



Office of Residence Life
Summer Conference Contact/Information Sheet

Conference Information:

Conference Name:
Conference Contact:
Mailing Address:
Daytime Phone #: Alternate Phone #:
Contact e-mail Address:

Staff & Camper Information

Housing Assignment:
Maple Hall, Oak Hall, The Overlook, Laurel Hall, Linden Hall, Pine Hall

Check-In Date: Check-in Time:

Check-In Location:

Early Arrival Info.

Staffs only are permitted as early arrivals and the date must be Monday - Thursday from 8:30 am - 4:45 pm. We will do our best to accommodate early arrival requests, however please understand that Residence Halls and rooms may not be ready for the time you are requesting. Early arrival requests must be submitted in writing at least 15 days prior to your camps arrival.

Check-Out Date: Check-out Time: NOON

Late Departure Info:

Staff only - Must be by NOON on the last day of camps, August 3, 2008.

Linen Information - (Governor's School & Foundation for Free Enterprise ONLY)

of Linens Needed: Linen Exchange: Yes No

Linen Exchange Date(s): Time:

Keys/Access Cards

All keys and access cards MUST be returned within 24 hours of camps departure. Failure to return keys/access cards within the allotted time will result in a charge to the Camp.

Please return the completed form no later than May 1, 2008 to:
Lisa Saita - Office of Residence Life
505 Ramapo Valley Road
Mahwah, NJ 07430
FAILURE TO RETURN THIS FORM BY THE ABOVE DEADLINE MAY RESULT IN THE LOSS OF SUMMER 2008 HOUSING.

Residence Life Information

- Housing Costs:
 - Pine/Linden/Overlook/Oak \$34.50/double room
 - Laurel Hall \$17.50/single room
 - Maple Hall \$51.50/triple room
- Linens - \$15.00 per set, per week (limited availability)
- Lost Access Cards - \$15.00
- Replacement Locks - \$100.00

- Lisa Saita, Assistant Director of Residence Life/Director of Laurel Hall is responsible for all staffing issues relating to the summer camps and conferences staff hired by the Office of Residence Life. She can be reached at 201-684-7461
- Sarah Dwyer is the Director of the College Park Apartments. She can be reached at 201-684-7061. (Redwood/Hickory).
- The guaranteed number of participants must be provided to Lisa Saita by May 1, 2008. Residence Life will allow for 10% over the guarantee, but camps will be charged for the guaranteed number. Again limitations in space will not allow for more than 10% overage.
- Contact Information MUST be submitted to Lisa Saita no later than May 1, 2008. Failure to do so may result in the loss of summer 2008 Housing.
- Written rosters of all camp participants MUST be submitted in writing at least 15 days prior to the camps arrival. Failure to provide this information will result in a delay of obtaining entrance to the Residence Halls & room keys or a loss of summer 2008 Housing.
- Early arrival requests MUST be submitted in writing at least 15 days prior to the camps arrival. Failure to provide date & times of early arrivals will result in a delay of obtaining entrance to the Residence Halls & room keys on the requested date.
- Lounge furniture may not be removed from the lounges without obtaining permission from the Office of Residence Life in advance. Requests must be submitted in writing at least 30 days in advance.
- All phone requests must be submitted in writing to the Office of Residence Life at least 30 days in advance. Failure to make such requests will result in a delay of service. Phones are limited and will be provided on a first come first served basis.
- Furniture &/or mattresses may NOT be removed from any residence hall room, nor should any outside furniture &/or mattresses be added to any residence hall room.
- No furniture, gaming equipment or any other item deemed to be blocking egress can be placed in any lobby area &/or hallways.
- Cleats may not be worn in any of the Residence Halls.