

Jackson State University

Department of Housing and Residence Life

Questionnaire for Contract Request for Summer Conference/Camp Housing

Please complete the following questions to request a contract for housing accommodations for your group's summer conference/camps needs. Please return form to the Housing Department or fax to 601-979-4221 or mail to PO Box 17540, Jackson, MS 39217

General Information

1. Complete name of company/group/organization:

2. Name of primary sponsor (contact person who we'll do business with):

3. Complete mailing address, city, state, zip:

4. Email address of primary sponsor:

5. Telephone number (prefer cell or best contact):

6. Purpose of conference/camp:

Demographics of Conference! Camp Attendees

1. Approx. number of males and females needing accommodations
_____ Males _____ Females
_____ Age Range _____ Age Range
2. Approx. number of staff members needing accommodations: N/A
_____ Males _____ Females
_____ Age Range _____ Age Range

Lodging and Dining Requests

1. Date of Group's Check-in _____ Time of Group's Check-in _____
2. Date of Group's Check-out _____ Time of Group's Check-out _____
3. Will you need dining or catering services? _____ Yes _____ No

(If you checked "yes", a representative from our Food Services Department will contact you.)

Payment Arrangements

The conference housing/camps rate is **\$35/person** per day. Payment(s) can be made using one of the following methods: in the form of a check drawn within the United States (with routing number on check), money order, or Inter-Departmental Transfer of funds only. Any contracted services and/or damages to the facilities incurred by their group will be included in the final bill. Final payment must be received when the conference/camp checks in. Once payment exceeds 30 days, a late charge of up to 10% will be assessed for overdue accounts receivable. A \$30.00 charge will be assessed for a returned check. **(NOTE: 50% of your final payment is due two weeks prior to check-in. Failure to submit a deposit will result in the cancellation of your reservation.)**