



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



GWU DEPARTMENT HOUSING REQUEST FORM INSTRUCTION GUIDE – SUMMER 2009

GW Housing Program's Summer & Conference Housing Program provides GWU University affiliated and/or sponsored Short-Stay Groups and Long-Term Stay Individual Guests housing accommodation options at a reduced institutional rate. 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.

What determines my eligibility? -- To qualify as a GWU Department eligible for the reduced institutional rate, payment for housing and all related services must be made in full through a University Journal Entry Transfer, with funds that can be withdrawn from a Department operating account. Those offices that do not intend to make payment through this process should complete either a *Short-Stay Conference Group* or *Long-Term Stay / Intern Group Housing Request Form* based on your length of stay.

If a department qualifies, you should begin your Summer housing reservation request by completing either the *Long-Term Stay* or *Short-Stay* version of the *GWU Department Housing Request Form*, depending on your needs.

What is the difference between a Short-Stay & Long-Term Stay? -- A Short-Stay is defined as a reservation from 2-27 consecutive nights. A Long-Term Stay is defined as a reservation for 28 consecutive nights or greater.

How do we submit a Reservation Request Form? -- Please type or print clearly, and fill out the appropriate GWU Department 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 GWU Department Information

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

Notes on the Group Coordinator -- In this first section, you are designating one individual to serve as the Group Coordinator for your Department. 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

Summer & Conference Housing is available for GWU Departments from May 24, 2009 – August 8, 2009 for Short-Stay Requests or from May 21, 2009 – August 18, 2009 for Long-Term Stay Requests

Notes about GW's Two Campuses and Available Housing Options -- The Foggy Bottom Campus is available to GWU Department Requests for both Short-Stay and Long-Term Stay reservations. The Mount Vernon Campus is primarily only available to GWU Department Requests for Short-Stay reservations. Long-Term Stay requests will be considered on a case-by-case basis. 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 you are planning a group and your participants arrive and/or depart on different dates, then your group has multiple sessions. An example of this scenario 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 reservation dates are firm or are flexible. If your dates are firm, this will not work against you. However, indicating that your dates are flexible may make more housing options available to you.

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.*

Please note that check-in for our Short-Stay and Long-Term 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.

SECTION THREE -- Estimation of Charges

At this point, how you proceed will depend on whether you are using the GWU Department Housing Request Form for Short-Stay or Long-Term Stay guests.

COMPLETING THE SHORT-STAY HOUSING REQUEST FORM -- One of the first decisions that must be made 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



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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 Options -- This selection refers to type of accommodations that are offered to your guests.

Residence Halls, our most common offering, provide guests a standard dormitory room with a private bathroom (community bath in some locations). Please note that there are two pricing levels for this type of accommodation, depending on the total 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.

Short-Stay GWU Department Groups will receive as part of their housing fees linen service for each participant, which includes: one pillow, one pillowcase, two sheets, one blanket, and two towels.

Calculating the Short-Stay Reservation Charges -- All GWU Department Requests will be initially charged under the GWU Rate (**Sponsored**), which is bolded on the request form. GW Housing Programs will determine once receiving your participant list weeks prior to your arrival, if you qualify as an **Affiliated** Reservation. To qualify, 70% of the total participants from the reservation request must be matriculated GW students, Faculty, or Staff and will be confirmed by submission of each participant's GW e-mail address. Departments qualifying for the affiliated rate will receive an updated invoice showing the additional discount.

Calculate your group's housing charges for each type of requested housing by multiplying the # of Guests by the GWU Rate (**Sponsored**) per Person per Night by the # of Nights. Then, add all of those calculations in the **Total Reservation Charges** box.

COMPLETING THE LONG-STAY HOUSING REQUEST FORM -- For **Long-Term Stay** requests (28 consecutive nights or greater), you should first consider the overall level of amenities you want to offer to your guests. GW offers amenities in four **Building Groups**. Buildings Groups 1-3 are all shared occupancy units with Building Group 1 offering a traditional residence hall room, Building Group 2 offering studio Apartment-style living, and Building Group 3 offering the greatest level of amenities we provide in shared occupancy units. The available **Room Sizes** per Building Group are represented on the request form. Note that Building Group 3 is only available for Departments requesting to stay the entire Summer.

Building Group 4 represents our single accommodation housing options. The four **Room Types** presented increase in the overall level of amenities in the order they are presented.

Please select the type of accommodation(s) and indicate the number of guests and the length of their stay in each category. Long-Term Stay guests are not provided linen service and are expected to provide their own linens during their stay.

Calculating the Long-Term Stay Reservation Charges

- (1) First calculate your group's subtotal by multiplying the # of Guests by the Rate per Person per Night by the # of Nights across each line for every Room Type/Room Size requested. Add all of those calculations in the **Sum of all Housing Charges Sub-Totals** box.
- (2) Second calculate the required **Administrative Fee** for each of your Long-Term Stay guests. Insert the **Total # of Guests** in the blank provided on the worksheet and multiply by the **\$50.00 Administrative Fee**. Place the total of the **Administrative Fees** in the box.
- (3) Finally, calculate the **Total Reservation Charges** by adding the following amounts together the **Sum of all Housing Charges Sub-Totals** and the sum of **Administrative Fees** to reach the **Total Reservation Charges**.

SECTION FOUR -- Payment Information

In this section, please provide the Banner Code and Alias (if applicable) of the account to be charged and indicate the fiscal budget year from which the funds should be disbursed.

All Journal Entry Transfer banner codes must be from the Department's general operating account (59521). Payments from grant accounts are no longer allowed, as determined by the AVP, CFO for the SASS Division.

Please note: In order to charge to FY 2008-2009, a signed Summer Housing Agreement must be submitted by April 1, 2009 **AND** your last departure date must be on or before June 30, 2009.

SECTION FIVE -- Authorized Signature

In this last section, the Group Coordinator as an authorized representative of your Department must sign, date, and provide his/her department 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 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 department and GW Housing programs.

All requests are subject to approval and are based on date and space availability.



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GWU DEPARTMENT HOUSING REQUEST FORM (Short-Stay) – SUMMER 2009

SECTION ONE – Sponsoring GW Department Information

GWU Department: _____
Dept.'s Campus Address: _____
GWU E-Mail: _____
Dept.'s Fax Number: _____

Group Name: _____
Coordinator: _____
Coordinator's Office Phone: _____
Coordinator's Cell Phone: _____

SECTION TWO – Dates of Stay and Campus Preference

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

Campus (circle one): Foggy Bottom / Mount Vernon / Both

Does your group have multiple sessions * (circle one)? YES / NO

* Note: For groups with multiple sessions, please provide a separate Housing Request Form for each session and submit all requests forms together.

Arrival Date (after 3pm): _____ Departure Date (before 11am): _____ Total Number of Nights: _____

_____ Check here if you anticipate needing any ADA housing accommodations. Are your dates flexible (circle one)? YES / NO / MAYBE

SECTION THREE – Estimated Charges

GWU Department Rates for Short-Stay Groups and Guests (2-27 Consecutive Nights or less)										
Room Type	Building Type	X	# of Guests	X	GWU Rate (Sponsored)** Per Person Per Night	GWU Rate (Affiliated)*** Per Person Per Night	X	# of Nights	=	Housing Charges Sub-Totals
Short-Stay SHARED Occupancy Accommodations	Residence Hall <i>(5+ Consecutive Nights)</i>	X		X	\$28.00	\$26.00	X		=	
	Residence Hall <i>(2-4 Consecutive Nights)</i>	X		X	\$30.00	\$26.00	X		=	
	Apartment-Style <i>(Foggy Bottom only, 5+ Consecutive Nights)</i>	X		X	\$38.00	\$34.00	X		=	
Short-Stay SINGLE Occupancy Accommodations	Residence Hall <i>(5+ Consecutive Nights)</i>	X		X	\$50.00	\$45.00	X		=	
	Residence Hall <i>(2-4 Consecutive Nights)</i>	X		X	\$53.00	\$45.00	X		=	
	Apartment-Style <i>(Foggy Bottom only, 5+ Consecutive Nights)</i>	X		X	\$62.00	\$54.00	X		=	
** offered to GWU Departments sponsoring an event(s) primarily on GW's campus(es). *** offered to GWU Departments whereby 70% of participants must be matriculated students, Faculty or Staff (adjusted rate applied once Participant Roster is submitted).									Total Reservation Charges	\$

SECTION FOUR – Payment Information

To receive the reduced GWU Affiliated or Sponsored rate, all housing charges and associated fees must be PAID IN FULL via a University Journal Entry Transfer.

Department Banner Code (operating accounts only) _____ Alias (if applicable) _____

From which budget fiscal year would you like the funds to be disbursed from (circle one): FY 2008-2009 **** FY 2009-2010

**** To charge to FY 2008-2009, a signed housing agreement must be submitted by April 1, 2009 AND your group's last departure date must be on or before June 30, 2009.

SECTION FIVE – Authorized Signature

This GWU Department 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 GWU Department



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GWU DEPARTMENT HOUSING REQUEST FORM (Long-Stay) – SUMMER 2009

SECTION ONE – Sponsoring GW Department Information

GWU Department: _____
Dept.'s Campus Address: _____
GWU E-Mail: _____
Dept.'s Fax Number: _____

Group Name: _____
Coordinator: _____
Coordinator's Office Phone: _____
Coordinator's Cell Phone: _____

SECTION TWO – Dates of Stay and Campus Preference

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

Campus (circle one): Foggy Bottom / Mount Vernon (limited availability) / Either Does your group have multiple sessions * (circle one)? YES / NO

* Note: For groups with multiple sessions, please provide a separate Housing Request Form for each session and submit all requests forms together.

Arrival Date (after 3pm): _____ Departure Date (before 11am): _____ Total Number of Nights: _____

Check here if you participant needing any ADA housing accommodations. Are your dates flexible (circle one)? YES / NO / MAYBE

SECTION THREE – Estimated Charges

GWU Department Rates for Long-Term Stay Groups and Guests (28 + Consecutive Nights)

	Room Size / Room Type	x	# of Guests	x	Rate per Night per Person	or	Rate for Entire Summer Stay	x	# of Nights	=	Housing Charges Sub-Totals	
Building Group 1 <i>(A/C, Common Bath)</i>	Double	x		x	\$28.00	or	N/A	x		=		
	Quad	x		x	\$28.00	or	N/A	x		=		
Building Group 2 <i>(A/C, Studio-style, Private Bath / Kitchen)</i>	Double	x		x	\$28.00	or	N/A	x		=		
	Triple or Quad	x		x	\$28.00	or	N/A	x		=		
Building Group 3 <i>(A/C, Separate Bedroom / Private Bath / Kitchen)</i>	Quad <i>(Ivory Tower Only)</i>	x		x	N/A	or	\$2600.00 **	x	May 21 – Aug. 18 (89 nights)	=		
Building Group 4 <i>(A/C, Single Occupancy Accommodations)</i>	w/ Common Bath	x		x	\$38.00	or	N/A	x		=		
	w/ Private Bath	x		x	\$40.00	or	N/A	x		=		
	w/ Private Bath and Kitchen	x		x	\$44.00	or	N/A	x		=		
	Aston Single Apt. <i>(limited availability)</i>	x		x	\$49.00	or	N/A	x		=		
Sum of all Housing Charges Sub-Totals										\$		
Total # of Guests _____			x	\$50.00 Administrative Fee per Guest			=	\$				
** Individuals who are academic year housing residents during Spring 2009 and Fall 2009 can stay continuous between terms that they are academic year housing residents.. All other individuals must arrive and depart based on the above Summer Stay dates. NO EXCEPTIONS.								Total Reservation Charges		\$		

SECTION FOUR – Payment Information

To receive the reduced GWU Department Housing rate, all housing charges and associated fees must be PAID IN FULL via a University Journal Entry Transfer.

Department Banner Code (operating accounts only) _____ Alias (if applicable) _____

From which budget fiscal year would you like the funds to be disbursed from (circle one): FY 2008-2009 *** FY 2009-2010

*** To charge to FY 2008-2009, a signed housing agreement must be submitted by April 1, 2009 AND your group's last departure date must be on or before June 30, 2009.

SECTION FIVE – Authorized Signature

This GWU Department 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 GWU Department