



SPONSORED RESEARCH PROGRAMS

HOUSING RESERVATION FORM

DEPARTMENT OF RESIDENTIAL LIFE

SUMMER 2015

Please refer to the Camps and Conferences website at <http://reslife.mst.edu/camps/> to assist in the completion of this form.

SECTION 1: CONTACT & GROUP INFORMATION

Name of Summer Research Group: _____

Contact Name: _____ Phone _____

Email Address _____ Fax _____

SECTION 2: ARRIVAL AND DEPARTURE TIMES

Arrival Date: _____ Check-In Time: _____ a.m./ p.m.

Departure Date: _____ Check-Out Time: _____ a.m./ p.m.

Name of Early Arrival/Late Departures	Arrival Date	Arrival Time	Departure Date	Departure Time

Additional early arrival or late departure information may be submitted on a separate sheet. Please note that summer research rates are based on the summer school calendar and contract. Participants arriving early or departing late may be subject to additional housing fees and housing is not guaranteed beyond August 1st. Meal service outside of the summer school calendar is the responsibility of program sponsors.

SECTION 3: HOUSING & DINING ACCOMMODATIONS

Please note that all summer research groups are housed with summer school residents in Thomas Jefferson Hall. Residential Life will make an effort to house research groups within close proximity to one another. Prior to the arrival of the summer research group, coordinators will be responsible for providing a full list of participant names, genders, and roommate requests to Residential Life.

Estimated number of participants residing in the residence halls: _____

Please indicate the number of participants broken down by gender residing in the halls by desired room type below:

Room Type	Male Participants	Female Participants	Total
Double (Thomas Jefferson)			
Single (Thomas Jefferson)			

SECTION 3: HOUSING & DINING ACCOMMODATIONS (continued)

In accordance with the campus food service contract, all students living in the residence halls are required to have a meal plan. Students may select a full or partial meal plan for the summer. Additional descriptions about meal plan options are available at <http://reslife.mst.edu/camps/>.

Requested Dining Option: Full Meal Plan _____ Partial Meal Plan _____

SECTION 4: BILLING

How do you wish this group to be billed?

- Journal Entry Please provide MOCode and PS Acct. # _____
- Credit Card Acct # _____ Exp Date _____
- Individual Participant Payment**
- Other _____

Organization or Department

Contact Person's Name

Email Address

Phone Number

Signature

Date

Accommodations for summer housing requests are granted on a first-come, first-served basis. Although we do our best to meet the needs and requests of all groups, reservation forms that are delayed or incomplete may result in limited housing options. Departments sponsoring summer research groups are strongly encouraged to return this form as early as possible in order to guarantee accommodations. Requests received later than **30 days prior to the group arrival date** may face the possibility of limited or no housing availability.

Upon receipt of the reservation form, a representative from the Department of Residential Life will contact the conference director to discuss the housing contract and policies, specific housing requests and additional needs or services. A confirmation email will be sent once this information has been processed by the Residential Life Office.

**Individuals participating in a summer research program responsible for their own room and board payment must complete a housing agreement prior to moving into the hall.

Please complete and return to: Department of Residential Life
Missouri University of Science & Technology
205 W. 12th Street
Rolla, Missouri 65409-0510
Phone: (573) 341-4218
Fax: (573) 341-4544

Office Use Only:

Date Received: _____

Initial Call: _____

Confirmation Date: _____

SPONSORED RESEARCH PROGRAMS HOUSING CHECKLIST DEPARTMENT OF RESIDENTIAL LIFE SUMMER 2015

To Initiate Your Reservation...

- Complete the Summer Research Programs Housing Reservation Form and return to Residential Life at reslife@mst.edu. Reservation forms are due a minimum of thirty days prior to the start of the summer semester.
- Remember that all students residing in the residence halls are required to have a meal plan. Review the summer camps website (<http://reslife.mst.edu/camps>) to determine the type of meal plan you'd like for your research group.
- If research participants are responsible for their own room and board fees, provide Residential Life with contact information for group participants. Students responsible for housing fees will be required to complete a housing agreement prior to moving in.
- Residential Life will confirm the check-in location for your group approximately ten days prior to your scheduled arrival.

Before Research Participants Arrive...

- Provide Residential Life with a list of student participants requiring housing. On this list, be sure to note gender as well as roommate preferences, if applicable.
- Meal plans are active during the summer school semester. Group sponsors may need to consider alternate food service options for students arriving outside of this time frame (see the academic calendar for specific dates).
- Meal plan information is encoded on student/guest ID cards. Departments are responsible for directing summer research participants to the New Student Programs Office for ID cards and then to the Housing & Dining Office to have meal plan information loaded.

It is helpful to plan time for this on the first business day students are on campus. Fees and other information are available at <http://pro.mst.edu/minercard/minercard/>.

- Ample summer parking is available at Thomas Jefferson Hall. Students with vehicles will need to purchase a parking sticker from Parking Lot Operations. Please see <http://police.mst.edu/parking/parking/> for more information.
- Housing rates for summer research groups do not include linen. Please remember to include this on a packing list for research participants. If extenuating circumstances exist, contact Residential Life for alternate arrangements for linen.