Accommodations and Amenities:

- Bed linens, pillows, towels, washcloths, drinking cups, soap and other amenities are furnished.
- Free high-speed (wired and wireless) Internet and digital TV connections are available in the guest rooms for your electronic devices. Computer cables may be borrowed from the hall desk.
- All rooms are air-conditioned and have a small refrigerator, television and clock radio.
- Rooms will be cleaned, beds made and towels changed.
- Floor lounges provide large televisions and comfortable seating to relax and socialize. Coffee and tea service will be available on the first floor.
- Computers are available for use on the lower level.
- Laundry facilities, vending and ice machines are provided on the lower level.
- All facility areas are smoke-free, including guest rooms. Smoking, including e-cigarettes, is not allowed within 25 feet of any University building or on dining terraces.
- All guests must follow [Housing policy](#) and campus policies.

Bathrooms: Guest rooms do not have private bathrooms, so three single-gender bathrooms are located on each floor. These shared facilities include private shower and changing areas. Men and women will be assigned to separate bathrooms. We recommend that all guests bring a bathrobe, slippers/flip-flops and a case to carry personal items.

Desk Services: Chadbourne Hall is staffed with 24-hour desk service at the main entrance. Guests receiving calls should instruct family and friends to call 608-262-2688 during the conference. Messages will be placed in mailboxes near the hall desk as there are no in-room phones. Irons, ironing boards and recreational equipment is available for check-out on a first-come, first-served basis. Please return after each use, so other guests may use these items.

Housing Rates: The rate for double occupancy is \$41.50/night per person and single occupancy is \$65.50/night per person. *Payment must be made in full at the time of reservation. University Housing accepts American Express, Discover, MasterCard, and VISA.*

Reservations: To make a reservation with University Housing, please complete the [online reservation form](#). **Reservations for residence hall accommodations are due Monday, May 27, 2019.**

Cancellations: Refunds less a \$35.00 processing fee will be made through **Monday, June 3 (11:59 p.m. CST)**. **No refunds will be issued after this date.**

Parking: Residence halls do not have adjacent parking lots. Please refer to your program registration materials for information regarding parking arrangements. Please contact University Transportation Services at 608-262-8683 or visitorparking@fpm.wisc.edu prior to your arrival to reserve campus parking.

Campus Reporting Policy:

We want to make sure you have an enjoyable experience and feel supported in University Housing. Please report any crime, situation of concern, or any emergency assistance you need to the Hall Desk or University Police.

-24 hour desk phone: 608-575-4820

-University Police: 608-264-2677

-Emergency: 911

Telephone reservations will not be accepted. If you have questions regarding these accommodations, please contact the University Housing Conference Services Office at 608-262-5576 or conferenceservices@housing.wisc.edu.

Thank you for staying with University Housing!