### CONFERENCE/CAMP REQUEST FORM

Name of conference/event or camp: ______________________________________________________

Sponsored by: _______________________________________________________________________

Contact information (include phone number, email and address):

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### Conference Logistics

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Preferred hall:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>Yes</td>
<td>No</td>
<td>____________________________</td>
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<tr>
<td>Linens</td>
<td>Yes</td>
<td>No</td>
<td>(Linen packets are an additional charge)</td>
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<tr>
<td>Meals</td>
<td>Yes</td>
<td>No</td>
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Please note: Check in and Check out times must be approved 30 days prior to the start of the camp/conference. We will try to accommodate check in and check out time requests, depending on our conference schedule. All late arrivals must be approved prior to the conference date. All late arrivals must be on campus no later than 9:00PM.

Date of check-in: __________________________ Time: __________________________

Date of check-out: __________________________ Time: __________________________

### Residential Space

Will you have participants under the age of 18? Yes No

Number of Residential Conference participants/ staff? ______

Conference participants in single or double rooms? Singles Doubles

Coaches or Staff in single or double rooms? Singles Doubles

Will you have Commuter Participants? Yes No

Will you need a residential room to serve as non-residential space (ex., for an office or storage)? Yes No

If yes, how many rooms? __________
**Meeting Space**
Will you be needing conference or classroom space? Please list your needs below. Be as specific as possible. Attach a separate page if necessary.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th># of People</th>
<th>Catering or Media Needs</th>
<th>Preferred room</th>
<th>Scheduled?</th>
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<tbody>
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</table>

**Field or Athletic Space**
Will you be using field or athletic space? **Yes**  **No**

If so, which facilities, dates, and times? Make sure you include any time you will need for set-up or tear-down.

- Fieldhouse:______________________________
- Ranger Dome:______________________________
- West Field:______________________________
- Middle Field:______________________________
- Baseball Field:______________________________
- Softball Field:______________________________
- Beach Practice Field:______________________________

**For Office Use Only**
Date Received:______________________________
Signature:____________________  Date:________________________