

UTSA Housing and Residence Life Conference Housing Request - Summer 2015



Please type or print clearly. This application should be returned to:
One UTSA Circle San Antonio, Texas 78249
210-458-6200 (Voice) 210-458-6201 (Fax)

Section 1: Sponsoring Organization Information

Organization: _____ Contact Person: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

Section 2: Dates of Stay

Summer 2015 Housing for Conference Groups is available from June 1 - July 25th.

Number of Participants: Youth (under 18 years): _____ Adult (18 years and over): _____

Arrival Date: _____ Departure Date: _____ Number of Nights: _____

Section 3: Calculation of Cost

HOUSING COST: _____ X _____ = _____

Number of Participants Number of Nights @ HOUSING COST

\$30 per night per person for 1 -2 nights
\$25 per night per person for 3 or more nights

Section 4: Disability Needs

_____ Please check here if any member of your group will need special room accommodations.
_____ Number of participants requesting special accommodations.

Participant Name	Nature of Disability

Section 5: Payment Method

_____ Please check here if your organization is tax exempt in the State of Texas and include a copy of your signed tax exempt form.
_____ 50% payment is due one week prior to the conference group arrival.

**Final Payment will be due on or prior to the conference group's arrival to campus.
*Groups with outstanding balances will not be able to check-in until payment is made in full.
A final list of participants is due to the Office of Housing and Residence Life two weeks prior to arrival.

Section 6: UTSA Reservation Process

_____ Please complete the special events reservation steps at
<http://utsa.edu/events/index.html>

Section 7:

All requests are subject to approval and are based on space availability. A letter will be sent to the organization when the group's request is confirmed.

I hereby verify that all above information is true and correct.

Signature of Coordinator

Date