

Room Rates/Reservation Policy

Summer Conference Housing for 2010 offers a standard room rate of **\$30 per room, per night** regardless of accommodation type.

Room usage **MUST NOT EXCEED** the room's assigned bed capacity. To ensure the bed capacity remains correct for the next group, **moving furniture from room to room or dismantling furniture is not permitted.**

EXAMPLE CHARGES:

Disassembled/Debunked Bed or Loft Kit - \$15

Furniture out of place or moved (per item) - \$10

Please review the **Hall Damage Policy** for further instruction.

RESERVATION POLICY

Housing reservations are on a first come, first served basis and are subject to change based on availability. Occasionally, unforeseen circumstances require the Summer Conference Housing Office to change housing assignments. In this case, the housing coordinator would be contacted immediately.

Housing is divided up by gender with the exception of family-type conferences. When the Summer Conference Housing Office calls your organization to review your housing needs, it is important to clarify the gender breakdown of your attendees. In an attempt to house all conference attendees for your organization in close proximity to each other, please note that over the summer, the gender indicated on the exterior of the buildings is not used.

To ensure your organization receives proper housing, your organization's housing coordinator should communicate anticipated attendee totals to the Summer Conference Housing Office well in advance. Your organization will receive a **housing file** representing all available beds within your groups allotted residence halls.

- **1 WEEK PRIOR TO EVENT**
 - Housing coordinator contacts Housing with updated conference estimates.
- **3 DAYS PRIOR TO EVENT**
 - Housing coordinator contacts Housing with a **final update** of your conference estimates.

- ****RETURN COMPLETED HOUSING FILE**** annotating where your attendees are assigned. ***The numbers you provide at this stage will lock in your housing reservation and your group will be charged for the number of rooms reserved.***
- Lower attendance than expected - If your actual total number of attendees is lower than anticipated, your organization will be charged for the number of rooms reserved.
- Higher attendance than expected - If your actual total number of attendees is higher than anticipated, your organization will be charged \$40 per room, per night for each additional room beyond what was reserved 3 days prior to your event. The Summer Conference Housing Office cannot guarantee that additional housing will be available on short notice. Every effort will be made to accommodate your needs. Several hotels are available within close proximity to the campus.