

**WESTERN KENTUCKY UNIVERSITY | HOUSING AND RESIDENCE LIFE  
SUMMER CONFERENCE HOUSING AGREEMENT**

Please type. Fill in completely for each group.

**GROUP INFORMATION**

Group Name: _____	
Organizing Person: _____	
Mailing Address: _____	
Phone: _____	E-Mail: _____
Billing Address: _____	
On-Site Coordinator Name: _____	
On-Site Coordinator Contact Information: _____	
For On-Campus Groups only:	Charge Index Code: _____ Account Code: _____
	Grant Funded: ____ Yes ____ No

**RESERVATION REQUEST**

Indicate your preference for the following:

Staff Check-In Date: \_\_\_\_\_ Staff Check-In Time: \_\_\_\_\_

Check-In Date: \_\_\_\_\_ Check-In Time: \_\_\_\_\_

Check-Out Date: \_\_\_\_\_ Check-Out Time: **\*Check-Out Time is 12:00 Noon**

**\*Requests for a later check-out time need to be in writing to the Coordinator for Facilities and could result in extra charges.**

Expected number of beds needed: Please note Section IV Terms and Conditions for penalties associated with over/underbooking rooms.

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Staff Male: \_\_\_\_\_ Staff Female: \_\_\_\_\_

Type of room requested:

\_\_\_\_\_ Double Occupancy Bedroom, Community Bathroom, Air-Conditioned / Private: \_\_\_\_\_

\_\_\_\_\_ Double Occupancy Bedroom, Hotel-Style Bathroom, Air-Conditioned / Private: \_\_\_\_\_

Do you have any participants with special housing needs?

No: \_\_\_\_\_ Yes: \_\_\_\_\_ If yes, please provide documentation.

**Summer Conferences Terms & Conditions**

- I. Eligibility**  
1. The University agrees to provide housing to organizing groups (or individuals) desiring housing for the non-academic semester who have the approval of the Department of Campus and Community Events and/or the Department of Housing and Residence Life. Housing arrangements are not guaranteed until receipt of your copy of the Summer Conference Agreement confirmation. Housing is provided on a first come, first serve basis until space in the designated conference halls has been exhausted.
- II. Period of Agreement**  
1. All summer conference groups will take place between **June 1 and July 31**.  
2. This confirmed agreement is for the dates specified in the Summer Conference Housing Agreement.
- III. Period of Services**  
1. Provided that Residence Hall space is available, the University agrees to furnish the organizing group bedroom spaces in a residence hall. Rooms for study periods, group activities, etc. are not available in the residence halls and are not included in the bedroom space agreement. The University reserves the right to assign multiple groups to each hall.
- IV. Rooms and Hall Assignments**  
1. The organizing group agrees to notify the Department of Housing and Residence Life of the arrival and departure dates and times, and their estimated number of participants (male and female) when confirming their event with the University.  
2. Anyone not registered or participating in the program, including spouses or children, are not allowed in the Summer Conference Halls. Parents and/or guardians may not have children as guest in the residence hall.

3. The University agrees to determine hall/room assignments on the availability of halls, the number of participants and type of group.
4. The University agrees to notify each group of their hall and room assignments after May 1 of the year the group will be on campus.
5. The University reserves the right to modify room assignments due to catastrophe, closing of the facility, necessary maintenance, changes in the number of groups, or changes in the size of groups.
6. The organizing group understands that building priority is given to Summer School halls first.
7. The organizing group agrees to contact the Department of Housing and Residence Life ten (10 ) days prior to arrival of the camp and/or staff. A guaranteed number of participants is required at this time. The summer conference group will be charged no less than ninety percent (90%) of the total cost of housing for the guaranteed number of persons, or for the actual number housed, whichever is higher. Participants requiring housing in excess of the guaranteed number will be accommodated on a space available basis at the rate herein. If numbers are not provided at the ten (10) day mark, original reservation numbers will be used as the guaranteed number.
8. The University agrees to furnish a blank, fillable roster of available rooms to the organizing group. This roster must be completed and returned ten (10) days prior to arrival of the first member of the organizing group. Failure to utilize the roster provided will result in a \$150 service fee. Organizing groups that do not provide the roster by the ten (10) day mark will have rooms assigned by the university staff prior to arrival and check-in.
9. In community bath halls, male and female participants may not live on the same floor regardless of marital status, rank, coaching status, etc.

**V. Fees and Fee Payment**

1. The University agrees to establish the Summer Conference Housing rates for all groups attending in that year.
2. The University agrees to inform the organizing group of established rates of the year attending.
3. Grant funded groups are responsible for requesting, in writing, any special requirements for billing prior to group arrival.
4. The organizing group agrees to pay the University within thirty (30) days of receiving a statement.
5. The University agrees to provide the organizing group with a Summer Conference billing roster.

**VI. Rules, Policies, and Regulations**

1. The University agrees to provide the organizing group with a copy of the policies and regulations of the University.
2. For youth groups, the organizing group agrees to provide at least one (1) counselor per every forty (40) participants. If the camp is composed of both male and female participants, there should be an appropriate number of both male and female counselors living in Conference Housing. If the participants are representing teams or squads, each team or squad must be accompanied by a chaperone designated by the head administrator of the school represented. This counselor will be required to live on the floor with the participants the duration of the camp. The organizing group agrees to furnish the University with a list of floor counselors ten (10) days prior to the check-in date.

**VII. Furnishings, Utilities, and Sanitation**

1. The University agrees to equip each room with beds, chest of drawers, closet, desks, and desk chairs.
2. The organizing group agrees to make provisions for pillows, linens, and/or blankets if they are desired for their participants.
3. The University agrees to provide reasonable amounts of air conditioning, water, and electricity during the Agreement period. Interruptions of any or all of these services on a temporary basis for reasons of maintenance, repair, or catastrophe will not be considered a breach of this Agreement and the University assumes no responsibility for damages such as food spoilage. If an interruption does occur, the University agrees to restore the affected service within a reasonable time.
4. The University agrees to provide trash removal from common areas in each hall and to clean public areas on a regular basis.
5. The University agrees to provide each group participant with one room key and EAC card. Minors' cards will not activate the EAC system, unless an exception for staff is requested.

**VIII. Care of Facilities**

1. The organizing group agrees to be directly and financially responsible for keeping all rooms and public areas (toilets, showers, hallways, and lobbies) and their furnishings clean and free from damage and to advise the Department of Housing and Residence Life of any deteriorated conditions in rooms and public areas.
2. The organizing group agrees to use public areas and residential corridors in a careful and proper manner and maintain orderliness and cleanliness in all areas, including sidewalks and grounds around the building.
3. The organizing group agrees to pay charges assessed for room and public area damage or special housekeeping or maintenance services necessary due to misuse or abuse of facilities for which the organizing group is responsible.
4. The organizing group agrees to report loss of any room keys and EAC cards and to pay the charges for replacements and changing of locks on the doors or mailboxes affected by the loss of the key or by *failure to return the assigned key upon check-out*.
5. The organizing group agrees to leave the rooms in acceptable condition at the time of check-out. *Acceptable condition is defined as drawers, closet, and room emptied of all personal belongings, trash emptied, clean floor, and clean furniture tops. All furniture must be returned to original locations.*
6. Any group which fails to leave the rooms in the manner stated above will be subject to an additional maintenance fee.
7. The organizing group agrees to remove all conference materials including flyers, boxes, supplies, etc. upon check-out. Failure to do so will result in an additional fee.

**IX. Services**

1. The University agrees to provide twenty-four hour on-call services.
2. The University agrees to provide limited service desk hours based on the size and needs of the organizing group and the availability of staff as determined by University staff.
3. The University agrees to provide two (2) hours of check-in desk operation at the check-in date and times indicated above.
4. The University agrees to provide two (2) hours of check-out desk operation at the check-out date listed above from 10:00 AM CDT until 12:00 PM CDT unless otherwise arranged by the organizing group.
5. Check-out operation exceeding two (2) hours or extending beyond 12:00 PM CDT (late checkout) will result in a \$150 service fee.

**AGREEMENT**

I have read the Terms and Conditions set forth in this Agreement. I hereby accept the Terms and Conditions and agree to abide by the requirements. I verify that the information furnished herein is accurate. By signing this document I agree to accept responsibility for the above group's participation in the WKU Summer Conference Housing Program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This document, when submitted to the Department of Housing and Residence Life with the appropriate signature(s), is a request to rent residence hall bedroom space. The Agreement is effective as of the date of the Department of Housing and Residence Life acceptance indicated by a validated copy of this document.

**Return a copy to:**

**Housing and Residence Life, Summer Conferences, Western Kentucky University  
1906 College Heights Blvd. #11093, Bowling Green, KY 42101-1093**