

Dear Katherine,

Thank you for your interest in the UC Santa Barbara Faculty Club guest room accommodations. This is to confirm the reservation for two guestrooms for the nights of Friday, February 22, through Saturday, February 23, to check out on the morning of Sunday, February 24, 2008. Check-in time is from 2:00pm and check-out is no later than 11:00am. The Faculty Club's office hours are Monday through Friday, 8:00am to 5:00pm. If your guests plan to arrive after office hours, please see the late check-in procedures below*. Please be sure to forward a copy of this letter to your guests in order to ensure a smooth check-in and enjoyable stay.

At this time we do not have the names and numbers of your guests. Please contact us with this information no later than February 1, 2008.

At this time, the member department rental rate is \$80.00 for one person and \$85.00 for two people per night. It is understood that the room is guaranteed by the Music Department's membership account, and that your guests will make payment in full upon arrival. Written cancellation, by e-mail (the.club@faculty-club.ucsb.edu) or fax (x4876), must be received at least forty-eight (48) hours prior to the reservation date or an amount equal to one night's rental will be charged to your department. Checks made payable to The Faculty Club, Travelers Checks, cash, Visa and MasterCard are accepted for payment.

Each room has a private bath, a telephone for LOCAL AND CREDIT CARD CALLS ONLY, a clock radio, a coffee maker, a refrigerator, a microwave, a hairdryer, an iron and ironing board, and cable television. Breakfast items, such as muffins and juice, will be left in your guest's refrigerator for their enjoyment in the morning. We also have wireless Internet access. In order to utilize this, you must request, in advance of check-in, a username and password, which will be issued by us for access (instructions are attached). There is a heated outdoor swimming pool open daily from 7:00am to dusk. Lunch is served Monday through Friday from 11:30am to 1:30pm, excluding holidays and University closures. Check-in time is from 2:00pm and check-out is no later than 11:00am. Please note: all rooms are non-smoking and no pets are allowed.

Parking Permits are required for all vehicles on campus 7:30am to 10pm, 7 days a week (excluding holidays). The Monday through Friday daily permits are \$8.00 per day and will be valid from 7:30am to 10:00pm. The permits for Saturday and Sunday will be \$3.00 per day and will be valid for the same time period. Permits may be purchased from a machine at the entrance of the parking lot or at the Parking Services office 7:30am to 4:00pm, Monday through Friday. If their stay is just for Friday night, Saturday or Sunday, we will have window display permits available at The Club that they can purchase in advance at a reduced cost of \$1.50 and have added to their room charges. These will allow them to park in any spot in any parking lot, other than B2 spaces and handicapped, and will allow them to leave and re-enter campus without purchasing another permit. Arrangements must be made for these permits with The Club Office prior to their arrival so they can be left in their late/weekend check-in packet.

If you or your guest have further questions, do not hesitate to contact The Faculty Club Office at (805) 893-3096 or e-mail the.club@faculty-club.ucsb.edu. Please feel free to visit our website at www.faculty-club.ucsb.edu for further information regarding our facilities. We thank you for your patronage, and look forward to serving your guests during their visit to the Santa Barbara area.

Sincerely,

Linda J. Ruuska

General Manager

***AFTER HOURS AND WEEKEND CHECK-IN PROCEDURE:** Come to The Club (Bldg. 581 on the map, at Parking Lot #23). Walk up the ramp, take the first right after the black iron gate, walking down the walkway toward the door with the large "3" on it, turn to the left and go to the third door on the right with the "Welcome" sign (the door between rooms 4 and 5). A packet will be inside, on the door, with your name on it. The key will be inside this packet. Give us a call prior to check-in should you have further questions.