

CONFERENCE HOUSING AVAILABLE JUNE 1-JULY 31, 2022 IN THE FOLLOWING RESIDENCE HALLS.

OAK, TAMARACK, PINE HALL ROOMS:

- Double Rooms: \$18/night/person
- Single Rooms: \$22/night/person
- Linens (pillow, sheets, blankets, towels) provided at no additional charge.
- Air conditioning is not available.
- Each hall has common lounges with large screen TVs, game rooms, and areas for outdoor use.

LINDEN HALL SUITES:

- Nightly Rate: \$33/night/person
- Two and three person suites with shared bath, private bedrooms, air conditioning and room temperature control within 3-5 degrees, movable furniture, spectacular lake views, and outdoor gathering spaces.

BIRCH HALL:

- Double Rooms: \$20/night/person
- Single Rooms: \$24/night/person
- All rooms are carpeted, modern design, lounge areas between every floor, lobby equipped with pool table, ping pong, and foosball. Large screen televisions in each lounge.

Campus Dining:

2022 Summer Meal Rates for Dining Hall:

- Breakfast \$6.12/per person
- Lunch \$8.55/per person
- Dinner \$9.73/per person

Catering option available for specific menus or locations on campus.

Please visit our website for additional information:

www.bemidjistate.edu/go/summerbsu and look for the Summer Conference Services tab.

Group/Organization: _____

Conference Dates: _____

Housing Arrival Date & Time: _____ Housing Departure Date & Time: _____

Contact Person: _____ Email: _____

Telephone (work): _____ Telephone (cell): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Total number of overnight guests: _____ # of Female: _____ # of Male: _____

Age range of attendees:

- grade school middle school high school
 college over 24 mixed ages (describe) _____

**** If attendees are minors, one chaperone for every 15 minors is required.*

Name and contact numbers for chaperones:

Number of Rooms requested:

Birch Hall Double _____ Single _____

Oak/Pine/Tamarack Halls Double _____ Single _____

Linden Hall Suites _____

Who will be assigning the rooms?

I will do my own assignments _____ I prefer Conference Services assigns the rooms _____

I will do my own check-in (pick-up keys and distribute myself) _____

I would prefer conference services distributes and collects the keys _____

Either way, a conference roster of all participants is required a minimum of two-weeks ahead of arrival. If you are making the room assignments yourself, please include the room number next to the participants name before submitting the roster.

Meals Needed? Y N

Meals will be held in Walnut Hall for the summer of 2022. The general hours of operation are as follows: Breakfast 7:30-8:45 am, Lunch 11:30 am-12:45 pm, Dinner 5-6:15 pm. If using dining services, please include your meal count in the following grid. If staying multiple weeks, please provide additional grids. Please also include your arrival time. When possible, we will confer with groups to stagger arrival times to avoid lines.

| Date | | | | | | | | |
|-----------|--------|---------|-----------|----------|--------|----------|--------|--------------|
| Day | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Arrival Time |
| Breakfast | | | | | | | | |
| Lunch | | | | | | | | |
| Dinner | | | | | | | | |

Are you aware of any dietary needs with your group?

Nut Allergy _____ Vegan _____ Vegetarian _____
 Dairy Intolerant _____ Gluten Free _____ Other (please describe) _____

Menus will be offered on a two-week rotation and available in March. Menus can be discussed during your scheduled meeting with Aramark along with specific needs and processes.

If there is a situation beyond your control and you are running late for your meal time, please contact the food service manager, 218.444.7576. For general inquiries, you may contact the main line between 7:30 am-4 pm at 218-444-7576.

All groups will be assigned a wristband (can be worn on a lanyard), which will be required for eating in the dining hall. Anyone without a wristband will be expected to pay for their meal at the door.

Please indicate other needs & days & time you prefer:

Meeting Spaces* _____ Lounge Space _____ Recreation Rooms _____
 Computer Labs _____ A/V Equipment _____ Handicapped Parking _____
 Refrigerators _____ Climbing Wall _____ Pool _____
 Activity Courts _____ Microwave _____ Other _____

Linen Exchange: If your group is staying multiple weeks we can provide a linen exchange. If you are interested in this service, please indicate the day and time you would like to offer this service:

Do you want wireless access codes for your guests? Yes No

How will your group be arriving on campus?

Charter/School Bus _____ Vans _____ Personal Vehicles _____

Do you anticipate any other special needs? If so, please describe: _____

General Policies:

Alcohol & Tobacco: Alcohol, tobacco, e-cigarettes, and other drugs are not permitted on campus. Smoking is prohibited in its entirety on all of campus.

Required Documents:

- Per Minnesota State policy, all groups that contract with us need to carry a \$2 million liability insurance policy and provide proof of coverage naming BSU as additional insured. Due 3-weeks prior to arrival.
- Participant rosters, this is the minimum guaranteed headcount. Additional beds and meals will be available up to 10% of your minimum headcount. You will be charged the minimum amount if you have fewer guests. You will be charged the actual headcount, if you have additional guests (up to 10%). In rare circumstances, will Conference Services be able to accommodate more than 10% of your headcount. Groups are encouraged to plan ahead, offer early bird discounts or other incentives to recruit participants early.
- Due to staffing requirements, security needs, technology needs and other conference service responsibilities it is imperative that we have proper notice of your participant's names and roommate assignments. Please provide an excel spreadsheet with the roommate pairings on a roster.
- Failure to submit a roster with participant names two-weeks ahead of arrival may result in a cancellation of the conference services confirmation/contract.

Additional Charges:

- If approval is granted to submit names after the two-week deadline, organizers will be charged an additional \$5 per person added pending available beds and staffing.
- All rooms will have a check-out form that needs to be signed by all occupants and will need to be returned to the group leader or campus liaison with room keys. Additional cleaning charges will be applied if room/apartment is left in an unreasonable condition upon check-out.
- Lost keys are billed (\$50/set) to Conference Group and *not* the individual.
- 3% late fee added for unpaid invoices after 30 days of invoice, another 3% after 60 days. After 90-days invoices sent to collections.

Available Services:

- Wifi access can be available, however a roster to create individual usernames and passwords will be required a minimum of two-weeks ahead of arrival.
- Parking is available at no cost on-campus during the summer months, except Cedar Lot and parking meters. Be sure to follow all posted regulations.
- Laundry is available in each residence hall. You may access the laundry room using your room key. You must provide your own detergent.

Emergencies:

If a critical incident arises, contact the BSU Department of Public Safety. Public Safety is open 24-hours and located in lower Walnut Hall, 218-755-3888. To report general incidents, minor accidents, or facilities issues, contact the Summer Host duty phone, 218-308-1847. Sanford Health has 24-hour emergency services for health related concerns. Sanford Health is located at 1300 Anne St. NW, Bemidji. Their phone number is 218-333-5000. In case of a life threatening issue, call 911.

Agreement:

I have read and understand the criteria as indicated on the 2022 Summer Conference Inquiry in order to utilize the Bemidji State University Summer Conference Services.

Group Organizer's Signature

Date

After the Summer Conference Services office receives this conference information form a facilities contract will be drafted and forwarded to you with specific detail regarding insurance, terms, and reservations. The facilities contract will need to be signed by the event organizer and mailed back to Bemidji State Summer Conference Services (only original signatures accepted). Emailed or scanned signatures of the facilities contract will not be accepted.