



CONFERENCE HOUSING REQUEST FORM

Please provide the following information to assist us in evaluating your specific requests. **This is only a request, not a confirmation.** All arrangements will be confirmed via a written agreement between the organization and the University. **The deadline to submit a Conference Housing Request Form is April 1st. Incomplete Conference Housing Request Forms will not be processed.**

Group Information:

Conference Group Name: _____

Mailing Address: _____

City/State/Postal Code: _____

Telephone: _____ Fax: _____

Contact (Conference Agent) _____ Contact Number: _____

Conference Agent's E-mail Address: _____

Sponsoring Agency (FDU Department, Organization, School, etc.): _____

Tax Status: _____ Tax Exempt Certificate (must provide copy) _____

If FDU group, please provide FDU 7-digit account to be billed: _____

Group to consist of: High School students College Students Adults

Purpose of Conference: _____

Emergency Evening Contact (5:00 pm to 9:00 am):

Contact Person 1: _____ Number: _____

Contact Person 2: _____ Number: _____

Arrival/Departure Information:

Arrival Date: _____ Arrival Time: _____

Departure Date: _____ Departure Time: _____ **By 12:00 noon**

PAYMENT INFORMATION:

For Housing & Residence Life use only:

Deposit received on: _____ Amount _____

Final payment received on: _____ Amount _____

Supervision:

Under certain circumstances, and at the discretion of Housing & Residence Life, the conference group will be required to provide a minimum of one (1) live-in adult chaperone for every 20 student participants.

For all groups that involve children 15 to 17 years of age, the conference group will be required to provide one (1) live-in adult chaperone for every 10 children.

Conference Housing Information:

Indicate number of participants:

Conference Participants	Number of Participants
Children (15, 16, and 17 years of age)	
Adults (18 years old and above)	
Total Guests (children + adults)	

Indicate number of rooms requested:

Female Rooms Requested	Number of Rooms
Single Rooms (one person occupancy)	
Double Rooms (two person occupancy)	
Total Number of Rooms Requested (singles + doubles)	

Male Rooms Requested	Number of Rooms
Single Rooms (one person occupancy)	
Double Rooms (two person occupancy)	
Total Number of Rooms Requested (singles + doubles)	

By submitting this Conference Housing Request Form, I certify that the information provided to be accurate and acknowledge that inaccurate or missing information may result in planning delays and/or possible cancellation. I also understand that accommodations will be based on space availability and that this document is only a request and does not guarantee nor confirm Conference Housing at Fairleigh Dickson University (Metropolitan Campus). All arrangements will be finalized via a written agreement. ***Additionally, I understand that linen service and catering services are not a part of this Conference Housing Request, are a separate charge, and the sole responsibility of the sponsoring agency.***

Signature of Conference Agent

Date

Once a Conference Housing Request Form has been reviewed and approved, the following will be required:

1. Proof of insurance (Certificate of Liability Insurance required) for all groups.
2. A completed Conference Housing Agreement.
3. Deposit (20% of total cost) for non-FDU groups.
4. Non-FDU groups, if you are a non-profit organization a tax exempt certificate is required.

Return completed Conference Housing Request Form, in pdf format, to:

Housing & Residence Life at reslife@fd�.edu

Email Subject: Conference Housing Request Form