



UNIVERSITY OF DELAWARE
CONFERENCE SERVICES

2018 SUMMER CONFERENCE HOUSING REQUEST FORM
June 10-August 11, 2018
(All guests must check out by 10am on August 11, 2018)

Date: _____

GROUP NAME: _____

Group Contact: _____

E-Mail: _____

Telephone No: _____ Fax No: _____

Acct. Title: _____ Purpose Code : _____

E-mail (CC on JV): _____

Check here if paying by check or credit card. _____

Est. # of Guests: _____

Arrival Date:

Departure Date: _____

Check in time is 3:00 p.m. and checkout time is 11:00 a.m.

Please check the type of rooms you require for your group.

Laird Campus (2 rooms share a bathroom)

Single Suite/1 Bedroom Suite _____ # _____
(1 person/1 person with a shared bath) maximum 2 people

Double Suite/2 Bedroom Suite _____ # _____
(2 people/2 people with a shared bath) maximum 4 people

2018 Summer Housing Request Form page 2

Service Needs:

- Limited: means that there are no linens (just furniture)
- Linen Package: means that you have contracted for a one time linen package, \$25.00 per package

Linen Package Includes: Twin flat sheets, pillow with pillow case, towel, washcloth, bath mat, trial size shampoo and trial size soap

Special request? Please note in space below, I will get back with you as to whether or not we can accommodate your request.

We cannot reserve the lounges in the Residence Halls as there are many groups in these halls and everyone must have access. If you need space for meetings, please let me know and I will try to help you locate space for that. Charges apply for any space that you need to reserve.

Do you plan to purchase Dining Hall Meals? _____

- Breakfast \$9.15 M-F 7-9am
- Lunch \$13.60 M-F 11-2pm
- Brunch \$13.85 Sa-Su 11-1:30pm
- Dinner \$16.65 M-Su 4:30-6:30pm

You will be sent a separate dining form to fill in prior to arrival.

**Conference Services
107A John M. Clayton Hall, Newark, DE 19716
or fax to 831-2998.**