



Conference & Summer Programs

Dates of Operation

Summer Housing availability is based on Tulane University's academic calendar and is generally available from June 1 through July 31. Unfortunately, we are unable to accommodate requests in May and August as our staff is preparing the residence halls for the school year.

Rates and Payment

Room Rate: Housing and Residence Life offers the following room types and rates to conference groups. Please note that room types are subject to availability. Available room types are single and double occupancy rooms. Single occupancy rooms have no more than one person assigned and double occupancy rooms have no more than two people assigned.

- Single: \$42 per night per person.
- Double: \$36 per night per person.

Air-conditioning, Wi-Fi service, and all utility costs are included in the room rate. Also, with the exception of toilet paper, Housing and Residence Life provides no bathroom supplies. No kitchen supplies such as pots, pans, dishware or cutlery are available.

Rates are subject to change. Tulane University's Housing and Residence Life department will provide the conference or summer group with a group bill itemized according to services. The conference or summer group agrees to pay Tulane University for all unpaid charges within ten business days of receiving a statement. Payments will not be accepted from individual conference participants or sub-groups within the conference or summer group. Participants will not be permitted to check into the residence halls if group payment has not been received.

Minimum Stay/Extended Stay: The minimum stay for all conference groups is a three night stay. Additional nights beyond the conference group's contracted dates may be available at the same room rate upon request and at the sole discretion of Housing and Residence Life. All extended stay requests are required to be approved a minimum of 10-days prior to the conference groups arrival to Tulane University.

Other Amenities: Housing and Residence Life offers other amenities to conference groups. Please note that additional fees apply.

- Linens: \$5 per night per person.
- Reilly Recreation Center: \$4 per night per person.
- Common Gathering Space: \$60 per half day, \$90 per whole day (4+ hours).

Facilities and Services

Accommodation: Please note that room types are subject to availability. Room types are available in buildings defined as corridor or suite styled rooms. Corridor rooms have shared restrooms on each floor. Suite Style rooms have shared bathrooms within a 2-8 person suite. All beds are extra-long twins with the exception of Sharp Hall which has regular twin beds.

Room Assignments: Conference groups will provide names, email addresses, dates of accommodation, and any special needs or accommodations of all conference attendees. Room lists will be provided by Housing and Residence Life for conference groups to assign rooms. Room assignments should be received by Housing and Residence Life no later than 7 business days prior to the conference groups arrival to Tulane University.

Access and Use: Housing and Residence Life will provide check-in and check-out services at the beginning and end of the scheduled conference dates. Depending on the size of your conference group, your conference group may be sharing a facility with other conference groups. Only conference group members with room assignments will be allowed access, use, and occupancy of the facility. Furniture in the residence halls must remain in its configuration at the time of check-in. If additional furniture is needed, please contact the Conferences and Hub Coordinator. Additional fees may apply.

Linens: Bed and bath linens (2 flat sheets, 1 blanket, 1 pillow and pillowcase, and 1 bath towel) are available for an additional \$5 per night per person fee. Beds will not be "made up." Linens must be ordered for the entire group, or for no one in the group. We cannot accept individual linen requests. Additionally, HRL will not exchange linens for guests. Free laundry machines are available in each residential facility; however, detergent is not provided.

Reilly Recreation Center: Access to the Reilly Recreation Center is available to conference groups for an additional fee. Fitness Center passes must be ordered for the entire group, or for no one in the group. We cannot accept individual Fitness Center pass requests.

Common Gathering Space: Select residence halls offer lounge and classroom space available for reservation for an additional fee. Common spaces may be used without a reservation; however, without a reservation, the space may be shared with other groups residing in the building. Not all spaces in all residence halls are available for reservation. Reservations must be made in advance and are subject to availability.

Minors on Campus: Tulane University has a "Minors on Campus Policy" that all conference groups will be expected to adhere to. This will include expectations on working with minors, background checks, training, and supervision. If your conference group has attendees under the age of 18, you will be responsible for adhering to these additional expectations. Please read through the Minors on Campus Policy carefully at <https://policy.tulane.edu/policy-library>.

Other University Services

Parking: Parking passes are available for purchase online. For more information, please visit the Parking Services webpage at <https://campusservices.tulane.edu/departments/parking/uptown>.

Dining: Dining needs should be coordinated directly with Tulane Dining Services. For information regarding on campus meal options, please contact Dining Services at 504-865-5441 and/or dining@tulane.edu, and visit their webpage at <http://www.tulane.campusdish.com>.



Conference and Summer Housing Reservation Form

The Conference and Summer Housing Reservation Form specifies the housing needs of you and/or your group. Before completing the Reservation Form please gather information about the following:

Interns or individuals:

- Dates of arrival and departure (typically between June 1 and July 31)
- Billing Information (credit card or corporate check only)

Groups and/or Tulane University Sponsored Interns

- Participant, staff and or chaperone numbers
- Dates of arrival and departure for staff, early arrivals and participants
- Tulane University Sponsoring Department contact information and billing information, if applicable

Completing a Reservation Form is non-binding; a group can cancel a reservation before the Housing Contract is due. Information can be updated once a reservation is complete but prior to contract creation. The information provided in your Reservation Form will be used to create your contract. The contract covers basic information about your group's stay, including the number of attendees, dates and other important details. One contract per group/session/camp will be generated. Generally, a group is given 30 days to return a contract.

Deadlines

Requests: Housing and Residence Life has a limited number of buildings and rooms available for use during the summer. In an effort to accommodate all guests, we require Reservation Forms to be submitted to HRL by no later than March 15th. Reservation Forms received after this date will be considered on a space available basis. This Conference Housing Reservation Form is a non-binding form used to gather information regarding your summer housing request. Information will be reviewed and confirmed prior to official contracts (external groups) or Memorandums of Understanding (internal groups) being offered. After reviewing the Conference Housing Reservation Form, groups will receive specific information regarding timelines and billing information.

Contact: All inquiries for new and returning conferences and summer programs may be made to:

Alyson Fox
Associate Director, Housing Facilities
afox8@tulane.edu

Tulane University Conference & Summer Housing Reservation Form

Completing a Reservation Form is non-binding; an individual or group can cancel a reservation before the Housing Contract is due. Information may be updated once a reservation is complete but prior to contract creation. The information provided in your Reservation Form will be used to create your contract and covers basic information about your/your group's stay, including the number of attendees, dates and other important details. A Reservation Form must be completed for each individual or group/session/camp. Please return completed and signed forms to conferences@tulane.edu or other Housing and Residence Life contact, or fax to 504-862-8944.

Camp/Conference Group Requests:

CAMP/CONFERENCE NAME: _____

Has your group stayed with Tulane Housing before? ☐ YES ☐ NO If so, what dates? _____

SPONSOR/ORGANIZATION NAME: _____

TULANE DEPARTMENT NAME (if applicable): _____

COORDINATORS NAME: _____

TELEPHONE: _____

COORDINATOR'S EMAIL ADDRESS: _____

ORGANIZATION'S MAILING ADDRESS: _____

SALES TAX EXEMPT (STATE OF LOUISIANA): ☐ YES ☐ NO

ARRIVAL DATE/TIME: _____

DEPARTURE DATE/TIME: _____

Does your Camp/Conference have multiple sessions? ☐ YES ☐ NO

If yes, please note groups with multiple sessions should provide a separate request for each session and submit all requests together.

ANTICIPATED TOTAL ATTENDEES (include chaperones, staff, and participants, if applicable): _____

INDICATE AGE GROUP OF PARTICIPANTS (check all that apply):

☐ Elementary School ☐ Middle School ☐ High School ☐ College ☐ Adult

NUMBER OF ROOMS NEEDED: _____ SINGLE _____ DOUBLE

LINENS REQUESTED (additional \$5 per person per night): ☐ YES ☐ NO

INDICATE YOUR NEED FOR CONFERENCE ROOM/COMMON GATHERING SPACE: *Additional fees may apply.*

☐ YES ☐ NO

INDICATE YOUR NEED FOR FITNESS CENTER ACCESS (additional \$4 per person per night): ☐ YES ☐ NO

PAYMENT INFORMATION:

CREDIT CARD: ☐ YES ☐ NO

A credit card authorization form will be provided upon billing.

CORPORATE CHECK: ☐ YES ☐ NO

Housing and Residence Life does not accept personal checks.

TULANE IT ACCT/NATURAL ACCT: _____

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I hereby verify that I am an authorized representative of this organization and have authorization to enter into a legal contract.

Authorized Representative Signature

Date

Intern/Individual Requests:

NAME: _____

Have you stayed with Tulane Housing before? ☐ YES ☐ NO If so, what dates? _____

TELEPHONE: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

SPONSORING ORGANIZATION (IF APPLICABLE): _____

SALES TAX EXEMPT (STATE OF LOUISIANA): ☐ YES ☐ NO

ARRIVAL DATE/TIME: _____

DEPARTURE DATE/TIME: _____

PREFERRED ROOM TYPE: _____ SINGLE _____ DOUBLE

PREFERRED ROOM/SUITEMATE GENDER: _____

LINENS REQUESTED (additional \$5 per person per night): ☐ YES ☐ NO

INDICATE YOUR NEED FOR FITNESS CENTER ACCESS (additional \$4 per person per night): ☐ YES ☐ NO

PAYMENT INFORMATION:

CREDIT CARD: () YES ☐ () NO

A credit card authorization form will be provided upon billing.

CORPORATE CHECK: () YES ☐ () NO

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