AVAILABLE DATES
This summer season, Check Inn will be available from June 18, 2015 to September 7, 2015. All guests must depart on or before the morning of Monday, September 7, 2015. Due to occupation by students during the academic year, these accommodations are only available during the summer conference season.

RULES AND REGULATIONS & WAIVER OF LIABILITY
All guests must comply with the “Rules and Regulations” and complete a Waiver of Liability prior to arrival; these documents will be accessible online once your reservation has been confirmed.

ELIGIBILITY
Check Inn is only available to guests of the university who will be attending a Triton Tour during their stay. All guests must have a UC San Diego Department Host and/or UC Affiliation. Due to certain tax laws applicable to educational institutions we are unable to house individuals who are visiting for vacation or tourism reasons. Some examples of eligible guests include UC Alumni, visiting scholars, researchers, interns or other guests with a UC San Diego department host.

Guests are generally individuals or families who need lodging while engaged in business with a UC San Diego department or affiliate. Conference Group and Summer Camp participants are not usually considered a “guest”. If you are unsure if you are eligible please contact our office for assistance.

MUST ATTEND A TRITON TOUR
UC San Diego Admissions & Campus Tours are acting as the Department Host for prospective students and their families who attend a Triton Tour during their visit to UC San Diego.

In order to verify the guest eligibility requirements have been met, we require that each prospective student and/or their family register for a Triton Tour before they may register for housing accommodations at Check Inn.

LENGTH OF STAY
Check Inn guests may stay for three (3) consecutive nights maximum.

GUESTS UNDER THE AGE OF 18
Unaccompanied youth (minors under 18 years of age) are not permitted to stay in Check Inn. All youth must be accompanied by and supervised by a parent or legal guardian at all times during their stay on campus. Unsupervised youth or any behavioral situations will be promptly addressed.

PARTIES LARGER THAN 10 GUESTS
Guest Housing is ONLY a housing accommodation and does not include any meals. For a comprehensive housing and meal package please consider our Conference Group options.

Conference Group accommodations are available in a variety of locations on the UC San Diego campus. Conference Groups are housed in apartments or residence halls on the UC San Diego campus and include a comprehensive housing and meal package for each conference participant. Depending on the size of your event, there are various spaces and services we can recommend. Conference Groups may utilize our services to secure catering, meeting facilities, assist with parking and transportation needs, and more.
RESERVATIONS
Requests for Check Inn must be received at least two (2) business days prior to arrival. We highly recommend making your reservation at least two (2) weeks in advance using the online registration form (link will be provided in Triton Tour Confirmation Email).

Check Inn has limited availability and all reservations will be honored on a first-come, first-served basis. Submitting the registration form does not guarantee a reservation. We will generally begin accepting reservations in the spring prior to the summer conference season each year.

Registration Form
To complete the Check Inn registration form, we require contact information for your UC San Diego Department Host and/or UC Affiliation (i.e. Triton Tour), the reason for your visit and a non-refundable deposit payment of one hundred thirty dollars ($130.00). Reservations will be confirmed by email within approximately two (2) business days. Incomplete registration forms or verification of Host Department may result in processing delays.

Short Notice Arrivals
Guests who will arrive with less than two (2) business days’ notice are considered a “short notice” arrival. Reservations for short notice arrivals may be made through the web registration, but Conference Services must be notified immediately during regular business hours, will require a minimum stay of two (2) nights and may not check-in on Sundays. We do not accept walk-in guests. Space is subject to availability and we cannot guarantee that accommodations can be provided.

Cancellation
Cancellations must be made at least two (2) business days prior to arrival date and must be requested in writing via email to: checkinn@ucsd.edu. Cancellations will result in the loss of the non-refundable deposit of one hundred thirty dollars ($130.00). If applicable, a refund will be processed for any prepaid nights remaining on your reservation. Refunds may take up to 30 days to be processed.

Change of Dates
A minimum of two (2) business days’ notice is required to change the dates of stay for an existing reservation. You may change your dates of stay by logging into your Web Registration Account, but please contact Conference Services as soon as possible once these changes of have been made. There will be no financial penalty for changing dates. Accommodations for these changes are based on availability.

RATES & PAYMENT

<table>
<thead>
<tr>
<th>Check Inn Apartment</th>
<th>$130.00 per night, per apartment unit (1 to 4 guests). Additional $20 per night, per person for each 5th and 6th guest(s). Maximum capacity of 4 to 6 guests per apartment, depending on layout.</th>
</tr>
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<table>
<thead>
<tr>
<th>Example of Rates:</th>
</tr>
</thead>
</table>
$130.00 per night, per unit (1 to 4 guests) |
$150.00 per night, per unit (5 guests) |
$170.00 per night, per unit (6 guests) |

Discounted Rates
We do not offer discounted rates for Check Inn apartment units.

Accepted Payment Methods
Conference Services & The Village Conference Service Center accept Visa, MasterCard, American Express, Discover Card, Cash, Money Orders, Cashier’s Check or Traveler’s Check (made payable to “UC Regents” with the reservation number and guest’s last name noted in the memo). We do not accept personal checks.
Refunds
Refunds may take up to 30 days to be processed. Payments made for a Check Inn reservation may not be transferred from one summer season to another.

Payment/Non-refundable Deposit at time of Registration
A minimum payment of one hundred thirty dollars ($130.00) is required to complete each reservation. The deposit payment will be applied towards the overall balance due. The deposit payment is non-refundable unless we are unable to accommodate your reservation request. The online registration form accepts payment via Visa, MasterCard, American Express, or Discover card.

Rebilling Policy
Outstanding balance for each reservation is due at least two (2) weeks prior to arrival date. You may log into your web registration to pay the remaining balance. If the outstanding balance is not paid within one (1) week of arrival date, it will be automatically charged to the same credit card used to make the deposit payment unless the office is contacted with different payment instructions. If you would like to arrange another payment method or request a payment plan, please contact Conference Services as soon as possible.

If the reservation is made with less than two (2) weeks’ notice, the full balance is due at the time of reservation. If you would like to arrange another payment method or request a payment plan, please contact Conference Services as soon as possible.

Payment Plans
To discuss an alternative payment plan, please contact Conference Services at the earliest opportunity.

Additional Guests
Additional guests may be added to an existing reservation as long as the total number of guests does not exceed the maximum capacity of your reservation type and apartment unit. Each apartment unit can accommodate up to (5 to 6) guests. Additional charges may be applicable.

Children
We allow children up to two (2) years of age to stay in Check Inn without additional charge; maximum capacity limits per apartment unit still apply. All youth must be accompanied by and supervised by a parent or legal guardian at all times during their stay on campus.

Please note: We do not provide cribs or children’s bedding, please be sure to bring your own if needed.

Accomodations
Check Inn is located on the UC San Diego campus at The Village at Torrey Pines.

<table>
<thead>
<tr>
<th>“Check Inn Apartment”</th>
<th>Housekeeping Services</th>
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</thead>
<tbody>
<tr>
<td>Private and fully furnished apartment unit</td>
<td>Trash removed daily</td>
</tr>
<tr>
<td>Maximum capacity of (4 to 6) guests per unit</td>
<td>Kitchen/Bathroom cleaned daily</td>
</tr>
<tr>
<td>Each apartment unit includes a living room, kitchen, (2 to 4) bedrooms, and (1 to 2) bathrooms</td>
<td>Towels Exchanged every-other-day</td>
</tr>
<tr>
<td>Amenities:</td>
<td>Linen Exchanged every-other-day</td>
</tr>
<tr>
<td>Bed linens with extra blanket</td>
<td>Beds Made every-other-day</td>
</tr>
<tr>
<td>Bath towel set</td>
<td></td>
</tr>
<tr>
<td>Bathroom essentials</td>
<td></td>
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<tr>
<td>Microwave</td>
<td></td>
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<tr>
<td>Television with limited cable service</td>
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<tr>
<td>Coffee maker, coffee, and tea essentials</td>
<td></td>
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<tr>
<td>Iron/board</td>
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<tr>
<td>Vacuum</td>
<td></td>
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<tr>
<td>Kitchenware Set</td>
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</table>
CHECK IN & CHECK OUT
Reservation is guaranteed for arrival on the confirmed check-in date only. If you do not check-in on the first day of your reservation and you do not alert Conference Services in advance, the remaining portion of your reservation will be canceled.

Check-in time: After 3:00pm (date of arrival)
Check-out time: Before 11:00am (date of departure)

Early arrival: With advanced notice and space permitting, we will allow early check-in on the date of your arrival. We require at least two (2) business days advance notice to confirm availability.

Late Check-out: Late check-outs are not permitted. Guests who do not check-out by 11:00am will be subject to late fee charge equal to one (1) nights’ stay.

CONTACT US
For further assistance please contact Conference Services; we are happy to help with any questions or special accommodation needs. Our regular business hours are: Monday to Friday, 8:30am to 4:00pm.

UC San Diego Conference Services
Phone: 858.534.4220 | Toll-Free: 866.388.8273
Check Inn inquiries: checkinn@ucsd.edu

Note: Request for any modification to an existing reservation must be requested in writing and sent via email to Conference Services at: checkinn@ucsd.edu. Our Guest Reservationist will be in contact with you at the earliest opportunity; please allow up to two (2) business days for response.

Be sure to include the following information:

- Name of the reservation holder
- Confirmation number
- In the subject of your email, please indicate how we can help:
  - Add or Remove Additional Guest(s)
  - Cancellation
  - Change Departure Date
  - Change Arrival Date
  - Request Early Arrival Check-In
  - Other (please include details of how we can help)

(Last revised 3/31/2015)