



The Office of Residence Life and Housing
Request for Summer Program and Conference Housing

Organizations, groups and programs that are not affiliated with Morgan State University must first obtain approval to hold an event or conference at Morgan State University BEFORE submitting a reservation request using this form. Please contact Dr. Nilajah Nyasuma in the Center for Continuing and Professional Studies at 443-885-3048 regarding the approval process for groups outside of Morgan State University.

Once this approval has been received or if your groups or organization is affiliated with Morgan State University, request a reservation for residence hall lodging for Summer 2018 at Morgan State University by completing this form.

While The Office of Residence Life & Housing will make every effort to accommodate this request, submission of this application does not guarantee availability of spaces in particular residence halls or reservation on particular dates. By submitting this request for housing, you understand and agree to submit payment in full for the cost of your program prior to check-in. For the most-up-to-date information on our conference services, operational dates and current rates please see the link below. Please contact our office at 443-885-3217 for further information. *Submit your completed form to Maiyaesha Spratley in 114 Harper Tubman House by 5/15/18.*

http://www.morgan.edu/Administration/Student_Affairs/Office_Of-Residence_Life/Summer_Conferences.html IORL&H

Camp, Program or Conference Information

Camp/Conference/Program Name

Age Range of Participants _____

Educational Purpose of Conference:

☐ Check here if approval for this program has been obtained from the MSU Center for Continuing and Professional Studies. Please attach proof of approval to this form.

Contact Information

Primary Contact: This is the sponsor or event organizer, our primary contact person (not an organization).

First Name	Last Name	Prefix
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Street Address/ P.O. Box

City	State	Zip Code
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Primary (Office) Phone Number	Alternate (Mobile) Phone Number
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Email Address

Billing Information

Primary Contact: This is the name of the person or organization responsible for payment.

☐ Check here is billing information if the same as contact information.

First Name	Last Name	Prefix
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Street Address/ P.O. Box

City	State	Zip Code
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Primary Number	Alternate Number
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Email Address

Schedule Information

Summer Program and Conference Housing season dates for 2018 are as follows:

Opening Date: May 30, 2018 *Closing Date:* July 31, 2018

Requested Check –In Date

Requested Check-In Time

Requested Check-Out Date

Requested Check-Out Time

If you are requesting space prior to May 30 or after July 31st, please explain the factors that require this extended accommodation in the space provided below. This extension is subject to approval.

Participant Information

MALE Spaces Requested

Number of Male Occupants _____

☐ Double Occupancy or ☐ Single Occupancy

FEMALE Spaces Requested

Number of Female Occupants _____

☐ Double Occupancy or ☐ Single Occupancy

Number of Male Staff Occupants _____

☐ Double Occupancy or ☐ Single Occupancy

Number of Female Staff Occupants _____

☐ Double Occupancy or ☐ Single Occupancy

Linen Service Requested: A linen package that includes a pillow, pillowcase, blanket, two flat sheets, two bath towels, and hand towel and a face towel is available for an additional ten dollars and fifty cents (\$10.50) per guest per night. ☐ Yes ☐ No

Request for Specific Accommodations: Please list in order of preference and include a brief rationale for special needs, requirements related to age of participants, disability accommodations, etc.

***Please be advised that single room requests will be billed at the cost of double occupancy.

Additional Information

Please be advised that all academic programs are subject to the Code of Student Conduct and University Policy. Students found in violation are subject to the University and residential and judicial process. Please refer to the Code of Student Conduct link below.

<http://www.morgan.edu/Documents/constituent/CurrentStudents/Code-StudentConduct.pdf>

Program coordinators for non-academic programs are responsible for the behavior and damages that maybe caused by their programs participants.

By signing completing and submitting this document to the Office of Residence Life & Housing, you agree to all of the terms and conditions set forth.