

Austin Peay State University Housing/Residence Life and Dining Services **Summer Camp/Conference Planning Guide**

**A. Camp/Conference Group Information**

Conference Group:

Mailing Address:

Adult

Conference Agent:

Group Type:

Contact Email:

Contact Phone Number:  
11/18/09

Request Date:

**B. Camp/Conference Reservation Information**

**Total Expected Bed Count\***

\* Please note Item 1, Description of Services in Camps/Conference Agreement, regarding changes in group size and notification deadlines.

Double (\$15):

Total Arrival Bed Count

Single (\$20):

**Camp/Conference Reservation Date/Time**

Major <b>Arrival</b> Date/ Time:	Date/Time:
	Comment:
Major <b>Departure</b>	Early Arrival Date/Time Needed?

YES

NO

EarlyDeparture  
Date/Time:

Early Arrival  
Date/Time:

Early Arrival Count

Double( \$15):

Single (\$20):

### **Camp/Conference Building Assignments Request \***

\* Please note Item 8, Rights and Responsibilities in Camps/Conference Agreement, regarding reassignments and notification.

n/a  
n/a  
n/a  
n/a

Building Assignments:

Expected bed countfor the hall:

1.

### **Miscellaneous**

2.

### **Arrangements**

3.

### **C. Camp Conference Agreement:**

A signed Camp Conference Agreement must be submitted to complete camp reservation. Once availability has been confirmed, an agreement will be mailed to Conference Group Address for conference agent's signature. See contract for responsibilities of conference group and agent. For more information regarding Summer Camps/Conferences contact Leslie Barger, Conference Coordinator for Summer 2010 at (931)221-6725 or [lbarger@apsu.edu](mailto:lbarger@apsu.edu).