

Summer Conference Housing and Dining Application

Occupancy Dates

For summer 2012, Residence Hall will be open to conference guests on May 21-August 10

Check in date: Check out date:

Total number of participants:

Participant information (by age group and number):

10-14: 15-18: 19-21: Over 21:

Floor Option (Residence Hall has 3 floors)

➤ First option: ➤ Second option:

Number of requested room type (indicate number of rooms for each category):

**Single Deluxe- Private Bathroom, mini refrigerator
(\$40 per night per person):**

Single Suite (1 person per room):

**Double Room- Double occupancy, shared bathroom
between suite (\$25 per night/ per person):
*Groups of 50 or more is \$20 per night/ per person***

Double Room (2 people per room):

Do you require any ADA rooms? (List number and type: hearing or mobile):

Please list any special room or Residence hall space need and set up requirements:

Dining Information

***If you require Dining Accommodations, please contact
Thompson Hospitality at 773-995-2264***

On a case by case basis, non-Chicago State summer conference groups may be granted limited access to athletic, parking and library facilities. Please indicate which of the facilities you would like more information on:

Athletic: Parking: Library:

Organization Information

Organization or Department Name:

Contact Name:

Address:


City: State: Zip:


Phone: Fax:

Email:

Please provide a one-sentence description of your summer conference program:

If not affiliated with the Chicago State University, please complete:

 Is your organization a 501(c)(3) non-profit?

 Who is your sponsor at Chicago State University?

Contact Name: Title:

Email: Phone:

Terms and Conditions

Housing Reservations

- Residential space will be reserved only after a final contract with an invoice number is issued and signed by the authorized representative.
- A decrease in the invoice number outlined in the contract may be made up to two weeks prior to arrival and must be made in writing. After the two week time frame no changes will be allowed and the department or organization will be liable for the invoice number.
- If the guarantee number should increase, the summer conference program will make every effort to accommodate the request, but additional residential space cannot be guaranteed.
- The summer conference program reserves the right to reassign residential facilities to assure maximum utilization of space.

Payment

- Payment in full is required no later than 7 days before check in date.
- Payment options include Company Check, Cashier's Check or Chicago State Internal Payment Voucher.

Cancellations

- Written notification is required for all housing and dining cancellations. The following charges will be incurred:

More than 60 days	No payment is required
20-15 days	25% of total charges
15-8 days	50% of total charges
7 days or less	100% of total charges

Fees

- There is a charge of \$10 for each room key card that is replaced and/or not returned.

Supervision of Minor Participants

- Summer conference groups are required to make arrangements satisfactory to the summer conference program at Chicago State for the supervision of minors.

On-site Contact

- All summer conference groups are required to have a designated on-site residential staff member who is responsible for the group and who will be contacted in case of emergency.

Check-in/Check out

- Check-in and check-out time is 12 pm. Special arrangements may be made upon request.

All participants using the summer conference facilities at Chicago State University agree to abide by the above terms and the policies outlined in the contract.

For further information, please contact:

Stella A, Okeke
Director of Housing & Residence Life
Chicago State University
9501 S. King Drive-RH 105
Chicago, IL 60628
Office: 773-995-2002
Fax: 773-995-2480
sokeke@csu.edu
housing@csu.edu



By checking the box, you acknowledge that you have read and agree to abide by the terms and policies of the Summer Conference Program at Chicago State University.

Signature _____ Date: _____

**Please mail, fax or drop off application form
Residence Hall Summer Housing
Chicago State University
9501 S. King Dr./ RH 105
Chicago, IL 60628
Fax: 773-995-2480**

