



FOR RESIDENTIAL LIFE OFFICE USE ONLY
Date Received:
Int. Contact: Confirm:

Group Reservation Form

Please refer to the Camps and Conferences website at https://reslife.mst.edu/camps for details about rates, available space, and housing policies. If you are hosting multiple groups at the university, 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 Heather Thurston at thurstonh@mst.edu or 573-341-6219.

Contact Information

Name of Group: Name of Department:
Age Range of Participants: Group Contact Name:
After Hours Number: Office Number: Email Address:

Housing Accommodations

Check In Date: Check In Time: Check Out Date: Check Out Time:

Preferred Complex: Thomas Jefferson Residential Commons University Commons (Summer Research Only)

Linens Required:

Table with 6 columns: Room Type, Male Participants, Female Participants, Male Staff, Female Staff, Total. Rows for Double and Single rooms.

Food Service Information

Please notate below which dates you will need food services at the TJ dining hall, and the total number of diners for each meal period. Please contact Rocky Smith with S&T Dining Services at 573-341-6722 or lawrence.smith@compass-usa.com if your group has any significant dietary restrictions or to request box lunches to ensure we best meet the needs of your group.

Table with 4 columns: Dates, Breakfast Guest Total, Lunch Guest Total, Dinner Guest Total. Multiple rows for data entry.

Meeting Space Reservation

If your group needs meeting rooms or common area space, please indicate which type of space you will need and when you will need it. We have a conference room and lounge spaces available in TJ and conference rooms available in RC. Please note **check-in and check-out spaces will be automatically included with your reservation.** Guests utilizing overnight housing accommodations will receive priority reservations for residence hall conference spaces. Please visit <https://reslife.mst.edu/camps> for additional details about our various common areas.

Date	Building	Start/End	Room Preference	Activity

Billing

Journal Entry (Please list MO code and PS Acct #): _____

Credit Card (Please call 573-341-4218 with card details)

Check (Please make the check out to 'Missouri S&T Residential Life')

General Information

Accommodations for group reservation 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. Group directors are strongly encouraged to return this form as early as possible in order to guarantee accommodations.

Preliminary housing requests for the summer will be reviewed in early spring. For priority consideration, housing and facility requests should be submitted **via email to Heather Thurston at thurstonh@mst.edu by April 15th.** Requests received later than **30 days prior to the conference check-in date** may face the possibility of limited or no housing availability.

Heather Thurston will contact the group's director to discuss the group reservation, review policies, 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 by the Residential Life Office. If you have questions regarding your reservation, please contact Heather Thurston at thurstonh@mst.edu or **573-341-6219.**