NORTH CAROLINA CENTRAL UNIVERSITY
FOUNDED 1910

DEPARTMENT OF RESIDENTIAL LIFE

2015 SUMMER CONFERENCE APPLICATION

To request a reservation for residence hall lodging, please complete the following application:

CONFERENCE INFORMATION:

Camp/Conference Name: _____

Age Range of Participants: _____

Educational Purpose of Conference: _____

CONTACT INFORMATION:

Primary Contact (sponsor or event organizer):

Name: _____

Postal Address: _____

_____

Phone: _____

E-mail: _____

Send bill to (sponsor or organization to be billed):

Name: _____

Postal Address: _____

_____

Phone: _____

E-mail: _____

SCHEDULING INFORMATION:

Check-In Date: _____ Time: _____

Check-Out Date: _____ Time: _____

Total Number of Nights Required: _____

Linen Package Requested ☐ yes ☐ no

(Note: Groups must select linen package for all members or none at all. A linen package includes 2 sheets, 1 pillowcase, 1 bath towel, 1 wash cloth, and 1 blanket for each person.)

Requests for Specific Residence Halls (in order of preference):

_____

Double Room Accommodation (rate charge per person):

# of Participants: Male: _____ Female: _____

# of Chaperones/Staff: Male:_____ Female: _____

Single Room Accommodation:

# of Participants: Male:_____ Female: _____

# of Chaperones/Staff: Male:_____ Female: _____

Special needs, requirements or accommodations:

While every effort will be made to accommodate this request, submission of this application does not guarantee availability of spaces in particular residence halls or reservation of particular dates. Please be advised all dining needs are handled by the University Dining. Contact the office directly at catering@nccu.edu or 919-530-7802. While every effort will be made to accommodate this request, submission of this application does not guarantee availability of spaces in particular residence halls or reservation of particular dates.

SUBMIT THIS APPLICATION TO:

Department of Residential Life
Office of Conference and Guest Services
1801 Fayetteville Street PO Box 19382 Durham, NC 27707
(Phone) 919-530-5446 • (fax) 919-530-5441 • conferences@.nccu.edu