



## CONFERENCE SERVICES

University of California, Santa Cruz  
100 Enterprise Way, Suite E100, Scotts Valley, CA 95066  
Mail Stop: Conference Services  
Telephone: (831) 459-2611 ♦ email: [conf@ucsc.edu](mailto:conf@ucsc.edu)  
<http://www2.ucsc.edu/conference>

### ♦ APPLICATION FOR USE OF UCSC FACILITIES ♦

#### ♦ 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: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Web Site: \_\_\_\_\_

Contact for Conference Planning: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

#### ♦ HOUSING REQUEST *INCLUDES THREE MEALS PER DAY*

Total number to be housed: \_\_\_\_\_ How many are staff? \_\_\_\_\_

People housed in singles: \_\_\_\_\_ (one person per bedroom)      People housed in doubles: \_\_\_\_\_ (two persons per bedroom)

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

Do you anticipate any special accessibility       Yes       No

Do you need separate housing for any staff?       Yes       No

Youth Groups only: \_\_\_\_\_% Male      \_\_\_\_\_% Female      \_\_\_\_\_Ages

**NOTE: Rates are based on a minimum of 30 participants staying 3 nights. A surcharge will apply for smaller groups and/or shorter stays.**

#### ♦ 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 each be charged program fee. This fee does not include parking, meals or recreational fees.  
Commuters may not exceed 20% of housed participants.**

#### ♦ 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. 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

