MSU SUMMER RESIDENTIAL CONFERENCE/PROGRAM SERVICES

The Office of Residence Life & Housing provides administrative and support services designed to assist members of the Morgan State University Community and outside organizations and groups in the development, promotion, and delivery of quality residential services in support of meetings, seminars, and programs held between the months of May and late July.

MISSION STATEMENT

To ensure that standards of facility and residential experience for the participants of educational conferences, meetings, events and programs held at Morgan are consistent with Morgan’s standards of excellence.

FACILITIES

During the summer months, conference groups or program participants may choose to reside on campus in one of the residential buildings. We offer double room accommodations with communal gathering space on each floor and in the common rooms of each building. All are air-conditioned, centrally located, and close to residential and dining facilities. To see an example of our residential facilities, we invite you to view our virtual tours.

Male Residence Hall:
http://www.morgan.edu/virtualtour/PanoTours/MaleResidenceHall/

Female Residence Hall:
http://www.morgan.edu/virtualtour/PanoTours/FemaleResidenceHall/

SUMMER STAFF

The Office of Residence Life & Housing will be open to accommodating conference/program guest residents’ arrival and departure times. Our trained staff of Morgan students and professional staff familiar with the campus and the city are available to assist with any campus or housing concerns.
SPACE AVAILABILITY

For 2016, Morgan’s residential facilities are available for summer conferences, programs, and events beginning May 30th through July 31st.

If you would like to inquire about the availability of space or to request space during the summer months (May through July) contact Maiyaesha T. Spratley at 443-885-3217 or send an e-mail to maiyaesha.spratley@morgan.edu

2016 SUMMER ROOM RATES

| Daily Room Rate/Per Person | $26.00/day |
| Daily Room Rate with Linen Service/Per Person | $36.50/day |

2016 BOARD RATES

| Daily Board Rate for 3 Daily Meals/Person | $25.84 |
| Daily Board Rate for Daily Breakfast/Person | $ 4.31 |
| Daily Board Rate for Daily Lunch/Per Person | $ 8.61 |
| Daily Board Rate for Daily Dinner/Per Person | $12.92 |

All food (board) service is provided through Thompson Hospitality Services. Thompson Hospitality also provides services for special catered events. Please contact Mr. Avery, Director, at 443-885-3899 for more information.

PLANNING A SUMMER CONFERENCE/PROGRAM

Before the Office of Residence Life & Housing can approve your request for the use of residential space for a summer conference or program, you must obtain approval to hold your conference or program through the MSU Center for Continuing and Professional Studies (CCPS).

CCPS must approve all requests from the academic departments and outside organizations to hold a summer conference or program at MSU.

ACCESSIBILITY STATEMENT

MSU is committed to maintaining an environment that is supportive of individuals with disabilities; all residence halls have elevators and are fully accessible.
INFORMATION FOR SUMMER PROGRAMS
REQUESTING RESIDENTIAL SPACE

Request for Space
Program Directors/Coordinators must complete and submit the Request for Summer Program Residential Space form to Maiyaesha T. Spratley, no later than Monday, May 2nd, 2016. Requests for space may not be accommodated after this date. (http://www.morgan.edu/administration/student_affairs/office_of_residence_life/summer_conferences.html)

Approval and Billing
The Office of Residence Life & Housing will notify you in writing regarding your request for space within five (5) business days of the submissions of your request. This memorandum will include the following:
1. Estimated bill based on daily cost/person with linen ($36.50) or without linen ($26.00)
2. Date by which our office must receive invoice documented in Banner system (MSU) departments) for payment or check for the entire amount (outside groups)

Please be advised that the invoice that we submit to you will be based upon the number of spaces you have requested. You will have until Monday, May 16th, 2016 to make any increases or decreases to your original numbers before a final invoice is issued for payment in full. If there are any increases, we will notify you of our ability to accommodate your revised request for space.

After the specified date, the final count is what you will pay, regardless of reduction in numbers. If you seek to increase your number, and we can accommodate this request, this accommodation will be assessed an additional service fee. If payment for the program has not been received by our office by the established due date, programs will not be allowed to check-in to the residence halls.

Occupant Information
Two weeks prior to the scheduled check-in of your program, the Office of Residence Life & Housing will request the names of program attendees. Please be aware that all persons entering the residence halls and/or the program with which the attendee is affiliated will be held responsible for any lost keys, damages, and/or fines. It will be important that you convey to your program attendees that they are subject to the rules and regulations of the Office of Residence Life & Housing and Morgan State University.

Meningitis Form
It is extremely important that you advise your program participants to bring two (2) copies of the completed Meningitis Form. One copy will be given to our office prior to check-in, and the other copy should be given to University Health Services in the Woolford Infirmary. If your program is comprised of current Morgan State University students, you will only need to provide written documentation that you have verified that the current students have an official form on file with University Health Services.