



General Information: **201** Summer Conference Housing Reservation Request

Conference / Summer Camp:

Staff Check-in Date: Time: Staff Check-out Date: Time:
Camp Check-in Date: Time: Camp Check-out Date: Time:

MSU Department Sponsoring Event:

Contact Person: E-mail:
Phone Number: Cell Phone:
Fax Number: Mail Stop/ Address:
Secondary Contact: Secondary Contact Cell Phone:

Expected number of participants:

Males Under 14 Females Under 14 Total Under 14
Males Ages 14-18 Females Ages 14-18 Total Ages 14-18
Male Counselors Female Counselors Total Counselors

(Note: All groups with youth under age 14 must have a minimum of 1 adult counselor for every eight campers.)

Number of Single Rooms Requested: Male: Female: Total Single Rooms:
Number of Double Rooms Requested: Male: Female: Total Double Rooms:

Would you like access cards for: *(check one)*
Please Note: Each guest must have a hard key or card to access his or her room. You may choose only for your counselor(s) to have access to the exterior doors.
All Guests Total Quantity Needed:
Only Counselors Total Quantity Needed:

Billing Method:

Please Select: Tax Exempt: *(Must provide documentation)*
Check Credit Card Banner Account

Bill directly to banner account number:

Residence hall requested *(in order of preference)*: 1. Fund Organization Account Program
2. 3.
There is no guarantee on which hall you will receive. If only one is listed, you may be placed where we have availability.

Special Requests:

Use of University facilities by outside groups requires institutional sponsorship. The Department of Housing and Residence Life considers institutional sponsorship to include endorsement, support, and assumption of responsibility, including financial responsibility for the actions and activities of the sponsored group.

Sponsor's Signature _____ Date _____

Return to: Guest and Conference Housing
P.O. Box 9502, Mississippi State, MS 39762
conference@saffairs.msstate.edu
Phone: (662) 325-4140
Fax: (662) 325-6774
Mail Stop: 9502