



***CUNA Management School***  
***Residence Hall Accommodations: July 15-27, 2017***

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 as single occupancy with single/twin beds. Chadbourne Hall will be open to receive guests beginning Saturday, July 15 at 12:00 p.m. and will be available until 9:00 a.m. on Thursday, July 27. No late check-outs are available.

***Sleeping Accommodations and Amenities:***

- Bed linens, pillows, blankets, 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 daily (except Sundays – July 16 and 23).
- 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.
- No parking is available at the residence halls. Please refer to your program registration materials for information regarding parking arrangements.
- All guests must follow [campus policies](#).

***Bathrooms:*** Guest rooms do not have private bathrooms, so three shared single-gender bathrooms are located on each floor with 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 are available for check-out on a first-come, first-served basis. Please return after each use, so other guests may use these items. Laundry soap, postage stamps and other items are for sale.

***Meals/Rates:*** [Rheta's Market](#), located on the first floor in Chadbourne Hall. Please look to your program schedule for scheduled meal locations and times. The payment for the package rate for most meals and the guest room are due to CUNA Management School by their deadline. Administrative considerations and the modest cost of accommodations and meals make it necessary for these rates to be offered only on a package basis. No refunds can be made by University Housing for missed meals or nights of lodging arranged in your package. Please bring the meal card issued at check-in to every meal in Rheta's.

***Reservations:*** To make a reservation with University Housing, please complete the [online reservation form](#). Each person staying in Chadbourne Residence Hall must make an online reservation before the deadline. **Reservations for residence hall accommodations are due by Monday, June 26, 2017.**

***Cancellations:*** Cancellations can be made through **Friday, July 7, 2017.**

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](mailto:conferenceservices@housing.wisc.edu).

***Thank you for staying with University Housing!***