

Conference Housing Request Form
Office of Student Union and Event Services
University of Nevada Las Vegas
(702) 895-4449 Phone (702) 895-1609 Fax

Name of Group: _____

Address: _____
Street Name City Zip Code

Telephone Number: (____) _____ Fax Number: (____) _____

Conference Contact: _____ E-mail Address: _____

Sponsoring Agency (Department, Organization, School, etc.): _____

Conference Needs Include: **Housing** **Meeting/Classroom Space** **Food Service/Catering**

Date(s) of event/visit: From (actual check-in/start date): _____

To (actual check-out/end date): _____

Housing Information:

Time of Check-In: _____ AM PM Time of Check-Out: _____ AM PM

Any early arrivals (including staff)? _____ Yes _____ No Late departures (including staff)? _____ Yes _____ No

Number of Participants: Males _____ Females _____ Couples _____

Room assignments will be: All Double Occupancy _____ All Single Occupancy _____ Mixture of Single/Double Occupancy _____

Group to consist of: Youths* (6-15 years) _____ High School Students* _____ College Students _____ Adults _____

*Youth and High School students are required to have minimal adult supervision of 1:20 and complete an Appendix A, Athletic and Youth Group Guidelines form with the Office of Student Life Scheduling & Conferences. This form will be included with your Conference Housing Agreement if it is necessary for you to complete and return to our office.

Linen Option: (**Please choose one**, see rate sheet for more information) No Linen Service Linen Service

Please specify any special services you will need provided during your stay (daily linen exchange, in-room internet service, conference office, etc.)
Please note additional charges may apply for some services. _____

Will you need the use of floor lounges for meetings or activities? _____ Yes _____ No

Please explain: _____

Meeting/Classroom Space:

Will your group require any meeting/classroom space during your stay? _____ Yes _____ No

Note: All requests for meeting space, classroom space, fields, etc. must be made through the Office of Student Life Scheduling and Conferences. Please discuss your group's specific needs with your Conference Coordinator. Completion of a Scheduling & Conferences General Reservation Request is required before meeting space can be guaranteed. Additional information available at <http://studentlife.unlv.edu/scheduling>.

Food Service/Catering:

Will your group require meal service in our on-campus dining facility? _____ Yes _____ No

Will your group require any catering services during your stay? _____ Yes _____ No

Note: UNLV Dining offers meals in our dining facility on-campus (the Hazel M. Wilson Dining Commons), as well as specialized catering service for all your conference and meeting needs. Please discuss your specific meal needs with your Conference Coordinator and they will put you in contact with a sales representative from UNLV Dining. More information is available on UNLV Dining's Web site at <http://www.unlv dining.org>.