

# GRAND VALLEY STATE UNIVERSITY

## Summer Camps and Conference Application

Please complete, sign and return to confirm the request for your summer conference program. For multiple programs or sessions, each session requires a separate form. Please contact the Conference Director at 616-331-2120 with any questions.

### PROGRAM INFORMATION

Program Title: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
City/State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_  
Person responsible for final payment: \_\_\_\_\_ What form of payment will be used: \_\_\_\_\_  
Tax Exempt #: \_\_\_\_\_ FOAP (GVSU use only): \_\_\_\_\_

### GROUP GUEST INFORMATION

Check-in/out time is between 8 AM and 11 AM. A representative of the camp or conference staff must be at check-in and check-out

Check-in Date & Time: \_\_\_\_\_ Check-out Date & Time: \_\_\_\_\_  
Number of women: \_\_\_\_\_ Number of men: \_\_\_\_\_ Total number of guests: \_\_\_\_\_

### LOCATION REQUESTED

Please indicate how many of each room(s) is needed. Rates listed below apply to stays prior to April 30, 2010. If you will be staying with us May 1st or later, please contact us for proposed rate information.

#### Traditional Style Centers

#### Suite Style Living Centers

##### Double Occupancy

\$12 per person, per night w/o linen \_\_\_\_\_  
\$15 per person, per night with linen \_\_\_\_\_

\$14 per person, per night w/o linen \_\_\_\_\_  
\$17 per person, per night with linen \_\_\_\_\_

##### Single Occupancy

\$15 per person, per night w/o linen \_\_\_\_\_  
\$18 per person, per night with linen \_\_\_\_\_

\$19 per person, per night w/o linen \_\_\_\_\_  
\$22.50 per person, per night with linen \_\_\_\_\_

#### Apartments

Apartments options vary from singles to 4 person units

##### Per Unit Occupancy

(Laker Village, Calder, Ravines, Murray, South B, Niemeyer)  
\$55 per night \_\_\_\_\_

Please add \$5 per person for linen:  
# Persons \_\_\_\_\_ x \$5 = \_\_\_\_\_

#### Apartment Style Living Center

Includes kitchen and private bathroom all in one room

2 Person 1 bedroom (Frey, Hills, North C)  
\$30 per night w/o linen \_\_\_\_\_  
\$40 per night with linen \_\_\_\_\_

2 Person 2 Bedroom (North & West A/B)  
\$40 per night w/o linen \_\_\_\_\_  
\$50 per night with linen \_\_\_\_\_

### ADDITIONAL SERVICES

Do you need classroom or additional meeting space? If yes, please call 616-331-2351 Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you need Food Service? If yes, please call 616-331-3007 or email catering@gvsu.edu Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you need handicap accessible accommodations? No \_\_\_\_\_  
If Yes, please describe: \_\_\_\_\_

Special Requests: \_\_\_\_\_

## ADDITIONAL GUEST INFORMATION

Group will consist of:   \_\_\_ Individual Lodgers   \_\_\_ Team Lodgers           \_\_\_ Family Lodgers

Age Group of Participants: \_\_\_ Child (12 & under) \_\_\_ Jr. High \_\_\_ High School \_\_\_ College \_\_\_ Adult \_\_\_ Sr. Citizen

Number of Staff Lodging:   \_\_\_ Females                           \_\_\_ Males

Handicapped:               \_\_\_ Females                           \_\_\_ Males

Do you need floor plans to make room assignments? Yes\_\_\_\_\_ No\_\_\_\_\_

Linens will be provided upon request. Please see reverse for linen pricing. Packets consist of two flat sheets, one Pillow and pillowcase, one face cloth and one towel. There is a **\$25 fee for failure to return linens**. Linens not returned by guests will be charged to the group.

All doors will be locked at all times. University Department staff may obtain an access key to locked doors.

Medical release forms are required for participants under the age of 18. Please have all medical forms for participants under the age of 18 on site at all times. A copy of your form must be submitted with application.

Parking is available in Lot B for the Ravine Apartments, Lot D for the Traditional Living Centers and Suite Style Living Centers and Lot J for Laker Village guests. There is no charge for parking.

The fee for keys/swipe cards not returned during checkout is **\$45 per key and \$25 per swipe card**.

A copy of the rules and regulations will be provided to all camp directors. Anyone who violates the established rules and regulations will be removed from the housing units and asked to leave the campus.

No furniture shall be moved at any given point without authorization from the conference director. If furniture is moved without authorization, groups will be charged **\$10 for each item of furniture that the University staff has to move back into place**.

Please notify the Housing Office within 10 business days prior to camp of any changes or cancellations. Cancellation within 5 business days of the guest reservation will result in forfeiture of the deposit

Authorized Representative

\_\_\_\_\_  
Typed/Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Fax #

### **Mail This Application Form.**

A contract and deposit request will be mailed within 30 days. Deposit will be 10% of estimated charges determined from your application, and will be applied to your final charges.

Make Check payable to: **GVSU Housing and Residence Life Office**

Guest Housing applications will be finalized upon receipt of signed contract and deposit

**Guest Services/Office of Housing and Residence Life ~ 103 Student Services Building, Allendale MI 49401**

**Phone: 616-331-2120 Fax: 616-331-3790 Web: www.gvsu.edu/housing**

For Office Use Only: Building Placement _____
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