2015 Camp and Conference Reservations Sheet

This form is only a request for services. The completion of this form does not guarantee services or suggest an agreement for services. Facility usage dates/times are subject to availability and first come first served. After submittal, the Manager for Conference Services will contact you for final arrangements where contract terms will be discussed.

Contact Information

Name of Group: ________________________________
Main Contact Name: __________________________ Title: __________________________

Address: ________________________________

Phone: __________________________ Fax: __________________________ Email: __________________________

To assist with proper notification in the event of an emergency, we need a name and phone number for two people during your camp. One person should be an on-site person who will be staying in the residence halls (or will be on-campus accessible) and the other would be someone who is living off-campus or on-campus who can be contacted during the camp.

On-Site Emergency Contact

Contact Name: __________________________
Phone (Daytime or Evening phone): __________________________

Off-Site Emergency Contact

Contact Name: __________________________
Phone (Daytime or Evening phone): __________________________

Housing Information

Please note: Check-in times are from 2pm-5pm unless arranged differently for your conference. Check out times cannot be later than 12pm (noon). If guests need to check out after 12pm, guests may need to use temporary storage for their belongings or the group may be charged an additional night’s lodging.

Residence Hall Requested: (Options include: Bledsoe, Gordon, Carpenter/Wells, Stangel/Murdough, Coleman)

First Choice: __________________________ Second Choice: __________________________ Third Choice: __________________________

Staff Check-in Date: __________________________ Staff Check-in Time: __________________________

Group Check-in Date: __________________________ Group Check-in Time: __________________________

Early Arrivals Date: __________________________ Early Arrivals Time: __________________________

Group Check-out Date: __________________________ Group Check-out Time (latest): __________________________

Youth or Adult Group (Circle One): Note that insurance is required for all groups that are not sponsored by Texas Tech University. Please indicate what insurance policy your group currently has, if any.

<table>
<thead>
<tr>
<th>Participants</th>
<th>Staff</th>
<th>Guarantee Number:</th>
<th>When</th>
<th>Conference Services/University Student Housing reserves space for your conference/event, it will be based on your estimated number. Housing for participants in excess of this number may not be available. It is the sponsor’s responsibility to provide Conference Services/University Student Housing with an updated guarantee number of participant’s 14 days prior to the scheduled arrival for both housing and hospitality/meals. The final bill for both housing and hospitality/meals will be based on the actual number of participants or the guaranteed number, whichever is greater.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of males</td>
<td></td>
<td>Guarantee Number:</td>
<td>When</td>
<td>Conference Services/University Student Housing reserves space for your conference/event, it will be based on your estimated number. Housing for participants in excess of this number may not be available. It is the sponsor’s responsibility to provide Conference Services/University Student Housing with an updated guarantee number of participant’s 14 days prior to the scheduled arrival for both housing and hospitality/meals. The final bill for both housing and hospitality/meals will be based on the actual number of participants or the guaranteed number, whichever is greater.</td>
</tr>
<tr>
<td>Number of females</td>
<td></td>
<td>Guarantee Number:</td>
<td>When</td>
<td>Conference Services/University Student Housing reserves space for your conference/event, it will be based on your estimated number. Housing for participants in excess of this number may not be available. It is the sponsor’s responsibility to provide Conference Services/University Student Housing with an updated guarantee number of participant’s 14 days prior to the scheduled arrival for both housing and hospitality/meals. The final bill for both housing and hospitality/meals will be based on the actual number of participants or the guaranteed number, whichever is greater.</td>
</tr>
<tr>
<td>Total Number</td>
<td></td>
<td>Guarantee Number:</td>
<td>When</td>
<td>Conference Services/University Student Housing reserves space for your conference/event, it will be based on your estimated number. Housing for participants in excess of this number may not be available. It is the sponsor’s responsibility to provide Conference Services/University Student Housing with an updated guarantee number of participant’s 14 days prior to the scheduled arrival for both housing and hospitality/meals. The final bill for both housing and hospitality/meals will be based on the actual number of participants or the guaranteed number, whichever is greater.</td>
</tr>
<tr>
<td>Single Rooms</td>
<td>Yes □ No □</td>
<td>Yes □ No □</td>
<td>Guarantee Number:</td>
<td>When</td>
</tr>
<tr>
<td>Double Rooms</td>
<td>Yes □ No □</td>
<td>Yes □ No □</td>
<td>Guarantee Number:</td>
<td>When</td>
</tr>
<tr>
<td>Linens</td>
<td>Yes □ No □</td>
<td>Yes □ No □</td>
<td>Guarantee Number:</td>
<td>When</td>
</tr>
</tbody>
</table>
**Chaperone Information (For Youth Groups Only):**

Ages of Youth
- Under 13 yrs (1 chaperone per 15 youth)
- 13yr-18yr (1 chaperone per 25 youth)

Chaperone = 18 year old Adult (under 13yr)
Chaperone = 21 years old Adult (13-18yr)

What time does this group have a curfew?
(Quiet Hours are from 10pm-10am daily)

**Meal Information**

**Please Note:** Hospitality Services may not be able to accommodate for all special requests in regards to allergies, peanuts, onions, corn starch, gluten, vegetarian, vegan, etc.

MEAL TYPE:  
- Traditional (Fill out Sec.1)  
- Dining Plan (Fill out Sec.2)  
- NONE (skip sections)

Traditional meal service provides you with a customizable number of dining bucks which can be limited to a specific venue. The meal plan service allows you to select one of three predetermined dining buck amounts for each summer session to be used at a variety of dining locations.

**Section 1**

**Traditional Meal Service Times are as follows:**

**Weekday:**
- Breakfast (B) 7:00am-8:00am
- Lunch (L) 11:30am-1:00pm
- Dinner (D) 5:00pm-6:00pm

**Weekend:**
- Breakfast 8:00am-9:00am
- Lunch 12:00pm-1:00pm
- Saturday Dinner 5:00pm-6:00pm
- Sunday Dinner N/A

Request to: Shorten Time  
- Breakfast  
- Lunch  
- Dinner

Lengthen Time  
- Breakfast  
- Lunch  
- Dinner

Change  
- Breakfast  
- Lunch  
- Dinner

Request for Special Meals:
(Banquet, Box Lunches, Pizza, Ice Cream, etc.)
(Include Date(s), Meal(s), and Location(s))

**Traditional: Meal Location Requested**

Dining facilities utilized for the summer include: The Market at Stangel-Murdough and The Fresh Plate at Bledsoe (groups over 100). For additional information about dining facilities, please see www.housing.ttu.edu/conferences

First Meal Date: ____________________________ Last Meal Date: ____________________________

- Breakfast  
- Lunch  
- Dinner

Any Early Arrival Meals?  
- Yes  
- No

Number of Early Arrival Diners: ____________________________ Date of Arrival: ____________________________

Meals Not Dining With us (date and meal):

**Commuters:**

Number of Commuters: ____________________________

First Meal: (date) ____________________________ Last Meal: (date) ____________________________

- Breakfast  
- Lunch  
- Dinner

Meals Not Dining with us: ____________________________

**Section 2**

**Dining Plan:**

Type of Dining Plan:  
- Double T (195 dining bucks)  
- Matador (255 dining bucks)  
- Red & Black (325 dining bucks)

Summer Sessions:  
- Summer Session I  
- Summer Session II  
- Both Summer Sessions

With the meal plan guest will be able to dine at Sam's Place at Murray and Union Plaza at the Student Union.
**Additional Information**

**Parking Permits**  
Parking permits cannot be issued to any Texas Tech students, faculty and/or staff. Any permits needed by those individuals must be purchased from University Parking Services. Parking permits are an additional cost.

Will your guests be parking vehicles on campus during their stay?  
☐ Yes  ☐ No

How many parking permits should we have available at the Hall Office/Check-in?  
________________________

Will the Conference or Guest be responsible for purchasing their own parking permit?  
☐ Conference  ☐ Guest  ☐ Other:  

If the “Conference” option is selected, the guest will not pay for a permit during check-in but the amount will be billed to the conference. If the “Guest” option is selected, each guest will pay for their permit at the time of check-in prior to receiving a permit.

**Access/ID Card Logo**  
Do you need additional access/ID cards? The number of cards is determined by the number of participants, staff, and commuters previously listed on the reservation form. If you need access/ID cards outside the number indicated, mark that you need additional access/ID cards.  
☐ Yes  ☐ No

How many additional access/ID cards?  
________________________

As of summer 2015, all access/ID cards will need to be turned in at the end of the conference as we have moved to proximity cards. Any access/ID card not returned will result in a $15 charge per card.

**Purpose of Camp/Conference**  
Please choose one:

☐ The main purpose of the group's time on campus is educational  
☐ The main purpose of the group's time on campus is no educational, but is: ________________________________

**RecCenter Access**  
Are you interested in getting more information about having RecCenter Access for your guests at an additional cost?  
☐ Yes  ☐ No

Your contact information will be compiled for Steve Waden and a representative from the RecCenter will be in contact with you to finalize accommodations.

**Internet Access**  
Texas Tech University provides secure Ethernet access on wireless and wired access points with proper credentials. In order to utilize the in-room wired access or the lobby wireless access, preparations need to be made for security credentials. Note: Wireless access is not available in guest rooms only in public areas such as lobbies. If using the wired access in a guest room, a CAT5 Ethernet cable will be needed. A limited number of cables will be available at the hall office for a one-time $5 rental fee over the duration of the stay.

Will your guests need internet access during their stay?  
☐ Yes  ☐ No  
# Needed: __________________

Which access will your guests need?  
☐ Wireless  ☐ Room Access  ☐ Both

(up to 5 days)

**Conference Desk Operations**  
We are able to provide flexible options that will work for your specific conference in terms of Conference Desk (Hall Office) Coverage. Regardless of the Conference Desk hours, members of our staff are on call 24/7 to respond to all conference guest needs. We reserve the right to reschedule 24 hour office coverage to 16 hour office coverage based upon building occupancies.

Please choose what Hall Office Coverage would be most effective for your Conference:

☐ 8am-5pm Open Business Hours  
☐ 8am-12am (midnight) Open 16 Hours  
☐ Request Your Own Hours

Open: _____  Close: _____

Who is responsible for payment of lost keys?  
☐ Conference  ☐ Guest

**Space Requests**  
**Please list any Lounge/Floor/Space Requests in the Hall that you will need in addition to rooms. Please note, these requests are not guaranteed and may result in additional fees.**

**Other Notes**