



Conference Information Sheet Housing & Residential Education

Conference Name: _____

Contact Person: _____

Contact Mailing Address: _____

_____, _____
City State Zip

Contact Phone: (_____) _____ **Contact Fax:** (_____) _____

Contact E-Mail: _____

Dates of Conference: (Please include all inclusive dates and indicate approximately how many will arrive on each date if participants will arrive on different dates.)

Arrival: _____ # of participants: _____ Departure: _____

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Total Number of Participants Expected: _____

Housing Request: Double bedroom suites _____ (# of beds)
 Single bedroom suites _____ (# of beds)
 Single bedroom apartments _____ (# of beds)
(See rates at <http://www.housing.usf.edu/conferenceindex.html>)

My group will require linens Yes No
(Linen pkg. includes 2 sheets; blanket, pillow, pillowcase, 2 towels, 1 washcloth for \$12)

Fees: My conference will be paid for using:

USF Budget Transfer USF Foundation Funds
 Non USF Funds from a tax exempt organization
 Non USF Funds from a taxable organization
(Note, tax charged will be 7% sales tax and 5% tourist tax)

Meeting Space: I would like to request meeting space in the residence hall area as follows:
(Please indicate date, time, number of participants, and how space will be utilized. Attach additional requests, as needed.)

Date: _____ Start Time: _____ End Time: _____ # of People: _____

Space will be used for: _____

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Space will be used for: _____

Internet: (Those wishing to access the internet through USF, wired or wireless, will need access codes).
How many participants do you anticipate will need internet access? _____

Other Special Requests: _____

Thank you. We will use this information to begin working on your conference housing contract with Housing & Residential Education. Please send to RAR229 or fax to 813-974-5152.

Housing Accommodations:

Dorie Paine (813) 974-4262, dpaine@housing.usf.edu

The Department of Housing & Residential Education offers single and double accommodations in both apartment and suite style rooms in a smoke-free environment, as well as multi-purpose rooms and high tech classrooms. Dedicated staff assist with check-in/out and are on-call through a 24-hour centralized desk operation. www.housing.usf.edu

Dining Services/Catering:

Paula Faloon (813) 974-6166, catering@admin.usf.edu

USF Classic Fare Catering's experienced professional staff is ready to assist you with all your catering needs. We offer all-you-care-to-eat meals in our Andros dining facility, with unlimited servings of home-style foods, grill items, pizza, salads, and desserts that will fit anyone's dining preferences. Our creative menu selections, artful displays of tantalizing dishes, and dedicated professional staff give you the best catering and dining options in town. www.usfdiningservices.com

Marshall Student Center Room Reservations:

Greg Jackson (813) 974-5074, gjackson@admin.usf.edu

The Event & Meeting Services office in the Marshall Student Center is more than happy to speak with you about the various opportunities available for groups and conferences at USF. The MSC has more than 30 reservable spaces covering 40,000 square feet for events making it one of the largest event facilities in the Tampa Bay area. Contact the EMS office at (813) 974-5213 or online at www.msc.usf.edu.

Campus Recreation Facilities:

Outdoor Recreation: Chris Marks (813) 974-7944, cmarks@admin.usf.edu

Indoor Recreation: Kimberly Mallard (813) 974-8324, kmallard@admin.usf.edu

The Department of Campus Recreation provides a wide variety of recreational opportunities and facilities perfect for participating in sports, recreational activities, or team building. Indoor facilities include two 2-court gymnasiums, as well as a pool and smaller recreational rooms. Outdoor facilities include fields, tennis courts, and residential area volleyball courts and pools. usfweb2.usf.edu/CampRec/rec.html

Parking Services:

Frank Granda (813) 974-3990, fgranda@admin.usf.edu

Parking and Transportation Services can assist you in coordinating your parking and transportation needs to ensure your guests have a pleasurable visit by providing parking permits, shuttle routes, and campus maps. For more information, please visit our website at www.usf.edu/parking_services.