FACULTY SEARCH - CANDIDATE OVERNIGHT LODGING

General Instructions for making a reservation for a search candidate:

**Sheraton Baltimore North** - Contracted rate is $129. Contact Chanell Darden-Smith at Chanell.darden-smith@SheratonBaltimoreNorth.com. Provide requestor’s name, department name (let them know this is for a faculty search that will be direct billed to TU), dates candidate will be staying and number of rooms needed. Complete the information below, scan and email to wrohrbaugh@towson.edu.

**Courtyard Marriott Hunt Valley** - Contracted rate is $109. Contact Pauline Kinyua at Pauline.Kinyua@marriott.com or 410-584-7070. Online reservations available by adding the Towson University booking code TUU under Special/Rates/Corporate/Promo. Provide requestor’s name, department name (let them know this is for a faculty search that will be direct billed through PBO), dates candidate will be staying and number of rooms needed. Complete the information below, scan and email to wrohrbaugh@towson.edu.

A confirmation will be sent to the candidate by email (if possible) and will state the limitations for food, beverages, telephone calls, etc., for which the University will be responsible. Lodging charges will be billed directly to the Provost Budget Office.

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**SECTION I**

Search Number: ____________________

**SECTION II**

Candidate Information

**CANDIDATE 1**

- Arrival Date: __________
- Departure Date: __________
- Name: ____________________
- Confirmation # (required) _______
- Home Phone #: ___________
- Email Address: ____________________

**CANDIDATE 2**

- Arrival Date: __________
- Departure Date: __________
- Name: ____________________
- Confirmation # (required) _______
- Home Phone #: ___________
- Email Address: ____________________

**CANDIDATE 3**

- Arrival Date: __________
- Departure Date: __________
- Name: ____________________
- Confirmation # (required) _______
- Home Phone #: ___________
- Email Address: ____________________