

2018 SUMMER CONFERENCE HOUSING REQUEST FORM
June 10-August 11, 2018
(All guests must check out by 10am on August 11, 2018)

Date: _____

GROUP NAME/Department:

Group Contact: _____

E-Mail: _____

Telephone No: _____ Fax No: _____

Acct. Title: _____ Purpose Code : _____

E-mail (CC on JV): _____

Check here if paying by check or credit card. _____

Est. # of Guests: _____

Arrival Date:

Departure Date:

Check in time is 2:00 p.m. and checkout time is 11:00 a.m.

***Please check the type of room(s) you require for your group and in the space #
please put total number of people for that type of suite.***

Laird Campus (2 rooms share a bathroom)

Single Suite/1 Bedroom Suite _____ # _____
(1 person/1 person with a shared bath) maximum 2 people

Double Suite/2 Bedroom Suite _____ # _____
(2 people/2 people with a shared bath) maximum 4 people

2018 Summer Housing Request Form (cont.)

Service Needs:

- Limited: means that there are no linens (just furniture)
- Linen Package: means that you have contracted for a one time linen package, \$25.00 per package

Linen Package Includes: *Twin flat sheets, pillow with pillow case, towel, washcloth, bath mat, trial size shampoo and trial size soap*

Limited _____

Linen _____

All members of the group must have same service type

We carry extras that they can purchase at the front desk in the Christiana Commons

Special request? Please note in space below, I will get back with you as to whether or not we can accommodate your request.

We cannot reserve the lounges in the Residence Halls as there are many groups in these halls and everyone must have access. If you need space for meetings, please let me know and I will try to help you locate space for that. Charges apply for any space that you need to reserve.

Do you plan to purchase Dining Hall Meals? _____

- Breakfast \$9.15 M-F 7-9am
- Lunch \$13.60 M-F 11-2pm
- Brunch \$13.85 Sa-Su 11-1:30pm
- Dinner \$16.65 M-Su 4:30-6:30pm

You will be sent a separate dining form one we have approved and contracted for your summer program.

**Conference Services
107A John M. Clayton Hall, Newark, DE 19716
or fax to 831-2998.**