

THE NEW SCHOOL

RESERVATION AGREEMENT BETWEEN THE NEW SCHOOL AND THE WASHINGTON SQUARE HOTEL

*The New School will pay for room charges only.
Without exception, all other charges are the responsibility of the guest.*

This form is required for all hotel reservations placed on behalf of guests of The New School. Only those reservations placed using this form will be considered valid The New School charges. All information requested on this form must be completed by a New School employee and approved by a Dean, Budget Officer or authorized designee.

Name of Guest: _____	
Arrival Date: _____	Departure Date: _____
Room Rate: _____	Budget Number: _____
Reservation Number: _____	
Reservation Contact: _____	Phone: _____
Authorized Approval: _____	
Title: _____	Date: _____

Instructions to The New School Reservation Contact:

Fax this completed form to bookkeeping department at Washington Square Hotel (fax: 212-979-8373). Incomplete reservation requests will not be accepted.

Instructions to Washington Square Hotel Reservations Department:

Once reservations are confirmed with The New School Reservations contact, forward this form to your bookkeeping department. Our tax-exempt number is EX115868. This original reservation form must be forwarded with your invoice. Payment will be made within thirty days of the date we receive both documents.

Please mail all correspondence to: The New School
Attn: Accounts Payable
80 Fifth Avenue, 4th floor
New York, NY 10011

Please direct all billing inquiries to our Accounts Payable office at 212-229-5680.