

Summer Conference Group Application

THE UNIVERSITY OF ALABAMA

Housing & Residential Communities
Summer Operations
Box 870399
Tuscaloosa, AL 35487
(205) 348-9647

NOTE: Check-out time is 9:00 AM & Check-in time is 1:00 PM
(Other times **MUST** be confirmed with Summer Operations staff prior to contract submission)

Rates:

Occupancy

Double (no linens) \$19.00/night/person Linens: \$13.00/set
Single (no linens) \$26.00/night/person

Section I.

Conference Group Name: _____

Contact Name (Client): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Person Responsible for Payment: _____ Phone: _____

Billing Address: _____

Section II.

Please explain the purpose of your conference group:

(Please attach any past publications, promotional information, or advertisements to this application)

Number of Participants needing housing: _____ Age range of Conference Participants: _____

Of group total submitted, please indicate below how many for each gender/group type, room type, etc.

of Females: _____ # of Males: _____ # of Families/Couples: _____

of double rooms: _____ # of single rooms: _____

Requested Check-in time: _____ Check-in location: _____ Requested Check-out time: _____

Anticipated # of Parking Passes this camp will need: _____

Anticipated # of Counselors needing proximity cards: _____ Anticipated # of additional cards: _____

NOTE: Additional proximity devices MUST be confirmed with Summer Operations no fewer than 30 days before camp start date. Additional devices will be billed at \$10/device on the final invoice.

Special Needs (participants with disabilities needs, common space request, camp store space request, Summer Operations staff needed for check-in/check-out, etc.):

Section III.

Arrival Date: _____

Early Arrival Date: _____ # of Early Arrivals: _____

Departure Date: _____

Are you interested in linen information for your group? Yes or No _____

Housing & Residential Communities Summer Operations represents The University of Alabama. The Assistant Director for Summer Operations will make all arrangements regarding space, services, and charges related to conference housing. Housing & Residential Communities will provide live-in or live-on conference staff responsible for the operation of the facility in which your group will reside. Organizations and individuals affiliated with the University will have priority for available space. Some deadlines may apply to efficiently respond to requests for space.

Eligibility Guidelines:

A complete description of the conference purpose must be provided prior to confirmation and contracting.

A deposit in the amount of \$250.00 must accompany this application when returned in order to be eligible to reserve space.

Sponsor shall maintain in force during the term of its camp an insurance policy with combined single limit bodily injury and property damage insurance in the sum of \$1,000,000.00 (One million dollars) as outlined on the Insurance and Indemnification Agreement. Agreement to be submitted along with the signed Conference Group Application.

Sponsor must submit a complete room list along with participant home contact information (where permitted) to the Summer Operations Office immediately following check-in of each camp. An electronic list is preferred.

Groups will not be provided residential space for:

- Meeting or events that substantially interfere with or detract from events sponsored by the University.
- Events for the purpose of political fund raising or rallies.
- Events for which an admission fee is charged, except by special permission.

I have read and understand The University of Alabama Summer Conference Group Eligibility Guidelines on this form and I have read, understand, and agree to abide by all procedures and policies as stated in the Summer Conference Handbook.

Printed Name

Signature

Date

Return to Housing & Residential Communities, Summer Operations, Box 870399, Tuscaloosa, AL 35487