



SUMMER & CONFERENCE HOUSING

(P) 202.994.6883 | (F) 202.994.6730 | SUMHOUSE@GWU.EDU | HTTP://SUMMERHOUSING.GWU.EDU | 2129 EYE STREET, NW | WASHINGTON, DC 20052



SHORT-STAY CONFERENCE GROUP HOUSING REQUEST FORM INSTRUCTION GUIDE – SUMMER 2009

GW Housing Program's Summer & Conference Housing Program provides Short-Stay Conference Groups Summer housing accommodation options to non-profit, educationally-oriented groups visiting Washington, DC, for conference or convention purposes.

How is a Short-Stay Conference Group Defined? -- A Short-Stay Conference Group is defined as requesting housing accommodations for 2-27 consecutive nights; groups requesting accommodations for a greater length of stay should complete the *Long-Term Stay / Intern Group Housing Request Form*, found on our Web site.

Is my Group Eligible for Housing Accommodations? -- Groups must be affiliated with an educational institution or non-profit organization (e.g. school, religious institution, advocacy group, scholarly association, etc.). Summer housing is not available for tourists, temporary or transient individuals, or for participants of conferences or conventions held by for-profit companies or corporations.

How do we submit a Reservation Request Form? -- Your Summer Housing reservation begins with completing a Request Form. Please type or print clearly, and fill out the *Short-Stay Conference Group Request Form* completely. This form should be returned to the following address by mail, e-mail or fax.

**GW Housing Programs
Summer & Conference Housing
2129 Eye Street NW
Washington, DC 20052
Phone (202) 994-6883, Fax (202) 994-6730
sumhouse@gwu.edu**

If you have any questions about Summer Housing options, services offered, our facilities, or about the request process itself, please do not hesitate to contact our office by phone, e-mail, or in person.

SECTION ONE -- Sponsoring Organization's Information

Notes on the Organization's Name -- This line should contain the name of the organization that will be responsible for paying any charges associated with this conference, not the name of the conference or the event as marketed to the participants.

Notes about the Group Coordinator -- In this first section, you are designating one individual to serve as the Group Coordinator for your organization. All communication, paperwork, planning responsibilities, and correspondence will be directed to this person.

Notes on the Group Coordinator's Cell Phone -- The Group Coordinator's cell phone number is requested in preparation for the Group's Housing stay. In the event that emergency communication is required, we will need the Group Coordinator's cell phone number to ensure that proper information is delivered in a timely manner.

SECTION TWO -- Dates of Stay and Campus Preference

Please note that check-in for our Short-Stay Conference guests occurs at 3:00pm on the day of your arrival and check-out should be complete by 11:00am on the day of your departure. If you believe your group will need to arrive or depart outside of this window of time, please add one additional day to either the start or end of your stay to accommodate your need.

Notes about GW's Two Campuses -- The George Washington University maintains housing accommodations on two physically separate campuses. The **Foggy Bottom Campus** is our main campus, located in the heart of Washington, DC, between 19th and 24 Streets and Pennsylvania and Virginia Avenues, NW. The urban setting of this campus is within close proximity to the White House and two Metro Subway stations.

The **Mount Vernon Campus** located less than 3 miles from the Foggy Bottom campus in the Foxhall/Palispades section of Washington, DC, provides a more traditional, collegiate, residential experience for guests. Mount Vernon offers athletic fields, classroom and multi-purpose space, and a traditional dining facility.

Please note your campus preference on the request form, or choose EITHER if you do not have a campus preference.

Notes on Multiple Sessions -- What are multiple sessions? If your group intends to have participants arrive and/or departure on different dates, then your group is a Multiple Session group. An example of a Multiple Session group is provided below:

*Example: (Session 1) 50 Participants arrive on 5/27/09 and depart on 6/2/09
(Session 2) 200 Participants arrive on 5/30/09 and depart on 6/2/09
(Session 3) 20 Participants arrive on 5/30/09 and depart on 6/4/09*

If your group is similar to this example, please complete a separate Request Form for each session, and submit all of Request Forms together. Groups will receive only one financial invoice for all sessions, and all aspects of your stay will be managed under one reservation. You will, however, receive a separate Summer & Conference Housing Agreement for each session.

Notes on Date Flexibility -- Please note whether your conference dates have been finalized or are flexible. If your dates are finalized, this will not work against you. However, indicating that your dates are flexible may make more housing options available to your group.

Notes on Youth & Adult Participants -- Last in this section, please project the number breakdown of your participants by Adults and Youth (defined as under 18 years old). Please note that Short-Stay Conference Groups made up primarily of Youth participants must have one on-site Adult participant for every 15 Youth participants to ensure adequate supervision.

How are Room Nights Calculated? -- A Room Night is defined as the time frame beginning on or after 3:00pm of the first day and concluding on or before 11:00am of the next day. For example, a request for a group arriving on Monday at 3:00pm and departing on Thursday at 11:00am would submit a reservation request for 3 nights.

- *Beginning on Monday at 3:00pm until Tuesday 11:00am is the first night.*
- *Continuing Tuesday until Wednesday 11:00am is the second night.*
- *Continuing Wednesday until Thursday 11:00am is the third night.*

Summer & Conference Housing is available for Short-Stay Conference Groups from May 24, 2009 - August 8, 2009.



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SECTION THREE -- *Estimated Charges*

One of the main decisions that must be made by your group is the type of accommodation you are seeking for your guests. To prepare for this section of the form, you should consider how many participants will have roommate(s) and how many will have a room to his/herself (**Room Type**). You will also decide if you prefer a traditional residence hall room or request an Apartment-style room (**Building Type**).

Notes on Room Type Options -- The two room type choices are between Shared Occupancy rooms and/or Single Occupancy rooms. Groups may choose a combination of both room types.

Our Shared Occupancy rooms assign 2-6 guests of the same gender together in one unit. Most of our residence halls offer rooms of different occupancies on the same floor. As such, groups cannot request to be assigned to Double Occupancy Rooms only as part of their request. It is best to plan for your participants to be assigned to a variety of room sizes.

Our Single Occupancy rooms are for individuals who desire their own accommodations. Please be aware that our Single Occupancy rooms, in many circumstances, are furnished to accommodate multiple guests; however, these rooms will only be assigned to one individual. Also, it is possible that individuals in a Single Occupancy Room will share an adjoining bathroom with another participant.

Notes on Building Type -- This selection refers to type of accommodations that are offered to your guests.

Conference Halls, our most common offering, provide guests a standard dormitory room with a private bathroom. Please note that there are two pricing levels for this type of accommodation, depending on a group's length of stay.

Apartment-Style accommodations also possess kitchen facilities in each living unit. Please note that Apartment-Style housing is only available on the Foggy Bottom Campus, is only available to Adult-only groups (over 18 years) and requires at least a five consecutive night stay.

Groups are permitted to request a combination of Shared and Single Occupancy housing; however, Apartment-Style accommodations are in physically separate buildings from our Conference Halls and should be considered when requesting multiple group types.

Next, on your Request form you will calculate your estimated charges.

- (1) First, calculate your group's housing charges for each type of requested housing by multiplying the # of Guests by the Rate per Person per Night by the # of Nights. Then, add all of those calculations in the **Sum of all Housing Charges Sub-Totals** box.
- (2) Second, calculate the **DC 14.5% Accommodations Tax**. To calculate the tax, multiply the amount in the **Sum of all Housing Charges Sub-Totals** by 14.5% (or 0.145). Place the tax amount in the **DC Accommodations Tax** box.
- (3) Third, calculate the **Housing Charges** by adding **Sum of all Housing Charges Sub-Totals** and the calculated **DC 14.5% Accommodations Tax**.
- (4) Fourth, calculate the **Linen Fees** for all of your participants. Place the total amount of participants in the **Total # of Guests** blank provided on the worksheet. Multiply **Total # of Guests** by the **# of Nights** then multiply the **\$2.00 Linen Fee per Person per Night**. Place the new total in the **Linen Service Fees** line.
- (5) Fifth, add any additional **Service Fees for Luggage Storage** (if applicable).

- (6) Finally, calculate the **Total Reservation Charges** by adding each of the sub-total areas together.

Consider extending your Housing stay from 4 nights to 5 nights to reduce your nightly rate \$4-\$5 per Person per Night. Your guests will receive more value and have the ability to enjoy a tour day in Washington, DC!

SECTION FOUR -- *Deposit and Payment Information*

Notes on Tax Exemption Status

In this section, you will indicate whether your Organization qualifies for an exemption to the District of Columbia's 14.5% Accommodations Tax.

To qualify for the District of Columbia tax exempt status, your organization has to fulfill three requirements:

- (1) The organization must be a non-profit organization.
- (2) The organization must be physically headquartered or physically have a chapter located within in the District of Columbia.
- (3) The organization must be tax exempt in District of Columbia.

Please note that neither Federal nor State Tax Exempt status serves as an automatic exemption qualification for the District of Columbia's Accommodations Tax. Your organization qualifies if and only if it has an official Tax Exemption certificate with the District of Columbia seal.

To read further about tax exemption, please refer to the GW Housing Programs, Summer & Conference Housing Web site at:

<http://summerhousing.gwu.edu/tax>

Preliminary deposit and payment information is also shared with you on the Request Form. More specific details will be included with your Summer Housing Agreement packet. Please note that a 50% deposit of your Total Reservation Charges is due with your signed Summer Housing Agreement and must be received not less than 60 days prior to your first scheduled arrival date. **A reservation is not finalized without a signed Summer Housing Agreement and received deposit.**

SECTION FIVE -- *Authorized Signature*

In this last section, the Group Coordinator, as an authorized representative of your organization, must sign, date, and provide their organizational title.

This individual must be someone within your organization who is authorized to enter into a legal contract for services and have decision-making authority regarding your group's Housing stay.

There are also some instances where the Group Coordinator does not have executive authority to enter into a legal contract, but will be managing all of the logistics regarding the group's Housing stay. If that is the case, list the person managing the logistics as the Group Coordinator. The person with the executive authority should sign the Reservation Request, Summer Housing Agreement, and any subsequent legal documents. Please attach the business card of the person with the executive authority each time she or he will need to endorse a legal document.

While this Request Form is not a legal contract/agreement, the Summer Housing Agreement which will outline the details of all approved housing requests is a legal contract between your organization and GW Housing Programs. All requests are subject to approval and are based on date and space availability.



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SECTION ONE – Sponsoring Organization's Information

Organization's Name: _____ Coordinator: _____

Street Address: _____

City: _____ Country: _____ State: _____ Zip: _____

Coordinator's E-Mail: _____ Coordinator's Office Phone: _____

Fax Number: _____ Coordinator's Cell Phone: _____

SECTION TWO – Dates of Stay and Campus Preference

Summer & Conference Housing for Short-Stay Conference Groups is available from May 24, 2009 - August 8, 2009

Campus (circle one): Foggy Bottom / Mount Vernon / Either Campus Has your group stayed at GW before? YES / NO If so, what year? _____

_____ Please check here if you anticipate that any of your participants may require ADA housing accommodations.

Does your Conference Group have multiple sessions (circle one)? YES / NO Are your dates flexible (circle one)? YES / NO / MAYBE

Note: For groups with multiple sessions, please provide a separate request from for each session and submit all requests together.

Projected Number of Youth Participants: _____ + Arrival Date (after 3pm): _____

Projected Number of Adult Participants: _____ = Departure Date (by 11am): _____

Projected Number of Total Participants: _____ Total Number of Nights: _____

SECTION THREE – Estimated Charges

Room Type	Building Type	X	# of Guests	X	Rate Per Person Per Night	X	# of Nights	=	Housing Charges Sub-Totals
Short-Stay SHARED Occupancy Accommodations	Conference Hall (5+ Consecutive Nights)	X		X	\$30.00	X		=	
	Conference Hall (2-4 Consecutive Nights)	X		X	\$34.00	X		=	
	Apartment-Style (Foggy Bottom only, 5+ Consecutive Nights)	X		X	\$42.00	X		=	
Short-Stay SINGLE Occupancy Accommodations	Conference Hall (5+ Consecutive Nights)	X		X	\$55.00	X		=	
	Conference Hall (2-4 Consecutive Nights)	X		X	\$60.00	X		=	
	Apartment-Style (Foggy Bottom only, 5+ Consecutive Nights)	X		X	\$70.00	X		=	
Sum of all Housing Charges Sub-Totals									\$
Calculate DC 14.5% Accommodations Tax (multiple sum by 0.145 if applicable)									\$
<i>Note: All Short-Stay Conference Groups will be charged a \$2.00 per Person per Night required Linen Service fee. For tax purposes, this fee is assessed separately through the Linen Agreement form.</i>						Housing Charges		\$	
RESERVATION CHARGES: \$ _____ + \$ _____ + \$ _____ = \$ _____									
Housing Charges			Linen Service Fees			Additional Service Fees		Total Reservation Charges	

SECTION FOUR – Deposit and Payment Information

_____ Check here if your organization is tax exempt in Washington, DC. *Include current documented proof of exemption status with this Request form.*

- The sponsoring organization is responsible for paying the deposit and the final payment balances for each participant of the group.
- The deposit is equal to 50% of the total estimated housing and linen service charges, which must accompany the signed Housing and Linen Service Agreements to be mailed and received not less than 60 days prior to the first scheduled arrival date.
- Final Payment will be due 15 days prior to the group's first scheduled arrival date.

SECTION FIVE – Authorized Signature

This Short-Stay Conference Group Housing Request Form is not a legal contract/agreement. All requests are subject to approval by GW Housing Programs and are based on date and space availability. A Summer Housing Agreement packet will be sent to the Group Coordinator when the group's request is confirmed. I hereby verify that I am an authorized representative of this organization and have authorization to enter into a legal contract.

Authorized Representative Signature

Today's Date

Title within organization