



UNIVERSITY RECESS HOUSING

PROGRAM	CONTACT PERSON	CONTACT PHONE

PURCHASE ORDER NUMBER	BED SPACES NEEDED	TOTAL NUMBER OF DAYS	COST PER DAY	TOTAL COST

RESIDENTIAL HALL-MALE	RESIDENTIAL HALL -FEMALE	ARRIVAL DATE	DEPARTURE DATE

DESCRIPTION

(Include Activity Schedule)

Signature (Department Head)

Date

COMMENTS

Return this form with the following attachments to: **Department of Residence Life/Housing**

- ✓ Activity schedule to include: Departure times/dates when leaving campus for activities
Arrival times/dates when returning to campus from activities
- ✓ A list of participants (identifying the chaperones) and a 24-hour contact phone number

Note: We will not provide food, you must contact the Thompson dining services @ 823- 9472 if you need to make meal arrangements.