



Conference & Summer Programs

Dates of Operation

Summer Housing availability is based on Tulane University's academic calendar and is generally available from late-May through the end of July. For 2017, housing availability begins Monday, May 30 and ends on Sunday, July 30. Unfortunately, we are unable to accommodate requests in 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. Room types are available as corridor or suite styled rooms. Corridor rooms have shared restrooms on each floor. Suite Style rooms have shared bathrooms within a 3-8 person suite.

- Single: \$40 per night per person.
- Double: \$32 per night per person.

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 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.
- Parking: \$5 per night per person.
- Fitness Center: \$4 per night per person.

Facilities and Services

Accommodation: Housing and Residence Life offers the following room types and rates to conference groups. Please note that room types are subject to availability. Room types are available as corridor or suite styled rooms. Corridor rooms have shared restrooms on each floor. Suite Style rooms have shared bathrooms within a 3-8 person suite.

- Single: \$40 per night per person.
- Double: \$32 per night per person.

Room Assignments: Conference groups will provide names, email addresses, dates of accommodation, and any special needs/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 10 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 another conference group. Only conference group members with room assignments will be allowed access, use, and occupancy of the facility.

Linens: Bed and bath linens (2 sheets, 1 blanket, 1 pillow and pillowcase, 1 bath towel and 1 face cloth) 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.

Parking: Parking passes are available to conference groups for an additional fee.

Fitness Center: Access to the Reily Fitness 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.

Rates Include: 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.

Minors on Campus: Tulane University is developing 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 will have attendees under the age of 18, you will be responsible for adhering to these additional expectations.

Conference and Summer Housing Reservation Form

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

- 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
- Preference on building location and/or style

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 21 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 January 31 for the summer of 2017. Reservation Forms received after this date will be considered on a space available basis. 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:

Cynthia Metcalfe
Assignments & Conferences Coordinator
504-865-5724
conferences@tulane.edu

Kyle Rice
Assistant Director for Assignments, Marketing & Communication
504-865-5724
conferences@tulane.edu

Completing a Reservation Form is non-binding; a 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 group's stay, including the number of attendees, dates and other important details. A Reservation Form must be completed for each group/session/camp. Please return completed and signed forms to conferences@tulane.edu or fax to 504-862-8944.

CAMP/CONFERENCE NAME:

Has your group stay 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.

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

Elementary School Middle School High School College Adult

NUMBER OF ROOMS NEEDED: _____ SINGLE _____ DOUBLE

LINENS REQUESTED: YES NO

INDICATE YOUR NEED FOR CONFERENCE ROOM/COMMON GATHERING SPACE: YES NO

INDICATE YOUR NEED FOR PARKING: YES NO

INDICATE YOUR NEED FOR FITNESS CENTER ACCESS: YES NO

INDICATE YOUR NEED FOR DINING SERVICES: *A Dining Services contract will be provided if necessary*

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:

This Conference Housing Reservation Request Form is not a legal contract/agreement. All requests are subject to approval by Tulane Housing and Residence Life and are based on date and space availability. A pre-conference invoice will be sent to the sponsor or coordinator when the group's request is confirmed. Please return completed and signed forms to conferences@tulane.edu or fax to 504-862-8944.

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