

**Summer Camp/Conference
Housing Reservation Request**

CAMP/CONFERENCE INFORMATION

Name of Camp/Conference: _____

UT Arlington Hosting Department (if applicable): _____

Address for Camp/Conference: _____

City:	State:	Zip:
Fax:	Website:	
Method of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> UT Share Cost Center (6 digit #):		

CONTACT INFORMATION

Primary Contact:	Overnight Counselor:
Day Phone:	Day Phone:
Mobile Phone:	Mobile Phone:
Email Address:	Email Addresses:

OVERNIGHT PARTICIPANTS

The numbers below will be used for reservation purposes, and to draft an agreement. Please reference your agreement for guarantee dates if your numbers change. All participants must be at least 8 years old by the beginning date of the conference in order to stay over night. UT Arlington requires a counselor to participant ratio of 1 counselor to 20 minors. Pricing is by the bedspace, additional fees for multiple occupancy rooms/suites used as a single.

Number of male participants:	Number of male counselors:
Number of female participants:	Number of female counselors:
Average age of participants:	Will your counselors use double rooms as single rooms, additional rates may apply. <input type="checkbox"/> Yes <input type="checkbox"/> No
Will your group need any ADA accommodations?	
If possible, genders should be separated: <input type="checkbox"/> No preference <input type="checkbox"/> By hall <input type="checkbox"/> Same hall, separate floors	

CAMP/CONFERENCE DATES

Arrival Date:	Departure Date:
Check in will start at: <input type="checkbox"/> AM <input type="checkbox"/> PM	Check out will start at: <input type="checkbox"/> AM <input type="checkbox"/> PM
Check in will end at: <input type="checkbox"/> AM <input type="checkbox"/> PM	Check out will end at: <input type="checkbox"/> AM <input type="checkbox"/> PM
Number of early arrivals:	Number of late departures:
Early arrival date:	Late departure date:
Early arrival check in will start at: <input type="checkbox"/> AM <input type="checkbox"/> PM	Late departure checkout will start at: <input type="checkbox"/> AM <input type="checkbox"/> PM
Early arrival check in will end at: <input type="checkbox"/> AM <input type="checkbox"/> PM	Late departure check out will end at: <input type="checkbox"/> AM <input type="checkbox"/> PM

University of Texas Arlington • Guest Services
Box 19349 • 300 W. First Street • Arlington, TX 76019-0349
T 817-272-6576 • F 817-272-5339

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.

HALL PREFERENCE **LINENS**

Please see our website www.uta.edu/conferences for room types and pricing. Availability is subject to change. We will do our best to accommodate your preferences.

Rank the following buildings from 1 to 6 according to preference.

<input type="text"/> Arlington Hall	<input type="text"/> Lipscomb Hall
<input type="text"/> Brazos Hall	<input type="text"/> Trinity House
<input type="text"/> Kalpana Chawla Hall	<input type="text"/> Vandergriff Hall

Linens include a pillow, pillow case, fitted sheet, flat sheet, blanket, towel, washcloth and a bar of soap. If you choose not to have linens none of these items will be provided and guests are expected to furnish their own. Sets of linens are available for an additional cost of \$5.00 per night per participant. Fresh linens will be provided every two weeks for long term groups.

YES - Please provide linens for our conference at an additional cost of \$5.00 per person per night.

NO - Our participants will provide their own linens.

ROOM ASSIGNMENTS

You will be responsible for assigning bed spaces for your participants. The Guest Services Staff will provide you with floor plans that can be used to enter participant room assignments approximately two weeks prior to your check in date. When completed, this will need to be returned to the Guest Services Staff, and will be used later by the UT Arlington Guest Services Staff in order to serve your participants as well as for emergencies.

PARKING **ADDITIONAL AMENITIES**

Please be aware that all vehicles that park on campus must have a University-issued permit. Temporary permits are available for \$1 per vehicle per day. Please indicate approximately how many guests will need parking permits:

Buses and large passenger vans also require permits, however, special parking arrangements will need to be made. Please indicate approximately how many buses and passenger vans will need to park on campus:

Please indicate if you would be interested in any of these additional amenities during your conference and our staff will contact you to collect information:

<input type="checkbox"/> Guest Apartments	<input type="checkbox"/> Meeting Space
<input type="checkbox"/> Athletic Fields	<input type="checkbox"/> Theatre Space
<input type="checkbox"/> Gym Space	<input type="checkbox"/> Catering
<input type="checkbox"/> The Planetarium	

ADMISSION TOURS AND PRESENTATIONS

All overnight camps with guests between the ages of 8-25 are required to include a campus tour or admissions presentation in their camp schedule. Tours and presentations are offered from 8:00AM to 5:00PM, Monday through Friday. Counselors are required to be present for tours and presentations. You will be contacted by the Dan Dipert University Welcome Center to confirm your presentation/tour details.

Preferred Recruitment Tool: Presentation Tour Preferred Date: _____ Time: _____

BILLING

Information about the billing process will be outlined in the agreement. A deposit and payment in full will be collected from Non-University affiliated party reservations prior to the camp/conference check in date. Camps/conferences being hosted by any UT Arlington Department will be billed through the cost center set up following the summer camp guide procedures.

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