



SUMMER & CONFERENCE HOUSING

(P) 202.994.6883 | (F) 202.994.6730 | [HTTP://GWIREG.GWU.EDU/GWHOUSING/SUMMERHOUSING](http://gwired.gwu.edu/gwhousing/summerhousing) | 2129 EYE STREET, NW | WASHINGTON, DC 20052



LONG-TERM STAY / INTERN GROUP HOUSING REQUEST FORM INSTRUCTION GUIDE – SUMMER 2009

GW Housing Program's Summer & Conference Housing Program provides Long-Term Stay / Intern Groups Summer housing accommodation options to non-profit, educationally oriented groups visiting Washington, DC for conference or convention purposes, and organized internships.

How is a Long-Term Stay / Intern Group Defined? -- A Long-Term Stay / Intern Group is defined as requesting housing accommodations for 28 consecutive nights or more; groups requesting accommodations for a shorter length of stay should complete a *Short-Stay Conference Group 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 Long-Term Stay / Intern Group Housing 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

Summer & Conference Housing is available for Long-Term Stay / Intern Groups from May 24, 2009 - August 8, 2009.

Please note that check-in for our Long-Term Stay / Intern guests begins 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. In this section, you will indicate your requested dates of stay, noting the specific arrival and departure date.

Notes on Multiple Arrival and Departure Dates -- Long-Term Stay / Intern Groups are given the flexibility to stagger the arrival and/or departure of their guests with up to two different arrival and departure dates. An example of this scenario is provided below:

*Example: 10 Participants arrive on 5/27/09 and departs on 6/27/09
50 Participants arrive on 5/31/09 and departs on 6/27/09
10 Participants arrive on 5/31/09 and departs on 7/01/09*

In this scenario, the bulk of your guests arrive on 5/31 and depart on 6/27 with a handful arriving a few days early on 5/27, and another handful departing a few days later on 7/01. If your group is similar to this example, please complete a separate Request Form for each sub-group, and submit all of the 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.

SECTION THREE -- Estimated Charges

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.*

Consider extending your Group's housing stay for 56 consecutive nights (8 weeks) and you will receive a lower nightly rate, giving your interns a better value for extending their Summer in the City experience. These rates are \$3 less per Person per Night and are lower than our Summer 2008 rates!

What is Building Type and Room Size / Room Type? -- One of the main decisions that must be made by your group is the type of accommodations you are seeking for your participants. In this section, you are presented with Housing Accommodations broken down by Building Type and Room Size/ Room Type.

Building Type refers to our four Building Groups that our residence halls are arranged by based on the level of amenities the units and buildings offer to guests. Building Group 1 are our traditional residence hall rooms that have either common floor bathrooms or private baths within the unit itself. Building Group 2 are studio-style apartments, comprised of one large living and sleeping area, and also offering kitchen facilities with a private bath. Building Group 3 locations offer a greater level of amenities. Units are either studio-style or have bedrooms that are separate from the living and dining space. Last, Building Group 4 units are our single occupancy accommodations with amenities that range from the traditional residence hall room with a common floor bath to a private studio-style apartment. Single room options exist in multiple buildings across our campus; the different Room Type options are presented.



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Room Size refers to the maximum occupancy a unit can be assigned to accommodate. Many of our residence halls offer rooms of different sizes on the same floor. Groups seeking to cluster their participants close together may need to request a mix of Room Sizes. When considering the room size, consider the size of your group, the gender breakdown among your interns, and your desire to keep your interns exclusive from other interns or to have them share rooms with interns from other groups.

For example, if you have 12 interns total, with six female interns and six male interns, and you decide to keep them as an exclusive group; you can house them in either doubles or triples. If you request quads however, then you are deciding to either share the room with interns from another group, or would have the option to purchase the extra beds to keep the intern group exclusive, when requesting a room size that does not evenly match the size of your group.

Room Type refers to our Building Group 4 rooms. These rooms have a range of amenities from a traditional residence hall room with a common floor bath, to a single room with a private bathroom, to a single room with a kitchen and a private bathroom. Two residence halls that are part of this Building Group, HOVA and the Aston, are only available to Graduate students or Adult-only Groups.

Indicate the number of guests according to desired **Room Size**. Please note that every available Room Size is not offered in every building. In some circumstances, our Staff will need to work with you and your Group Coordinator to arrange an appropriate mix of Room Sizes based on the physical composition of our facilities.

Notes on Calculating Housing Charges -- Next, you will calculate your estimated Total Housing Charges.

(1) First, calculate your group's before Tax Subtotal by multiplying the # of Guests by the Rate per Person per Night by the # of Nights. 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 new total in the DC 14.5% Accommodations Tax box.

(3) Third, calculate the Administrative Fee for all of your interns. Place the total amount of interns in the Total # of Guests blank provided on the worksheet. Multiply Total # of Guests by the \$100.00 Administrative Fee. Place the new total in the \$100.00 Administrative Fee per Guest box.

(4) Finally, calculate the Total Reservation Charges by adding the following amounts together: the Sum of all Housing Charges Sub-Total, the DC 14.5% Accommodations Tax, and the \$100.00 Administrative Fee per Guest. The sum of these three items equals the Total Reservation Charges.

SECTION FOUR -- Payment Method

Notes on Tax Exempt 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 with 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>

Notes on Billing Options -- In this section, you will also indicate your payment method either as Group Billing or Individual Billing. The process for paying the tax and deposits are presented on the Request Form. Choose which billing option best meets your needs. In both circumstances, it is the Sponsoring Organization that legally enters into an agreement for housing accommodations.

In Group Billing, the organization is paying The George Washington University directly for their guests' housing accommodations. If your organization has tax exempt status in the District of Columbia, then your organization is excused from paying taxes with the Group Billing Option.

In Individual Billing, each participant will be invoiced by GW Housing Programs -- Summer & Conference Housing Program for their housing accommodations and have responsibility to make payment in full advance of their arrival. Whether your organization has tax exempt status in the District of Columbia is not relevant under this option, as the individual intern, not your organization, is paying for their housing accommodations and thus responsible for the tax.

A Sponsoring Organization may consider Group Billing as a way to "bundle" any other non-housing related fees, charges, or operational expenses associated with coordination of your program into one published fee to your participants. By the Sponsoring Organization taking payment from the individual directly and then paying GW, those groups that qualify for Tax Exempt status will save this added cost and could pass along those savings to their participants.

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 whom 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 document. 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 department 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

Summer & Conference Housing for Long-Term Stay / Intern Groups is available from May 24, 2009 - August 8, 2009. GW Housing Programs will provide Long-Term Stay / Intern Groups the opportunity to identify up to two different arrival and departure dates for their group if necessary. For groups with two arrival and/or departure dates, *please submit a separate Request Form for each set of arrival and/or departure dates and submit all requests together.*

Arrival Date (after 3pm): _____ Departure Date (before 11am): _____ Are your dates flexible? YES / NO / MAYBE
 _____ Please check here if you anticipate that any of your participants may require ADA housing accommodations.

SECTION THREE – Estimated Charges

| Building Type | Room Size/ Room Type | x | # of Guests | x | 28-55 Nights (Per Person Per Night) | or | 56+ Nights (Per Person Per Night) | x | # of Nights | = | Housing Charges Sub-Totals |
|--|--|---|----------------|---|--|----|---|---|----------------|----|----------------------------------|
| Building Group 1 <i>(A/C, Common or Private Bath)</i> | Double | x | | x | \$37.00 | or | \$34.00 | x | | = | |
| | Quad | x | | x | \$35.00 | or | \$32.00 | x | | = | |
| Building Group 2 <i>(A/C, Studio-style, Private Bath / Kitchen)</i> | Double | x | | x | \$38.00 | or | \$35.00 | x | | = | |
| | Triple or Quad | x | | x | \$37.00 | or | \$34.00 | x | | = | |
| Building Group 3 <i>(A/C, Studio-style or Separate Bedroom / Private Bath / Kitchen)</i> | Double | x | | x | \$42.00 | or | \$39.00 | x | | = | |
| | Triple | x | | x | \$39.00 | or | \$36.00 | x | | = | |
| | Quad | x | | x | \$40.00 | or | \$37.00 | x | | = | |
| Building Group 4 <i>(A/C, Single Occupancy Accommodations)</i> <i>The Aston and HOVA are available exclusive to Graduate Students and Adult-only groups</i> | w/ Common Bath | x | | x | \$38.00 | or | \$35.00 | x | | = | |
| | w/ Private Bath | x | | x | \$40.00 | or | \$37.00 | x | | = | |
| | w/ Private Bath and Kitchen | x | | x | \$44.00 | or | \$41.00 | x | | = | |
| | Aston Single Apt. <i>(limited availability)</i> | x | | x | \$49.00 | or | \$44.00 | x | | = | |
| Sum of all Housing Charges Sub-Totals | | | | | | | | | | \$ | |
| Calculate DC 14.5% Accommodations Tax <i>(multiple sum by 0.145 if applicable)</i> | | | | | | | | | | \$ | |
| Total # of Guests _____ | | | | x | \$100.00 Administrative Fee per Guest | | | | \$ | | |
| Total Reservation Charges | | | | | | | | | | \$ | |

SECTION FOUR – Payment Method

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

Please check one of the following billing options:

_____ **Group Billing:** The sponsoring organization will be paying all fees directly to The George Washington University. 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 charges, which must accompany the signed Housing agreement to be mailed and received not less than 45 days prior to the first scheduled arrival date. Final payment will be due 15 days prior to group's first scheduled arrival date.

_____ **Individual Billing:** Participants will be paying all fees directly to The George Washington University. Individual participants are responsible for all housing related fees including the 14.5% Tax which is applied to all individual billing participants. Payment of an individual's deposit must be submitted not less than 45 days prior to date of arrival. Final payment of an individual's balance will be due 15 days prior to date of arrival. Outstanding debt of individual participants after departure will be charged to the sponsoring organization.

SECTION FIVE – Authorized Signature

This Long-Term Stay/Intern 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 (authorized representative) 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