



MISSISSIPPI STATE UNIVERSITY™ HOUSING AND RESIDENCE LIFE

Summer Camp Sponsors and Coaches:

Now is the time to reserve your residence hall rooms for the 2019 Summer Camp Season. We will provide housing for camps and conferences from May 20 – July 31, 2019. All halls must be empty by July 31, 2019.

When completing your reservation request form, please remember the following:

- If you are responsible for more than one camp, please fill out a reservation form for each group.
- If you do not know the number of participants at this time, please use the number who attended last year. Please remember to update your numbers as soon as possible!
- If your group is new, please estimate the number because it can be adjusted when you receive your contract.

It is imperative that you keep me informed of changes to your participant numbers should they change after you submit your reservation form. Your contract, which you will receive later in the spring, states the cancellation policy and timeline in which you need to provide notice of cancellations. All cancellations must be submitted in writing via e-mail.

JUST A REMINDER: The Department of Housing and Residence Life does not provide linens for summer camps and conferences any longer. It is your responsibility to let your guests know they will need to bring their own linens ahead of time. We do not have spare linens to lend out. The beds in the rooms are twin XL.

****NEW FOR 2019 SUMMER:**

- Halls not available: Griffis, McKee, and Sessums
- All camp and conference guests are required to register for a visitor parking pass during their time on campus. Any guest bringing a car, must complete the registration and display the visitor pass on their dashboard. If a guest fails to do this, they are subject to receiving a parking ticket or a wheel lock.
 - <https://www.parkingservices.msstate.edu/visitor-parking/>
- Emergency contact information is REQUIRED immediately after your camp has completely checked in. If you have this information prior to check-in, you may send it to conference@saffairs.msstate.edu.
- Room assignments are REQUIRED for each camp. Once everyone has an assigned room, please email your list to the Guest and Conference Housing Coordinator at conference@saffairs.msstate.edu.



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When you arrive for camp, our trained Community Directors and Conference Assistants will be available to help you throughout the duration of your camp should you need any housing assistance. They will also be there to help you check all the rooms at check-out. This will ensure that you will not be charged for any damages you did not incur.

I am looking forward to working with all of you and having another successful Summer Camp Season! If you have any questions or concerns, please feel free to e-mail me at conference@saffairs.msstate.edu or give me a call at 662-325-4140.