

# COLLEGE of CHARLESTON

RESIDENCE LIFE  
AND HOUSING

## Summer 2009 Housing Reservation Form May 11, 2009 – August 1, 2009

### GENERAL INFORMATION

Group Name/Conference: \_\_\_\_\_

Arrival Date/Time: \_\_\_\_\_ Departure Date/Time: \_\_\_\_\_

Early Arrivals/ Late Departures:  No  Yes If yes, please list the dates/times and how many guests on the lines below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conference Type:  Adult  College  Youth\*  
If youth, Average Age: \_\_\_\_\_ \*All youth under the age of 18 must have one adult chaperone for every 20 youth

Expected number of guests: # \_\_\_\_\_ Male # \_\_\_\_\_ Female \_\_\_\_\_ **TOTAL**

\* You will be required to supply a final count, 30 days prior to your first arrival.

Description of group/conference: \_\_\_\_\_

\_\_\_\_\_

### CONTACT INFORMATION

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work/Home #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*A reservation confirmation will be sent to this e-mail address*

### HOUSING SPECIFICATIONS

Building Preference (see available buildings): (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
*(based on availability)*

Room Type: # \_\_\_\_\_ Double Occupancy Rooms # \_\_\_\_\_ Single Occupancy Rooms

Special Housing Requests (Check all that apply):

- Males/Females On Separate Floors  Handicap Accessible Room(s) How many? \_\_\_\_\_  
 Other \_\_\_\_\_

### AMENITIES

Linens:  Yes, we will need:  Full Packages  Bed Packages  Bath Packages  
 No Linens needed.

Conference groups may choose to rent a linen package for an additional one time fee. *(See rate sheet for costs.)*

*Note:* The conference contact will specify which rooms will require linens on the roster at a later date.

Telephones:  Yes  No

There is an additional one time charge per phone. *(See rate sheet for costs.)* Phones will be placed in room prior to arrival.

Camp Store/Storage Room:  Yes, How many? \_\_\_\_\_  No

There is a one time charge to block a room or suite to be used for a camp store or storage room. *(See rate sheet for costs.)*

Tables and chairs can be set-up in this room if requested.

**Continued on back**

Fitness/Recreation Facilities:  Yes\*  No

\*If yes, the rates are as follows:

\$3 per person, per visit.

\$75 per person for unlimited access for the duration of the group's stay.

Meeting Space:  Yes\*  No

\*If yes, please complete the meeting/classroom space request and return with this reservation form.

Meals/Catering Service:  Yes\*  No

\*If yes, please complete the meal/catering request and return with this reservation form. Meals are NOT included in housing fees.

Dining Services will contact you regarding meal/catering requests.

Parking:  Yes \* How many vehicles? \_\_\_\_\_  No

\*If yes, please complete the parking request and return with this reservation form. Parking is NOT included in housing fees. Due to the College of Charleston construction and renovation projects, parking will be limited and granted on a first come first serve basis.

### **DEPOSITS**

Deposits are required of all groups. The first deposit must be submitted to the Assistant Director for Summer Programs 30 days after receipt of the contract by the group contact/sponsor. All deposits will be credited toward the final bill. Deposits are as follows:

25% of Housing Cost

Due 30 days with contract

50% of Housing Cost

Due 30 days prior to arrival (*after bed guarantee is submitted*)

The remaining balance of all housing costs and amenities will be due 30 days after the group checks out.

\*Reservations submitted less than 30 days prior to arrival must submit full payment at time of reservation.

### **BILLING INFORMATION**

Billing Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

A final invoice will be sent to the above name and address within one week of departure. Payment by IDT, Check, Money Order, Cash or Credit Card is due within 30 days of the final invoice. Failure to pay within 30 days will result in a 15% late fee.

*(Details in contract)*

Does the conference/group require separate billing invoices?  Yes\*  No

\*If yes, please mark all that apply.  Housing  Meals/Catering  Parking  Meeting Space

### **CANCELLATION POLICY**

This policy will be in effect when the official Conference Housing Contract is signed. The policy states:

*A group may cancel the request for housing if done in writing 90 days prior to the group's arrival date. The Conference Housing Contract then becomes null and void. If a group cancels between the specified number of days prior to the arrival date, the group will be charged according to the policy listed below.*

*Cancellation is received within 90 – 61 days*

*15% of deposit will be refunded*

*Cancellation is received within 60 – 30 days*

*25% deposit is non-refundable*

*Cancellation is received within 29 – 15 days*

*Responsible for 50% of contracted housing*

*Cancellation is received within 14 – arrival*

*Full payment required*

Additional comments/needs/interests: \_\_\_\_\_

*By signing below, I understand that this is only a request for housing on the College of Charleston campus. The housing reservation is only guaranteed after the signed contract is received.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your reservation and additional service requests by one of the following:

**Mail:** College of Charleston  
Residence Life and Housing  
Attn: Summer Programs  
40 Coming Street  
Charleston, SC 29401

**Fax:** Attn: Summer Programs  
843.953.6590

**E-mail:** ResLifeSummerPrograms@cofc.edu  
Subject: Reservation