

# Housing & Residence Life

TULANE UNIVERSITY

## 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 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: \$40 per night per person.
- Double: \$34 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.
- Fitness 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 Assignments & Conferences 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.

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.

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.

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>

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, 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. 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](mailto:conferences@tulane.edu)

# Housing & Residence Life

TULANE UNIVERSITY

## Tulane University Conference & Summer Program Housing Reservation Form

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](mailto: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 AGE GROUP 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:** *Additional fees may apply.*

YES      NO

**INDICATE YOUR NEED FOR FITNESS CENTER ACCESS:**     YES       NO

**INDICATE YOUR NEED FOR DINING SERVICES:** *A Dining Services contact 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 in-voice 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](mailto: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