

2020 Summer Conference Preliminary Request Form

GENERAL INFORMATION

Name of Conference: _____

Billing Address: _____
Street/PO Box Number City State Zip Code Country

• Conference Organizer (Group Leader): _____ Title: _____

Email: _____ Phone: _____ Fax: _____

• Billing Contact: _____ Title: _____

Email: _____ Phone: _____ Fax: _____

• 24 Hour Contact*: _____ Title: _____

Email: _____ Phone: _____ Fax: _____

24 Hour Contact must be staying on-campus overnight with the group

ARRIVAL / DEPARTURE INFORMATION:

1. Group Arrival Date _____ Arrival Time _____ (Check-in required **after 2:00 p.m.**)
2. Group Departure Date _____ Departure Time _____ (Check-out required **by 10:00 a.m.**)
3. Will advisors arrive early? YES* NO *If yes, # of Advisors: _____ Check-In Date _____ Time _____

HOUSING REQUEST INFORMATION:

1. Occupancy Preference: Suites Community Style Hall Note: Building assignments are based on availability
2. Total Number of: Participants _____ Advisors _____
3. Gender and Age Range of Participants: # of Males _____ # of Females _____ Age Range _____
4. Does your group involve minors? Yes* No
*If so, does your group need special accommodations (i.e. each gender on different wing, floor, building)? Yes No
Please explain: _____

5. Number of Rooms for Participants:

Single Rooms _____ Double Rooms _____ TOTAL # of Rooms _____

Note: Groups must provide direct supervision while guests under 21 are using the facility. Confirmed number of rooms must be provided 7 days prior to arrival along with the group roster.

6. Number of Rooms for Advisors:

Single Rooms _____ Double Rooms _____ TOTAL # of Rooms _____

7. Will you have any special accessibility needs? Yes* No

*If yes, please explain: _____

LINEN SERVICES:

- 1. Does your group want Student Housing to provide linen at an additional cost of \$10.00 per person/per week?
 Yes No *Linen packet includes: 2 unfitted sheets, 1 bath towel, 1 hand towel, and 1 washcloth.*
- 2. Does your group want Student Housing to provide a pillow and pillowcase at an additional cost of \$5.00 per person/ per week? Yes No
- 3. If you have requested linen for your group and your group is staying for more than seven days, please indicate a linen exchange day and time (which will reoccur once per week) _____

DINING / CATERING NEEDS:

All meals during your stay are required to be through the University Dining Hall. The Dining/Catering Form is attached. Catered banquets, coffee breaks, and special dinners are also available through University Catering at 559.278.4634. If you would like to designate one or several meals as "special meals", Catering can provide a specific menu, pricing and eating area for your group. Due to intense demand on their facilities, early reservations are recommended.

*If your group would like meals outside of the Dining Hall, you must fill out a meal waiver form and get approval.

PARKING NEEDS:

P27 is located adjacent to our complex and is the only overnight parking lot. Summer conference guests may park their cars in this lot during their stay, free of charge, but in order to do so each car must have a summer conference parking pass visibly displayed on the dash of the car. The number of summer conference parking passes that your group will require must be prearranged a minimum of 30 days prior to your arrival. Parking passes will be handed out to guests at time of check-in. (*Subject to change)

Total Number of Parking Passes Needed: _____

WIRELESS INTERNET:

An Internet ID is required in order to log onto the Bulldog Wireless Network at Student Housing.

Does your group want free wireless internet IDs? Yes* No

*If yes, please note the number of Internet IDs needed: _____

Dates Wireless Internet use is needed: From: _____ To: _____

LOST KEY CHARGES:

There is a \$25.00 lost key fee. If individual guest is charged, payment must be made at the time guest obtains new key.

Would you prefer the group or the individual guest be charged for lost keys? Group Individual Guest

FRESNO STATE CAMPUS MEETING / FACILITY RESERVATIONS (Non-Fresno State groups only)

Note: There may be additional charges for meeting space, equipment, and audio visual needs. Groups are responsible for any damages.

Meeting Date Meeting Time Size of Group Indicate type of room set-up and audio visual needs (tables, chairs, projector, etc.)

* Classroom space is based upon availability. You are not guaranteed the classroom space you request.

STUDENT HOUSING FACILITY RESERVATIONS

Does your group want to reserve any Student Housing facilities? Yes No

All facility requests are subject to availability. In order to reserve any facilities, your group's agenda is required to be submitted 7 days prior to checking in. Please only reserve dates/times you specifically need the facility. If there are any changes, please contact the Summer Conference Coordinator. We will contact you to confirm your facility reservation requests as your date gets closer.

Hall Desk (Located in each Community Style Hall's Lobby. Key card access only.)

Date(s)	Time(s)	Reason
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recreation Rooms (Located in each Community Style Hall)

Date(s)	Time(s)	Size of Group	Reason
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Lobbies (Located in each Community Style Hall and in the Atrium)

Lobbies are not reservable. These spaces are common areas available for groups to share.

Storage

Will you need space to store your items during your stay? Yes * No

Due to the amount of summer groups, we cannot allow Rec Rooms/Lobbies to be used for storage purposes. Storage space is based upon availability.

*If yes, please indicate your storage needs: _____

Outdoor Sand Volleyball Court and BBQ Area (located near the Pool)

Date(s)	Time(s)	Size of Group	Reason
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Outdoor Swimming Pool (Maximum Capacity at one time: 40 Guests)

Pool is open from 12:00pm - 8:00pm daily with a lifeguard on duty.

Reservable times: 12:00pm - 2:00pm & 5:30pm - 7:00pm

Free Swim times: 2:00pm - 5:00pm & 7:00pm - 8:00pm

Date(s)	Time(s)	Size of Group
_____	_____	_____
_____	_____	_____
_____	_____	_____

In addition to the Preliminary Request Form, Student Housing will provide your group with a "2020 Summer Conference Information Packet" which sets forth certain terms, conditions, policies and procedures applicable to the use of our facilities. Reservations are accepted on a "first come, first serve" basis and require immediate execution of our standard contract (to confirm reservation) and a deposit at least 90 days prior to arrival. By signing below, you agree to read and thoroughly familiarize yourself with all of the information in the Proposal. In addition, if a contract is entered into, you understand and agree to follow and be bound by all Student Housing policies and procedures as set forth in the Proposal, which are incorporated into that contract by reference.

Group Representative Signature _____ Date _____

Return completed preliminary request form to Aimee Caneva, Student Housing, 5152 N. Barton M/S RH 82, Fresno, CA 93740-8013 FAX (559) 278-5020; Email: summerconferences@mail.fresnostate.edu

2020 Dining / Catering Request Form

GENERAL INFORMATION

Name of Conference: _____

Billing Address: _____
Street/PO Box Number
City
State
Zip Code
Country

Conference Organizer (Group Leader): _____ Title: _____

Email: _____ Phone: _____ Fax: _____

Meal Times: Indicate the preferred meal time for your group. Meal times are subject to change.

Breakfast **(7:00am-8:30am)** _____ Lunch **(11:00am-1:30pm)** _____ Dinner **(5:00pm-6:30pm)** _____

Meal Request

Breakfast

Lunch

Dinner

Date of Meal	# guest meals per day	# commuters per day *	# guest meals per day	# commuters per day *	# guest meals per day	# commuters per day *	Describe any special meal needs (BBQ, Bagged Lunch, or Catered Banquet)

**Commuter meal tickets are for guests that are not staying at Student Housing, but you would like to purchase meals for those guests. Commuter meal tickets will be given to the group leader on the day of check-in and will be added to your final invoice from Dining.*

Based on your group's confirmed meals and numbers, University Dining Services will program a meal card for each guest. In order to help avoid inaccurate food charges, be sure to review the meal dates, meal service times and numbers and advise the Summer Conference Coordinator of changes by 7-days prior to arrival so an adjustment can be made. Charges are calculated on the guaranteed or actual number of guests, whichever is greater.