



CONFERENCE SERVICES

University of California, Santa Cruz
1156 High Street, Santa Cruz, CA 95064

Mail Stop: Conference Office

Telephone: (831) 459-2611 email: conf@ucsc.edu fax: (831) 459-3422

http://www2.ucsc.edu/conference

APPLICATION FOR USE OF UCSC FACILITIES

PLEASE PROVIDE ACCURATE INFORMATION TO ENSURE THE BEST ACCOMMODATION OF YOUR PROGRAM

GROUP INFORMATION

Name of Conference:

Conference Dates: Arrival (mm/dd/yy) Departure (mm/dd/yy) (use attachment for multiple sessions)

Type of participant: youth academic youth sports other youth college age adult families

Sponsoring Organization:

Business Address:

Financial Contact: Title

Email: Telephone: Fax: Web Site:

Contact for Conference Planning: Title:

Email: Telephone: Cell:

On-Site Conference Director (if different from Conference Planner):

Email: Telephone: Cell:

HOUSING REQUEST INCLUDES THREE MEALS PER DAY

Number of participants to be housed: Number of staff (for youth groups) to be housed:

Number of people in singles: (one person per bedroom) Number people in doubles: (two persons per bedroom)

Do you anticipate arrivals/departures outside dates of conference? Yes No Staff Only

Do you anticipate special accessibility needs accommodation? Yes No

Do you need separate housing for some staff? Yes No

Youth Groups only: % Male % Female Ages

NOTE: Rates are based on a minimum of 30 participants staying 3 nights. For smaller groups and shorter stays a surcharge will apply.

COMMUTERS THOSE ATTENDING THE CONFERENCE BUT NOT STAYING ON CAMPUS

Do you expect commuters or day campers (daily participants not housed on campus)? Yes, how many No

Commuters will be charged a per-person, per-program fee. This fee does not include parking, meals or recreational fees. Commuters may not exceed 20% of housed participants without written exception from Conference Services.

MEALS MEALS BEGIN WITH DINNER ON DAY OF ARRIVAL AND END WITH LUNCH ON DAY OF DEPARTURE. DINING HALLS ARE SHARED WITH OTHER ADULT AND YOUTH CONFERENCES AND GROUPS WILL BE ASSIGNED SPECIFIC DINING TIMES FOR EACH MEAL.

Do you anticipate your group missing a meal due to an off campus event? Yes No

Will you require catering during the conference? Yes No

◆ **MEETING ROOMS**

Type of Room (classroom, lecture hall, casual/ lounge, open area for display, or social space)	Number of Rooms	Preferred Capacity	Audio/Visual Equipment Required	Data Access Required? (not all rooms have active internet)	Dates	Hours

◆ **OTHER REQUIREMENTS**

- Computer Labs: Yes *(Circle all that apply):* PC Mac wireless No
- Recreational Facilities: Yes *(please complete separate recreation form)* No
- Transportation (UCSC vehicles or bus service): Yes No
- An on-site office during program dates: Yes No
- Long distance telephone access: Yes No

◆ **GENERAL INFORMATION**

How did you hear about our conference facilities? _____

Sponsorship

Will your conference be sponsored by a UC Department: Yes No

Campus: _____ Department: _____

Department Contact: _____ Phone: _____

Recharge/FOAPAL number (required for UC sponsorship): _____

- I HAVE ATTACHED A CURRENT CONFERENCE AGENDA OR A SAMPLE PROGRAM FROM A PREVIOUS YEAR.
- I HAVE READ AND UNDERSTAND THE ENCLOSED UCSC CONFERENCE SERVICES POLICY HANDBOOK.
- DEPOSIT CHECK OR RECHARGE ENCLOSED *(\$10.00 PER PERSON OR \$1,000, WHICHEVER IS GREATER; CHECKS PAYABLE TO UC REGENTS).*
- I UNDERSTAND THAT RECEIPT OF DEPOSIT/APPLICATION DOES NOT GUARANTEE ACCOMMODATION.
- I UNDERSTAND THAT MY DEPOSIT IS NOT REFUNDABLE UNLESS UCSC IS UNABLE TO ACCOMMODATE MY REQUEST.

Signature of financial contact or other authorized representative _____ **Date** _____