

Summer Conference Housing for 2012 is offered at **\$30 per room, per night** regardless of accommodation type.

Room usage **MUST NOT EXCEED** the room's assigned bed capacity. **Moving 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 serve basis and are subject to change based on availability and maintenance. The conference housing coordinator will be notified of changes.

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, the housing coordinator should communicate anticipated attendee totals to the Summer Conference Housing Office well in advance. Your organization will receive a **housing file** representing available beds within allotted residence halls.

- **(7) BUSINESS DAYS PRIOR TO CHECK-IN**
 - Reconfirmed attendee numbers with Summer Conference Housing Office.

- **(3) BUSINESS DAYS PRIOR TO CHECK-IN**
 - Housing coordinator provides **final** housing file to Summer Conference Housing Office.
 - The numbers you provide at this stage will lock in your housing reservation. At this time your group will be charged for the number of rooms reserved.
 - **Lower attendance than expected** - If the 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 the 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 is reserved (3) business 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.