



## 2015 SUMMER CONFERENCE APPLICATION

To request a reservation for residence hall lodging, please complete the following application:

### CONFERENCE INFORMATION:

Camp/Conference Name: \_\_\_\_\_

Age Range of Participants: \_\_\_\_\_

Educational Purpose of Conference: \_\_\_\_\_

### CONTACT INFORMATION:

#### Primary Contact (sponsor or event organizer):

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

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

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

#### Send bill to (sponsor or organization to be billed):

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

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

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

### SCHEDULING INFORMATION:

Check-In Date: \_\_\_\_\_ Time: \_\_\_\_\_

Check-Out Date: \_\_\_\_\_ Time: \_\_\_\_\_

Total Number of Nights Required: \_\_\_\_\_

Linen Package Requested  yes  no

*(Note: Groups must select linen package for all members or none at all. A linen package includes two sheets, one pillowcase, one bath towel, one wash cloth, and one blanket for each person.)*

Requests for Specific Residence Halls (in order of preference):  
\_\_\_\_\_

#### Double Room Accommodation (rate charge per person):

# of Participants: Male: \_\_\_\_\_ Female: \_\_\_\_\_

# of Chaperones/Staff: Male: \_\_\_\_\_ Female: \_\_\_\_\_

#### Single Room Accommodation:

# of Participants: Male: \_\_\_\_\_ Female: \_\_\_\_\_

# of Chaperones/Staff: Male: \_\_\_\_\_ Female: \_\_\_\_\_

#### Special needs, requirements or accommodations:

Please be advised all dining needs are handled by the University Dining. Contact the office directly at [catering@nccu.edu](mailto:catering@nccu.edu) or 919-530-7802.

While every effort will be made to accommodate this request, submission of this application does not guarantee availability of spaces in particular residence halls or reservation of particular dates.

### SUBMIT THIS APPLICATION TO:

Department of Residential Life

Office of Conference and Guest Services

1801 Fayetteville Street PO Box 19382 Durham, NC 27707

(Phone) 919-530-5446 • (fax) 919-530-5441 • [conferences@nccu.edu](mailto:conferences@nccu.edu)