

# 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:

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

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

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4. Email address of primary sponsor:

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

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6. Purpose of conference/camp:

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#### 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 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.