



## OU-DHS Reservation Form

Please use additional copies of this form for additional classes.

Class Name or Group Code (Not CW#) \_\_\_\_\_

Mr. \_\_\_\_\_ Ms. \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### Accommodations:

Single Occupancy:

Non-Smoking Room     Smoking Room

Arrival Day and Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Date: \_\_\_\_\_

(Note: Check-In time is 3:00 PM. Check-Out time is 12:00 PM)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reservation Form Must Be Faxed or Emailed Directly to Hotel**  
**No Phone or Online Reservations Accepted**

Doubletree Hotel Tulsa Downtown  
Attn: Philip Campbell- Reservations Coordinator  
616 West Seventh Street, Tulsa, OK 74127  
Fax: (918) 732-3856  
[Philip.Campbell@hilton.com](mailto:Philip.Campbell@hilton.com)

*Hotel **reservation changes or cancellations** must be made by **contacting the hotel directly at (918)732-3614**. Forms must be received 2 weeks prior to institute date to insure availability and/or the conference rate.*