



## INDIVIDUAL RESERVATION REQUEST APPLICATION

To request a reservation for on campus lodging, please complete the following application:

(Note: Nightly rates are \$50.00 per person, per night)

### GUEST INFORMATION:

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

Educational Purpose of Stay (if applicable): \_\_\_\_\_

### CONTACT INFORMATION:

#### Primary Contact:

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

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

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

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

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

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

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

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

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

Is your entity N.C. tax exempt?  yes  no  
(Leave blank if not applicable Certificate of exemption will be required.)

### SCHEDULING INFORMATION:

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

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

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

Linen Package Requested  yes  no

(Note: A linen package includes two sheets, one pillowcase, one bath towel, one wash cloth, and one blanket for each person.)

Guest can provide his/her own linens.

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

#### Double Rooms:

# of Days: \_\_\_\_\_ # of Guests: \_\_\_\_\_

#### Single Rooms:

# of Days: \_\_\_\_\_ # of Guests: \_\_\_\_\_

### Special needs, requirements or accommodations including parking:

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.

### RETURN THIS APPLICATION TO:

Department of Residential Life

Conference and Guest Services Office

1801 Fayetteville Street PO Box 19382 Durham, NC 27707

(Phone) 919-530-7923 • (fax) 919-530-5441 • [guestservices@nccu.edu](mailto:guestservices@nccu.edu)