

SUMMER CONFERENCE | INQUIRY FORM

Completing this form is the first step in reserving housing occupancy, classrooms, and meals. We will review your submitted form and respond to your inquiry as promptly as possible. Once the completed form is received an estimate will be sent for approval. Once approved, a guest housing agreement/contract is drafted. All requests remain pending until a contract is signed and deposit is received. Please complete a separate form for multiple events.

If your conference/camp has multiple "sessions," please fill out a separate application for each.

CONTACT & ORGANIZATION INFORMATION

Organization/Group Name _____

Billing/Mailing Address: _____

Conference Organizer Information (Authorized to Sign Contract)

Name: _____

Phone Number: _____

Email Address: _____

On-Site Coordinator Contact Information

Name: _____

Phone Number: _____

Email Address: _____

Is your group Tax-Exempt? NO YES If YES, all IRS documents will be required to be submitted prior to the removal of taxes.

CONFERENCE DETAILS

Group Type: Adult Youth (Under 18 years of age) Age Range of Participants: _____

Texas Education Code § 51.976 requires individuals who will have contact with minors at certain limited campus programs to receive specific training on preventing sexual abuse and child molestation in order for the campus program to be operated by or on the campus of an institution of higher education. Please use this link to the policy and procedures: [Camp Programs for Minors](#). All documentation of training is due 30 days prior to the first date of conference. A conference group will not be allowed on campus without the proper documentation.

Please list your proposed check-in and check-out dates and number for each category:

Type:	Total # of	Arrival (Check In Date)	Departure (Check Out Date)
Staff	_____	_____	_____
Participants	_____	_____	_____

****Please note that check-out times later than 12:00 PM NOON will result in a charge equivalent to an additional night per late departure.****

Will any participants be day campers or commuters? NO YES

If YES, how many participants will be commuter (day campers that will not need over night accommodations)? _____

RESIDENTIAL HOUSING (Overnight Accommodations)

All conference guests will be housed in a four (4) person suite or a two (2) person suite. Please note the residential halls used for conferences are subject to change from year to year.

Please distinguish the number of male (M) and female (F) spaces needed. M: _____ F: _____

Number of four (4) person suites _____ and/or two (2) person suites _____

Do any of your participants have special accommodation needs (i.e. room with wheelchair accessibility)? NO YES

HOSPITALITY (DINING) SERVICES & SCHEDULE

Will your group need meals? NO YES

We will reach out within two business days of receipt of submission with more information on hospitality (dining) services.

PARKING PERMITS

The university has transitioned away from traditional rear-view mirror hang tags and ALL passes will need to be ordered online by each individual driver. A link with more information will be sent to all groups requiring parking permits 30 days prior to their conference group arrival dates.

Will your group need parking accommodations on campus? NO YES

Please note that each groups final invoice will include charges for all vehicles registered for parking.

MEETING SPACE RESERVATIONS

We offer a limited number of meeting spaces within our facility, other options are available on campus. Please indicate below if you will need meeting spaces on campus. Our lounge spaces are not reservable spaces for meeting needs as they are public spaces.

Will your group need meeting/classroom space? NO YES

OTHER FACILITY NEEDS

Will your conference group need any aquatic, basketball, and/or outdoor field space? NO YES

NEXT STEPS

Once this form is submitted, the primary contact person listed on the previous page will be contacted within two business days of receipt of submission by a Conference and Guest Services team member to clarify information. Submission of this form does not signify a guarantee for programming needs. Spaces are only confirmed when a contract is signed and a 50% deposit of all estimated costs has been received. Contracts will begin to be drafted in mid-February.

Please be sure to visit our [website](#) for helpful information, in particular our Conference Planning Timeline/Checklist and [Conference Housing Guide](#).

If any questions arise as you begin to plan your event, please do not hesitate to reach out to Conference and Guest Services at StayatUH@central.uh.edu.