



OFFICE OF EVENTS AND CONFERENCES

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www.ramapo.edu/conferences

**2018 Summer Program**  
**PRELIMINARY GUARANTEE FORM**  
*Single Session Camp*

**Program Name:**

**Dates of Program:**

**Preliminary Guarantee number of participants (include staff and campers) per \_\_/\_\_/\_\_:**

Staff/Counselors \_\_\_\_\_

Campers/Participants \_\_\_\_\_

You will have an opportunity to provide final numbers 2 weeks prior to the start of your program. Those numbers will be used by Dining and Housing for billing.

**Dining Services Reminder:**

Renter can submit updated numbers in writing the Wednesday prior to the following program week to [dcarrera@ramapo.edu](mailto:dcarrera@ramapo.edu). If Dining Services does not receive this written update, the guarantee number used for billing will be that submitted at the 2 week date.

**Summer Conferences Housing Reminder:**

Once a room is prepared, the Renter is responsible for payment regardless of use.

Representative Name \_\_\_\_\_

Representative Signature \_\_\_\_\_

Date: