



GRAMBLING STATE UNIVERSITY
OFFICE OF BUSINESS SERVICES
Summer Camps/Conferences Request Form

Complete the form below to request space for a camp or conference. You will receive a confirmation that request has been submitted. Please keep in mind that the information you provide will be used to request space and accommodations. Actual dates and space arrangements will not be confirmed until you sign the formal agreement indicating the University's intent to host your program and a scheduling deposit will be due at that time.

TYPE OF CAMP/CONFERENCE:

- University Sponsored External Group

CONTACT INFORMATION

Name of Group:
Contact Person:
Address:
City, State, Zip:
Telephone:
Fax:
Email Address:

PROGRAM INFORMATION

Camp/Conference Name:
Age Range/Breakdown of Participants:
Anticipated Number of Attendees:
Anticipated Number of Adult Counselors (+18 years of age):
Requested Start Date of Event:
Requested End Date of Event:
Alternate Dates for Program:
Type of Program:
 Day
 Overnight
How many total overnight residents (include counselors):

Please provide a brief description of the scope of camp (religious, educational, sports, etc.). What type of activities will be held?

HOUSING & MEAL INFORMATION

Check-in Time & Date:

Check out Time & Date:

Type of Housing Requested:

- Traditional (\$25 per night per participant)
- Double Occupancy (\$35 per night per participant)

Please indicate the type of meals you will need during your stay

- Standard Breakfast (\$7 per guest)
- Standard Lunch Meals (\$8 per guest)
- Standard Dinner Meals (\$9 per guest)

Please detail any special dietary/catering needs you may have during your stay (pizza parties, vegetarian, etc):

NOTE: All meals will be served in McCall Dining Hall. If you request box lunches the participants will need to pick up those lunches in McCall before meeting in the designated area. All food [1] consumed on campus must be prepared by the Sodexo Food Services at Grambling State. Groups will be billed for the guarantee number, due five business days in advance of the event, or the actual number, whichever is greater.

MEETING/RECREATIONAL FACILITIES

What type of space do you need? Meeting Space? Recreational Space? Special Event Space? Number of Classrooms Sheet

Describe your requirements:

NOTE: Additional Fees may be applicable depending on the space, type of equipment needed, and the complexity of the setup such as rental fees, AV equipment fees, and personnel fees required.

PLEASE INDICATE YOUR REQUESTED GSU FACILITIES:

MISCELLANEOUS

- | | |
|--|---------------------------------|
| <input type="checkbox"/> Grambling Hall (Auditorium) | Date/Time: <input type="text"/> |
| <input type="checkbox"/> T.H. Harris Auditorium | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Assembly Center | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Men's Gymnasium | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Robinson Stadium | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Black & Gold Room | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Movie Theater Room | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Intramural Center | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Eddie G. Robinson Museum | Date/Time: <input type="text"/> |
| <input type="checkbox"/> OTHER: <input type="text"/> | Date/Time: <input type="text"/> |

CLASSROOMS/LECTURE HALLS

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Charles P. Adams Hall | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Brown Hall | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Carver Hall/Annex | Date/Time: <input type="text"/> |
| <input type="checkbox"/> T.L James Hall | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Nursing Building | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Performing Arts Center | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Jacob T. Stewart Hall | Date/Time: <input type="text"/> |
| <input type="checkbox"/> University Library | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Washington-Johnson | Date/Time: <input type="text"/> |
| <input type="checkbox"/> Woodson Hall | Date/Time: <input type="text"/> |