



GRAMBLING STATE UNIVERSITY

Campus Living & Housing

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) (University sponsored camps only)
- ☐ Double Occupancy (\$35 per night per participant)

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

- ☐ Standard Breakfast (\$6.64 per guest)
- ☐ Standard Lunch Meals (\$9.95 per guest)
- ☐ Standard Dinner Meals (\$12.18 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

☐ Grambling Hall (Auditorium)

Date/Time:

☐ T.H. Harris Auditorium

Date/Time:

☐ Assembly Center

Date/Time:

☐ Men's Gymnasium

Date/Time:

☐ Robinson Stadium

Date/Time:

☐ Black & Gold Room

Date/Time:

☐ Movie Theater Room

Date/Time:

☐ Intramural Center

Date/Time:

☐ Eddie G. Robinson Museum

Date/Time:

☐ OTHER:

Date/Time:

CLASSROOMS/LECTURE HALLS

☐ Charles P. Adams Hall

Date/Time:

☐ Brown Hall

Date/Time:

☐ Carver Hall/Annex

Date/Time:

☐ T.L James Hall

Date/Time:

☐ Nursing Building

Date/Time:

☐ Performing Arts Center

Date/Time:

☐ Jacob T. Stewart Hall

Date/Time:

☐ University Library

Date/Time:

☐ Washington-Johnson

Date/Time:

☐ Woodson Hall

Date/Time: