

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 Request

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 _____

Payment Arrangements

The conference housing/camps rate is \$35/person per day for each individual. Camps that are sponsored by Jackson State University (JSU) departments must make their payments by inter-departmental transfer. For camps that are not sponsored by a JSU department, payments must be made to the Business Office. Any contracted services and/or damages to the facilities incurred by their group will be included in the final bill. 50% of the final payment is due two weeks prior to check-in. Failure to submit a deposit will result in the cancellation of your reservation. Final payment must be received prior to the arrival a group. Once payment exceeds 30 days, a late charge of up to 10% will be assessed for overdue accounts receivable. A service charge will be assessed for a returned check.