

# UUPPSUMMER CONFERENCE HOUSING REQUEST FORM

Please fill out the following form for any summer housing requests. Rates for summer housing can be obtained from the Office of Residence Life. Full payment for summer housing is due upon arrival for the minimum number of attendees listed below. The Office of Residence Life will only guarantee 10% above the minimum number of attendees listed below. The Program Director will meet with the Office of Residence Life 48 hours following arrival to adjust the final bill. Summer groups are required to follow all University policies and the Residential Guidelines as outlined in the Student Handbook.

## Contact Information

Group Purpose/Name
Program Director
Phone Number
Emergency Contact Person
Emergency Contract Phone Number
Email Address
Organization Budget Number
(must provide organization number in order for request to be processed)

## Conference Specifications

Guest Status	# of Attendees	Arrival Date	Departure Date
Staff			
Campers/Others			
Non-overnight			
(For day-campers who are not overnight residents, but in need of meal cards)			

## Campus Access Specifications

Card Access	Yes	No	Comments
Building Access			
Meals			
Rec Plex			
Library			
StagPrint			
Other			

**Please complete above form and send/fax to Residence Life, Barone Campus Center, 96  
Fax: 254-4151. Any questions, please contact Residence Life, 203-254-4215**