

CONFERENCE APPLICATION 2023

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TOTAL OF ALL CONFERENCE ATTENDEES: \_\_\_\_\_

## HOUSING

IS CAMPUS HOUSING REQUESTED? (Available during summer only) Yes \_\_\_\_\_ No \_\_\_\_\_  
(Provide details below.) \*If housing is NOT requested the conference will be considered a day camp or conference.

Total Number Expected in Residence Halls (Staff & Participants): \_\_\_\_\_ (This number should be the sum of the spaces broken down directly below.)

Female Adult (18 or older): \_\_\_\_\_ Female Youth (under 18): \_\_\_\_\_ Participants under 12y/o?

Male Adult (18 or older): \_\_\_\_\_ Male Youth (under 18): \_\_\_\_\_ Yes / No

\*\*\*The University requires a minimum of one adult for each 12 youth if all participants are 12 years of age or older. If your participants include children 10-11 years of age the required ratio of adults to children for your conference is one adult for each 10 youth. Adults are responsible for supervising minors at all times while on campus for their own safety. No one under the age of 10 will be allowed to stay in residence halls. THIS POLICY IS STRICTLY ENFORCED.  
\*\*\*

TOTAL NIGHTS STAYING ON CAMPUS: \_\_\_\_\_ RESIDENTS: \_\_\_\_\_ STAFF/ADVISORS/COACHES: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

\*(If staff arrives early for housing ahead of participants, please note this.)

REQUESTED CHECK-IN TIME: \*

\_\_\_\_\_FULL LINEN = Bed is made when guest arrives. Towe

\*All catering requests must be submitted at least five business days out.

**NON-ATHLETIC FACILITIES**

Please refer to enclosed supplement to request Dedman/Moody/Or other recreation facilities, pools, or fields.

MEETING/CLASSROOMS REQUESTED? Yes \_\_\_\_\_ No \_\_\_\_\_

|                           | Date(s) | Required Room Capacity | Time (Begin – End) |
|---------------------------|---------|------------------------|--------------------|
| Classroom(s) Number _____ |         |                        |                    |
| Auditorium                |         |                        |                    |
| Computer Rooms            |         |                        |                    |
| Other                     |         |                        |                    |

PLEASE LIST EACH SPECIFIC CLASSROOM. IF APPROPRIATE, PLEASE INCLUDE AN ADDITIONAL PAGE WITH CLASSROOM NEEDS. PLEASE PROVIDE THE MOST ACCURATE TIMES AS POSSIBLE TO ASSIST WITH THE AVAILABILITY OF YOUR REQUEST. REQUESTED TIMES AND DATES DO HAVE A BEARING ON CLASSROOM RATES.

**AUDIO-VISUAL EQUIPMENT**

AV EQUIPMENT REQUESTED? Yes \_\_\_\_\_ No \_\_\_\_\_

| Equipment Needed | Date(s) | Times (Begin – End) | Location/Or Event Associated With Facility or Catering Requests |
|------------------|---------|---------------------|---|
|                  |         |                     |   |
|                  |         |                     |   |
|                  |         |                     |   |

AV REQUESTS MUST BE MADE IN AT LEAST TWO WEEKS IN ADVANCE.

**DEDMAN RECREATION CENTER**

REQUEST TO OFFER RECREATIONAL ACCESS TO DEDMAN CENTER FOR YOUR GUESTS?

Yes \_\_\_\_\_ No \_\_\_\_\_

IF YES, PLEASE INDICATE APPROXIMATELY HOW MANY PEOPLE IN YOUR GROUP WILL NEED ACCESS: \_\_\_\_\_

\*\*\*Additional rules and charges may apply, limited availability, and group's access will be for entire duration of the conference. Swipe access is required for adults to use Dedman Center.

\*\*\*Any group composed either entirely or partially of participants under 18 years of age are not permitted to have group general access to the recreation center. Such groups must request specific times/dates/venues for use only as part of an organized, structured, and supervised group activity within the Dedman Center. All participants under 18 must be accompanied by an adult at all times with a minimum of 1 adult to 10 minors. Minors are not allowed in weight room/cardio areas. \*\*\*

\*\*A Discounted Conference group rate is available, if requested ahead of time, on a per week basis or individuals can purchase daily guest passes directly from the Dedman desk. Conference group rates are billed to the conference.

DATE OF APPLICATION \_\_\_\_\_ SIGNATURE \_\_\_\_\_



