## **Housing & Residence Life Request for Group/Conference Housing**



Completion of this form generates a request for use of NSU residential facilities for group/conference housing needs. Completion of this form does not guarantee accommodations during the requested period. Upon approval from Housing & Residence Life, a Group/Conference Agreement will be generated and signed by all appropriate parties.

Street  City State Zip  Program Type:   On-Campus (NSU affiliated) Program   Off-Campus Program  Group/Conference Schedule  Desired Date of Arrival: Date:   Check-In Time:    Desired Date of Departure: Date:   Check-Out Time:    Participant Information  Group Age (check all that apply)   Elementary School   Middle/Junior High School   Adults  Number of Counselors (For Student and Youth Sponsored Programs): Male   Female   Total    Number of Participants:   Male   Female   Total    Number of Participants:   Male   Female   Total    Preferred Accommodations  Please indicate how many of each unit type your group will need (actual assignments will be based on availability). Residents residing in permanent assignments (available during the fall and spring semesters only) (rates vary):    Double Rooms (two person accommodations with on-suite bathroom) (\$30 per person per night):    Double Suites (three bedroom with on-suite bathroom) (\$30 per person per night):    Double Suites (three bedroom with shared use of community or suite bathroom) (\$35 per person per night):    Single Rooms (private bedroom with shared use of community or suite bathroom) (\$35 per person per night):    Special Accommodations (spaces needed for persons who have restricted living conditions) (rates vary):    Residential Complex \$35 per person per night (Residential Complex \$35 per person per night) (Total Single Rooms (private bedroom with shared use of community or suite bathroom) (rates vary):    Residential Complex \$35 per person per night (Participants and Participants of Auxiliary Services (757) 823-8085*    Send completed forms to housing@nsu.edu or fax to (757) 823-2304  If available, please attach the following documentation:    A complete spreadsheet (in Microsoff Excel) of all participants and/or counselors expected to stay to include: NSU ID number (if applicable), last name, first name, gender, age, preferred living accommodations and participant or counselor status.    A schedule of activities, specifying dates, times of activities	General Information				
Contact Email Address:    Contact Fax Number:	Date of Submission:	Group/Conference Nar	me:		
Street    Street   Street	Contact Person/Advisor: _		Contact Phone Number:		
Street	Contact Email Address:		Contact Fax Number:		
State   Zip	Organization Address:				
Program Type:   On-Campus (NSU affiliated) Program   Off-Campus Program    Group/Conference Schedule   Desired Date of Arrival:   Date:   Check-In Time:   Desired Date of Departure: Date:   Check-Out Time:    Participant Information   Check   Graduate Students   Graduate Students   Graduate Students    Number of Counselors (For Student and Youth Sponsored Programs): Male   Female   Total   Number of Participants:   Male   Female   Total    Number of Participants:   Male   Female   Total    Preferred Accommodations   Please indicate how many of each unit type your group will need (actual assignments will be based on availability). Residents residing in permanent assignments (available during the fall and spring semesters only) (rates vary):   Double Rooms (two person accommodations with use of community bathroom) (\$30 per person per night):   Double Suites (three person accommodations with on-suite bathroom) (\$30 per person per night):   Double Suites (three bedroom suite housing six residents, two bathrooms and common living space) (Midrise Residential Honors College Only) (\$35 per person per night):   Single Rooms (private bedroom with shared use of community or suite bathroom) (\$35 per person per night):   Special Accommodations (spaces needed for persons who have restricted living conditions) (rates vary):   Residential Complex \$35 per person per night   Residential Complex Single Rooms (private bedroom with private bathroom) (rates vary)   Residential Complex Single Rooms (private bedroom with private bathroom) (rates vary)   Residential Complex Single Rooms (private bedroom with private bathroom) (rates vary)   Residential Complex Single Rooms (private bedroom with private bathroom) (rates vary)   Residential Complex Single Rooms (private bedroom with private bathroom) (rates vary)   Residential Complex Single Rooms (private bedroom with private bathroom) (rates vary)   Residential Complex Single Rooms (private bedroom with private bathroom) (rates vary)   Residential Complex Single Rooms (private bedroom			Street		
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Desired Date of Departure: Date:	Group/Conference Schedui	le			
Participant Information	Desired Date of Arrival:	Date:	Check-In Time:		
Compage (check all that apply)   Elementary School   Middle/Junior High School   Adults	<b>Desired Date of Departure</b> :	: Date:	Check-Out Time:		
Compage (check all that apply)   Elementary School   Middle/Junior High School   Adults					
Undergraduate Students	Participant Information		_		_
Number of Counselors (For Student and Youth Sponsored Programs): Male	Group Age (check all that			School	<b>=</b> ~
Number of Participants:    Male		Undergraduate Students	Graduate Students		Adults
Number of Participants:    Male	Number of Counselors (For	Student and Youth Sponsored Programs): Male	Female	Total	
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				counselor statu	s.
Office Use Only: Date Received: Received by: Request Status:   Approved   Denied	A schedule of activiti	es, specifying dates, times of activities by part	ticipants/counselors.		
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