Drexel Conference Center

Departmental Housing Request Form: Summer 2012

Drexel University departments must complete this form to request overnight accommodations in University owned Residence Halls during the 2012 Summer Term. Housing is subject to availability and it is recommended the departments return this form at least six (6) weeks prior to the requested check in date to ensure that space is available. Please note that this form is due three (3) weeks prior to check in.

Sponsoring Department: _____

Program Name: _____

Contact Person: _____

Position/Title: _____ Phone:_____

Email:_____ Fax:_____

Requested Dates of Stay:

Check In Date:_____ Check Out Date:_____

Check In Time:_____(Choose a 2 hour time frame) Check Out Time:_____ (2 hour time frame)

Although the front-desks of our buildings are staffed 24 hours a day, seven days a week, it is highly recommended that guests make travel arrangements so that they will arrive between 7am and 7pm on Saturdays and Sundays and/or between 7am and 11pm Monday through Friday.

____ Please check here if your guests will need access to an unloading zone, like Race St., for pick up and drop off.

Guest Information:

Total Number of Guests: _____

Guests Affiliation (please circle):

Drexel Students Drexel Faculty/Staff Visiting Faculty /Staff Summer Camp/Recruitment Program

Other:_____

If you are hosting one or two individuals, please provide their names and genders: _____
_____

Please note that group rosters are due no less than five (5) business days prior to arrival. A late fee of 5% will be applied to the final bill for any rosters received after the deadline and for any changes in the roster or headcount that are made after the deadline. The department will be responsible for paying for all bed nights for the total number of guests submitted on the final roster, despite early check-out or guests' dismissal from the program.

Chaperone Policy (posted online at **http://www.drexel.edu/dbs/eventConference/conferenceCenter/forms/)**

Conference groups with any guests/participants under the age of 18 must provide chaperones that are over the age of 21. The group must pay for the housing for any chaperones in attendance. For every ten (10) guests under the age of 18, the Drexel Conference Center requires one (1) chaperone that is over the age of 21. The chaperones will be given housing assignments on the same floors/halls as their charges.

Conference groups with any guests /participants in the age range of 18-20, must provide a "Hall Advisor" who is over the age of 22. The group must pay for the housing for the hall advisor. For every twenty (20) guests between the ages of 18-20, the Drexel Conference Center requires one (1) hall advisor. The hall advisors will be given housing assignments on the same floors/halls as their charges.

By signing the Departmental Housing Request Form, the department agrees to abide by the Chaperone Policy, listed online.

Housing Type:
Indicate number of guests for each type of housing. Rates listed are per person, per night.

_____Traditional Style, Double Room at $32 per night/per person*
_____Traditional Style, Single Room at $42 per night/per person*
_____Suite Style, Double Room at $39 per night/per person*
_____Suite Style, Single Room at $49 per night/per person*

*** All Drexel departments receive a 12% discount on housing rates! The discount will be reflected in the final invoice.**

Linen Service: There are two types of Linen Services are available. Please make your selection below.

Basic Linen Package: $15 per person/per week; includes 2 sheets, 2 towels, 1 washcloth, 1 pillow, 1 pillowcase and 1 blanket. The first linen set will be dropped on the bed only for international guests and special requests. All other guests will be required to pick up their linen directly from the Linen Room during "office hours". Dirty Linen may be exchanged for new supplies at the Linen Room (one Linen Room will be located in each conference building) during "office hours," which will be determined in June 2012.

Executive Linen Package: $25 per person/per week; includes 2 sheets, 2 towels, 1 washcloth, 1 pillow, 1 pillowcase and 1 blanket as well as trash bags/laundry bags, toothbrush, toothpaste, lotion, shampoo, conditioner, soap and cups. The first linen set will be dropped on the bed prior to arrival. Dirty Linen may be exchanged for new supplies at the Linen Room (one per building) during "office hours" which will be determined in June 2012.

Please Circle the type of Linen Service Requested: Basic Linen Package Executive Linen Package

_____Number of linen sets **x** _____Number of weeks **x** $_____per set = $ _____

The department will be responsible for paying for all linen that is requested on this document. Any additional linen requested less than three (3) business days prior to check-in will be an additional $5 per set and is subject to availability.

ID Card Request:

Two types of ID cards will be issued to conference guests: Dragon Cards (Blue and Gold Card) and Temporary Conference IDs.

Dragon Cards can be used for guests that are current students/staff/faculty; these cards can be activated to provide access to the residential hall, dining center, and fitness center. All other conference guests (non-students) will receive a temporary conference card which will be activated only for the guests' residential hall assignment; they cannot be used for meal plan dollars. If your guests are not Drexel students/staff/faculty and need cards with meal plan information, please contact the Dragon Card Office to request "White Prox Cards."

Requests for ID cards must be received at least five (5) business days prior to check in. The Dragon Card Office can be reached at 215-895-6095.

NOTE: Bryan Ford is the contact person for access of the Recreation Center. If you wish to purchase gym memberships for your group, you must contact Bryan at 215-895-2864 or email: bryan.p.ford@drexel.edu

Visitor Policy for Conference Guests

- Conference guests may not have more than three (3) visitors at one time.
- Conference Guests must escort their visitors throughout the building at all times. Conference Guests must escort their visitors throughout the building at all times and may only stay on the floor(s) in which they are assigned.
- Visitors must be 18 years or older and will be required to provide photo ID to the front desk staff.
- Visitors may visit during the day, between the hours of 7am and 11pm and must check out before 11pm.
- Any exceptions may be requested by filling out the "Visitor Request Form" located online at www.drexel.edu/conferences/forms

Mail and Packages

Please tell all guests that mail and packages must be addressed as follows:

NAME OF GUEST, "CONFERENCE GUEST"
NAME OF GROUP
Address of Hall (See addresses below)
Philadelphia, PA 19104

SAMPLE:

John Doe, CONFERENCE GUEST
Dragon Summer Program
203 N. 34th Street
Philadelphia, PA 19104

Please do not write the name of the hall, just the address.
All Mail and packages have "Conference Guest" written in the address; Mail that is not addressed correctly may be returned to sender. Mail that arrives prior to guest arrival or after the guest has departed may be returned to sender.

Towers Hall Address: 101 N. 34th Street, Philadelphia, PA 19104
Kelly Hall Address: 203 N. 34th Street, Philadelphia, PA 19104
Race Street Residences Address: 3300 Race Street, Philadelphia, PA 19104
Millennium Hall Address: 223 N. 34th Street, Philadelphia, PA 19104

Special Needs/Requests:
Please list any special requests/needs (e.g., micro-fridge rental, meeting space rental, etc):

_____

_____

_____

_____

Billing Information: All amounts shall be charged to the following account within four (4) weeks of check-out:

Department Account Number _____ - _____ - 4150

This form will not be accepted without a cost center and the signature of the cost center administrator.

Authorization and Declaration of Responsibility:

- I declare that all above information is complete and accurate to the best of my knowledge and any changes will be submitted in writing to the Office of Event & Conference Services.
- I understand as the sponsoring department, all damage caused by the guests shall be charged to the Department Account Number listed above. I also understand that my department is responsible for any keys or ID cards that are lost or not returned by conference guests. The cost of lost keys is **$75 (Traditional Room), $225 (3-4 person suite) or $300 (6 person suite).**
- I understand and agree to abide by the **Chaperone Policy** and the **Visitor Policy** outlined above.
- I understand that it is the responsibility of the department requesting conference housing to **contact IRT to set up Internet Service** for conference guests.
- **Reductions or increases in the total number of rooms reserved must be received in writing no less than 5 business days prior to the specified check in date. A 5% fee will be added to the final bill if changes are received after the deadline.**
- I understand that this document is simply a *reservation request* and is not confirmed until I receive email confirmation from a representative from the Event & Conference Services Office.

Contact Person/Group Leader:_____ Date:_____

Cost Center Administrator: _____ Date:_____

This form is not valid without the signature of the group leader and the staff or faculty member with signature authority for the cost center provided. Please sign and return to the Event & Conference Services Office:
Creese Student Center, Room 001 - Email: conferences@drexel.edu - Phone: 215-895-6231 - Fax: 215-895-0580