

Group Reservation Form

Please refer to Residential Life’s camps and group reservations website (<https://reslife.mst.edu/camps/>) for details about rates, accommodations, and dining options. If you are hosting multiple groups on campus, please complete this form for each group. Please note: Minors attending with your group must be supervised at all times.

If you have any questions, please contact our summer camps and group reservation Office Support Assistant, Heather Thurston, at thurstonh@mst.edu or 573-341-6219.

**Group Information**

Name of Group: Click or tap here to enter text.

Department Hosting Group: Click or tap here to enter text.

Age Range of Participants: Click or tap here to enter text.

**Contact Information**

Group Primary Contact First & Last Name: Click or tap here to enter text.

Position Title: Click or tap here to enter text.

Office Phone Number: Click or tap here to enter text.

After-Hours Emergency Phone Number: Click or tap here to enter text

Email Address: Click or tap here to enter text.

**Additional Group Contacts**

First & Last Name: Click or tap here to enter text.

Position Title: Click or tap here to enter text.

Office Phone Number: Click or tap here to enter text.

After-Hours Phone Number: Click here to enter text

Email Address: Click or tap here to enter text.

First & Last Name: Click or tap here to enter text.

Position Title: Click or tap here to enter text.

Office Phone Number: Click or tap here to enter text.

After-Hours Phone Number: Click here to enter text

Email Address: Click or tap here to enter text.

**Housing Accommodations**

Check-In Date: Click to select date. Check-In Time: Click or tap here to enter text.

Check-Out Date: Click to select date. Check-Out Time: Click or tap here to enter text.

Would you like your group to be provided linens? [ ]  Yes [ ]  No \*there is no additional cost for linens

**Preferred Residential Complex:**

[ ]  Thomas Jefferson Hall

[ ]  Residential Commons

[ ]  University Commons (Summer Research/College-Age Students Only)

**Please indicate the number of participants needing housing below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Room Type | Number of Male Participants | Number of Female Participants | Number of Male Staff | Number of Female Staff | Total Number of Participants |
| Double Occupancy | Click to Ad  | Click to Ad  | Click to Ad  | Click to Ad  | Click to Ad  |
| Single Occupancy | Click to Ad  | Click to Ad  | Click to Ad  | Click to Ad  | Click to Ad  |

**S&T Dining Requests**

Please list the dates your group will need food service provided and the estimated number of guests eating each meal period. Please look for communication from Samantha Hedge with S&T Dining Services to discuss additional details related to dining for your group. Samantha will confirm your dining reservation and communicate with you about any special dietary restrictions that need accommodation.

*Please note that the default dining location for summer groups will be Thomas Jefferson dining hall. Requests for using Havener dining or other special dining* requests *will be managed* individually.

Please contact Samantha Hedge at (573)341-7802 or teri.hedge@compass-usa.com if you have questions.

|  |  |  |  |
| --- | --- | --- | --- |
| List each date your group will need food service. | Breakfast | Lunch | Dinner |
| ***Add the estimated guest number & select the dining location/request for each meal.*** |
| Click to select date. | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request |
| Click to select date. | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request |
| Click to select date. | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request |
| Click to select date. | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request |
| Click to select date. | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request |
| Click to select date. | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request |
| Click to select date. | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request | Click to add # [ ] TJ Dining[ ] Havener Dining[ ]  Catering/Special Dining Request |

**Residence Hall Lounge & Meeting Space Reservation Requests**

Please indicate your space needs below if your group requires meeting rooms or common area lounge space in the residence halls. Please note that reservations for space to hold your group’s check-in and check-out will automatically be included with your reservation. Please visit <https://reslife.mst.edu/camps/> for more information about accommodations in each residential area. For information about campus reservations, visit <https://havener.mst.edu/reservations/>.

|  |  |  |  |
| --- | --- | --- | --- |
| Please list the date of each space reservation request.  | Start/End Time (e.g. 7-9pm) | Building (TJ or RC) | Room Preference |
| Click to select date. | Click to Ad  | Click to Ad  | Click to Ad  |
| Click to select date. | Click to Ad  | Click to Ad  | Click to Ad  |
| Click to select date. | Click to Ad  | Click to Ad  | Click to Ad  |
| Click to select date. | Click to Ad  | Click to Ad  | Click to Ad  |
| Click to select date. | Click to Ad  | Click to Ad  | Click to Ad  |

**Billing Information**

Please indicate your group’s form of payment:

[ ]  Journal Entry

 MO Code: Click or tap here to enter text.

 PS Account Number: Click or tap here to enter text.

[ ]  Credit Card - Please call 573-341-4218 after receiving your bill to pay using a credit card.

[ ]  Check - Please make checks payable to Missouri S&T Residential Life.

Send checks to the following address:

c/o Heather Thurston

 Residential Life – 1102 N. Rolla Street

Rolla, MO 65409

**Additional Information**

Accommodations for group reservation requests are granted on a first-come, first-served basis. Although we do our

best to meet each group’s needs and requests, delayed or incomplete reservation forms may result in limited housing options. Camp Directors/Hosts are strongly encouraged to return this form as early as possible in order to lock in accommodations.

***For priority consideration for summer reservations, completed group reservation forms should be submitted via email to Heather Thurston at*** ***thurstonh@mst.edu*** ***by April 15th.*** Requests received later than 30 days prior to the group’s check-in date may face the possibility of limited or no housing availability.

After receiving completed group reservation forms, Heather Thurston will contact the group’s primary contact to confirm the group reservation and address specific housing requests and additional needs or services the group might require. A confirmation email will be sent once this information has been processed. If you have questions regarding your reservation, please contact Heather Thurston at thurstonh@mst.edu or 573-341-6219.

**In the text box below, please include any additional details or information that would be helpful for our staff to have as we process your group reservation request. Thank you!**

Click or tap here to enter text.