**Request for Conference Housing -** Summer 2023

**Summer 2023 Conference Building: Woodland Hall**

Name of Conference or Group:

Contact Person Name:

Contact Phone Number (Primary):

Contact Email Address:

Onsite Contact Person Name:

Onsite Contact Phone Number:

Onsite Contact Email Address:

**Proposed Conference Rates for Summer 2023**

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| --- | --- | --- | --- | --- |
|  | **Double Room** (per person) | **Single Room** (per person) | **Deluxe Suite** (per person) | **Linen** (per person) |
| **Adult** (21 and older) | $25.00 | $40.00 | $48.00 | $6.00 per day |
| **College** (undergrad enrollment) | $20.00 | $30.00 | $38.00 | $6.00 per day |
| **Youth** (high school and below) | $15.00 | $25.00 | $33.00 | $6.00 per day |

* **Conference guests are expected to follow all University Health and Safety policies and procedures.**
* There is a minimum of a two (2) night stay for all overnight housing requests.
* Groups will be charged for 1 night for any “no show” participants.
* Double room rate only applies if two people end up occupying a room otherwise it is billed as a single room (excluding no shows).
* University Housing reserves the right to transfer any unused suites to another conference group as needed.
* No more than 2 individuals may be assigned to a double room.
* No youth participant (under the age of 18) may retain overnight lodging accommodations without supervision. All counselors, chaperones, coaches, group leaders or supervisors cannot be assigned to a single wing if multiple wings are in use.
* Names of chaperone, coach, group leader, or supervisor must be collected at the time of check-in. A contact phone number where individual(s) can be reached regardless of the time of day must also be provided to Housing staff in the event of an emergency.
* One chaperone, coach, group leader, or supervisor is required for every 10 youth participants. All chaperones coaches, group leaders, or supervisors are required to be in the conference building anytime participants are in the building.

**Reservation Information**

**Date of Arrival**: **Select date**

**Time of Arrival:**       [ ] AM [ ] PM

**Date of Departure:**Select date

**Time of Departure:**       [ ] AM [ ] PM

* **The standard check-out time for all groups is 9:00 a.m.** If you are seeking a later checkout time please indicate it and whenever possible we will work to accommodate those requests.
* If arrangements need to be made for storage or group belongings, please indicate that on this agreement in the area labeled “Special Requests.” *Storage will be provided, free of charge, based solely on availability.*
* If you wish to reserve the lobby, multifunction room, computer lab, classroom, conference room, or volleyball court please submit a ***UH Summer Activity Wing Space Request Form***. *Availability of these spaces is not guaranteed.*

**Total Lodging Nights:**

**Number of Participants:** Youth (under 18):       College:       Adult (s):

**Number of Counselors:**

**Number of Rooms Requested:**

* Double Rooms (for two persons; two twin beds; sharing a bathroom with another double room)
* Single Rooms (for one person; two twin beds; sharing a bathroom with another double or single room)
* Deluxe Rooms (for one person, one full size bed; sharing a bathroom with another deluxe room)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Adult****Single** | **Adult****Double** | **Adult Deluxe** | **College****Single** | **College****Double** | **College** **Deluxe** | **Youth****Single** | **Youth****Double** | **Youth****Deluxe** |
|       |       |       |       |       |       |       |       |       |

***Deluxe Suites are located on two wings: 3 South and 1 West only***

**Do you need linens:**   **Are Participants allowed visitors?**

* Unescorted guests will be asked to leave the building immediately. Conference guests who do not follow this rule will be asked to leave the building.

**Special Requests**

* Please list any special requests that you may have regarding your stay (check-in/out arrangements, stay arrangements, etc.). Please be advised that this is only a request and many not necessarily be fulfilled. Every effort will be made to fulfill your request.

Select date.

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**Signature (of contact person) Print name (of contact person) Date**

**For Office Use Only**

**Accommodation Guarantees**

**Deadline for guaranteed number of rooms:** (must be received ***30*** days prior to arrival)

*\* If deadline is not met, reserved number becomes guaranteed number.*

**Deadline for room assignments list:** (must be received ***10*** days prior to arrival)

*\* Rooms under guaranteed number subject to be released, rooms over guaranteed number subject to availability.*

* SIUE Housing cannot guarantee accommodations if the above deadlines are not met. Failure to meet above deadlines may result in rooms being released and made available to other parties.
* Any changes in this agreement cannot be guaranteed. Amending this agreement should be requested at least 30 business days prior to arrival of guests.

Payment is due with 30 days of billing date. Billing will include room cost, damages and lost keys.

Date/Time Received: Select date. Group Status:  Initials:

Confirmation Sent: Confirmation date: Select date File Created:

**Additional Conference Information**

**Merchandise/Fundraising**

* Groups/Participants are not allowed to sell/fundraise on University Housing property. If your group has swag, silent auctions, apparel (even if it is SIUE related), etc. you may not sell/raise funds for it on University Housing property.

**Parking**

* Conference guests who wish to park their car on campus will need a guest parking pass. Parking passes may be obtained through parking services, <http://www.siue.edu/parking> or 618-650-3860.

**Meals**

* Groups are ***required*** to use SIUE Catering if refreshments for events in the building if they are valued at more than $100. If they are valued at less than $100, outside catering and/or local grocery store items may be utilized. Information regarding SIUE Catering Services can be found at <http://www.siue.edu/muc/cateringservices.shtml> or 618-650-3033.

* If your group would like to setup a meal plan for your groups please contact the Office of Conferences and Institutes at (618) 650-2660. Please note that Dining Services has limited hours during the summer.

**Internet Access**

* The conference building has a computer lab and is equipped with wired and wireless internet. In order to access the internet, conference guests will need a temporary SIUE account. Temporary accounts can be requested through Information Technology Services at help@siue.edu or 618-650-5500.

**Damages**

* Any damages that occur during a group’s stay are the responsibility of the group. The costs of the specific items to be repaired, replaced, or cleaned are available upon request.

**Identification**

* Conference guests are expected to show proof that they are registered with a conference group each time they enter the building. Proof may be a wristband, nametag, conference guest ID card, or a room key. If a guest is not in possession of proof, a counselor will be called to confirm that the conference guest is registered.

**Keys**

* Keys should be returned to the front desk of the conference building by 9 a.m. on your check out date. Lost keys will be assessed a up to a $185 charge.

**Laundry Facilities**

* A laundry room is located on the first floor of the conference building. Wash cycles cost $1.25 and dry cycles are $1.25 each. Participants should bring quarters or obtain them from Union Station in Morris University Center.

**Linen Service**

* The linen package includes a sheet set, blanket, pillow, a towel and washcloth.
* For guests staying fewer than seven nights, towels and washcloths can be refreshed once at the front desk.
* For guests staying more than seven nights, towels and washcloths can be refreshed twice per week on Mondays and Wednesdays at the front desk. Bed linens can be refreshed once per week on Mondays at the front desk.
* Fresh linens, towels and washcloths can be provided at any time at the front desk in an emergency.

**Meeting Rooms**

* Main Campus: The SIUE Event Services office can assist in making arrangements to utilize meeting spaces on campus. The SIUE campus has facilities that are equipped to handle groups from six to 1,100 persons and offer audio-visual equipment. Contact Event Services at [http://www.siue.edu/muc/event.shtml or 618-650-3001](http://www.siue.edu/muc/event.shtml%20or%20618-650-3001) to reserve space.

* Conference Housing Building: Multiple locations in the conference housing building are available for conference groups to utilize for sessions and/or meetings. All spaces are based on availability. Contact the University Housing Conference Coordinator to reserve meeting space.

**Prohibited Items**

* Alcoholic Beverages
* Drugs/drug paraphernalia
* Candles, incense, or any other open flame
* Cooking devices
* Pets
* Sporting equipment, water guns, etc. (can be used outside).
* Smoking is prohibited in all SIUE facilities, including University Housing

**Visitors**

No conference participants (youth, college, or adult) are allowed to have visitors for safety/security reasons. Guests will be asked to leave the building immediately. Conference participants who do not follow this rule will be asked to leave the building.