



SUMMER GROUP HOUSING APPLICATION

2007



SNOW COLLEGE

PART A: GENERAL INFORMATION

PRINT CLEARLY

Please complete this form and mail it along with your Housing Deposit to the Housing Office. This payment goes toward the final balance due one week prior to arrival.

Group Leader Name: _____

Address: _____
Street City State Zip

Daytime Phone: () _____

Person completing this form: _____ Title: _____

Social Security # _____ Birth Date: _____

Email Address: _____

PART B: PARTICIPANT COUNT AND DEPOSIT

Activity Dates: Arrival Date: _____ Departure Date: _____

Total Nights in Snow College Housing: _____

Apartments have a total of 6 twin size beds. Each apartment rents for \$55 for non-cooking, and \$110 for cooking with a required minimum of four (4) apartments.

Please make checks payable to Snow College Housing Office and enclose a copy of this form with payment to the address listed below.

SNOW COLLEGE HOUSING OFFICE

Open 8:00 AM - 5:00 PM

150 E COLLEGE AVE * EPHRAIM, UTAH 84627

PHONE (435) 283-7280 * FAX (435) 283-7284

*** EMAIL: housing@snow.edu * HOUSING HOMEPAGE: <http://www.snow.edu/housing>**

PART C: PAYMENT POLICIES

Deposit - One-half of the room charge is required as a deposit at the time the reservation is made. Snow College will keep your credit card information on file in case of damages to the room, building or grounds by your group during occupancy.

Room Charges -

Deposit - Fifty percent (50%) of the room charge is due when the reservation is made.

Balance of Room Charges - Remaining fifty percent (50%) must be paid six (6) weeks prior to arrival.

Additional Charges at Check-out - Additional charges for room damages and lost keys are due at check-out .

Cancellations - Up to ninety (90) days prior to arrival, fifty percent (50%)of the deposit is refundable. After that time all deposits are non-refundable. Fifty percent (50%) of the final payment is refundable eighty-nine to sixty (89 - 60) days prior to arrival. Fifty-nine (59) days to the arrival date, no refund will be given. There are no refunds for early departures or "no shows".

PART D: RESIDENCE HALL RULES/POLICIES

To make your stay a more enjoyable and safe experience for all our guests, please follow the rules/policies listed below. All of policies in **bold print** will constitute automatic eviction and a \$250.00 fine. All other violations will be charged \$30.00 per violation and/or at a cost of \$30.00 per hour cleaning and/or repair charge. In case of an eviction, room costs will not be refunded.

- **No alcohol, drugs, smoking allowed**
- **No open flames of any kind are allowed in halls**
- **Do not tamper with fire and life safety devices in any way**
- **No cooking in non-cooking apartments or rooms**
- Be respectful to Residence Hall staff.
- Quiet hours are between 11:00 p.m. and 7:00a.m.
- No water balloons or water fights
- Throwing objects out of the windows is strictly prohibited. This action will result in a fine and eviction.
- Abusive language will not be tolerated.
- Do not rearrange or remove furniture from the rooms or lounges.
- No pets in rooms
- Do not remove window screens.
- No climbing in or out of windows .
- No climbing on roof
- Please do no damage doors, windows, screens, blinds, walls and plumbing etc. These damages will be charged upon checkout.

PART E: KEY POLICIES

- Lost or Misplaced Keys will be charged at a rate of \$40.00 per key and/or \$15.00 per card to the group at check-out.

PART F: CHAPERONES AND CONDUCT

Chaperones - The chaperones provided by your group are responsible for providing constant, competent supervision of the youth. Our staff is here to provide event coordination, not chaperone services.

It is impossible to list all of the "do's and don'ts" youth conference or family reunion participants will be expected to follow. We expect that youth and adult leaders conduct themselves in an upstanding and responsible manner.

The rules we uphold are enforced to ensure that all participants enjoy and benefit from their participation. Actions that jeopardize this right for others will not be tolerated. The college reserves the right to dismiss individuals or groups who violate the rules governing youth conferences or family reunions.

PART G: ITEMS NOT PROVIDED

Remember to bring own bedding including sheets, blankets, sleeping bags and pillows. The beds are standard twin size.

Bring your own bath towels, washcloths and other toiletries as needed. Soap and toilet paper are provided in each bathroom.

No maid service is available during your stay.

PART H: CHECKIN POLICIES & REGISTRATION

1. Arrive Early -The chairperson (group leader) should arrive one-half hour ahead of the rest of the group in order to work out final financial matters.

2. Room Check- in/Check-out - The check-in is 2:00 pm due to the cleaning schedule of the Snow College staff. Check-out is at 10:30 am. Groups requiring a late check-out will be assessed an additional day charge for each room still occupied. Proper adherence to scheduled check-out times by group chaperones will prevent these unnecessary late charges.

3. Damage Report - Our staff keeps a status report of each room's condition and notes any pre-existing damages. Upon check out, the housing staff will recheck each room and will note damages caused by the participants in your group. These damage charges will then be charged to your credit card. To save your organization unnecessary charges be sure that your youth treat the facilities with respect.

4. Keys - During check-in, Chaperones will be given a binder containing room keys for the individuals for whom they are assigned. Upon check-out, the binder must be returned to the Housing Office. Please note there is a \$40.00 charge for each missing key and/or \$15.00 for each missing card. Even though you may find a key once you arrive home, the Housing Office staff must charge you for the missing key if it is not returned at check-out. This is due to the quick turn over of rooms to other youth conference groups or family reunions.

5. Payment - **ALL BALANCES MUST BE PAID SIX (6) WEEKS PRIOR TO YOUR ARRIVAL. IF THE BALANCE IS NOT PAID SIX (6) WEEKS PRIOR TO ARRIVAL, YOUR RESERVATION WILL BE CANCELED.** See Part C for cancellation refund information. We do accept personal checks with proper identification and a credit card.

6. Hall and Room Preferences - Youth groups will be kept together as much as possible. However, since many groups use the residence halls, it is not always possible to assign your group exclusive rights to a hall if it has not been totally filled by your group. Snow College reserves the right to maximize the use of its lodging facilities. Your courtesy and consideration in working with other groups by properly chaperoning your group is expected.

PART I: PARKING

Parking: Parking for vehicles will be permitted in specific parking lots located close to your assigned residence hall. If you are uncertain where this area is after you have reached campus, please check with the Housing Office or call 435-283-7280 for clarification.

PART J: CHECKOUT & DEPOSIT

Checkout Procedures:

1. Checkout is 10:30 am.
2. Chaperones should thoroughly search closets, drawers, and beds for articles that may have been left behind. Make sure all facilities used are left clean and undamaged.
3. All chairs tables beds and mattresses must be returned to their designated area It's easy to avoid these fees. Simply instruct your chaperones to ensure all mattresses and furnishings are returned to their locations prior to checkout.
4. Chaperones must turn in all of the keys that were given to them at check-in to the Housing Office upon checkout. Housing staff will check the keys against the original lodging form,. If keys are missing your group will be assessed lost key fees. Each lost key is assessed a \$40.00 fee and/or \$15.00 lost card fee. These fees will be charged to your credit card immediately.
5. The group leader should be the last to checkout. Housing staff will notify the group leader of any missing key at this time . No charges will be incurred for keys that are found and returned to the Housing Office before the group leaves campus.

PART K: LOST ITEMS

Any items found in the halls will be kept for one week. After this time, all retrieved items will be donated to a charitable organization.

PART L: SIGNATURE

I agree to the terms and conditions of this Summer Group Housing Contract.

Signature of Authorized Group Representative

Date