



University Housing

Conference Housing Registration Form

General Information

Conference Name: _____

Conference Contact: _____

Phone Number: _____ E-mail Address: _____

Working with a GC department to coordinate group? Yes No

If yes, which department? _____

Contact person within the department: _____

Housing Information

Type of Group: Adult Youth Age Range (*Youth only*): _____

Number of Staff: _____ Number of Participants: _____

Number of Males: _____ Number of Females: _____

Number of 2 person rooms? _____ Number of 1 person rooms? _____

Special needs/ADA requirements: _____

Check In/Check Out

Number of Early Arrivals: _____

Early Arrival Date: _____ Time: _____

Main Group Arrival Date: _____ Time: _____

Main Group Departure Date: _____ Time: _____

Number of Late Departure: _____

Late Departure Date: _____ Time: _____

Room Assignments

- We will provide the housing staff with a rooming list for the staff to assign rooms at least 10 business days prior to the arrival of the group.

OR

- We will provide the housing staff with an exact number of spaces needed at least 10 days prior to arrival and housing staff will assign rooms.

Additional In-Hall Arrangements

Please check all that apply:

- Classroom access
 - Specific Dates/Times: _____
- Computer lab access
 - Specific Dates/Times: _____
- Wireless access for personal computers
- Laundry room access
- Multi-swipes for dining hall (number needed _____)

Other Information/Notes

Billing Information

Name: _____ Phone Number: _____

E-mail Address: _____

Business Address: _____

City: _____ State/Zip: _____

Tax ID #: _____

Thank you for choosing Georgia College for your event. A Housing staff member will contact you regarding your reservation once this form has been processed. If you have any questions, you may contact our office at (478) 445-5160 or by email at housing@gcsu.edu.