



Office of Housing & Residence Life
Summer Conference Housing - Preliminary Inquiry Form
life.iupui.edu/housing/summer.html

To assist us with completing your reservation, please complete the following with the most up to date information you can provide at this time.

****PLEASE NOTE: the Office of Housing and Residence Life does not provide accommodations for groups or individuals requesting housing of less than six (6) nights.**

Today's Date _____

Have you held a summer conference with us in the past? YES NO

Check-In Date: (after 5/25) _____ Approx Check-In Time: _____

Check-Out Date: (before 7/31) _____ Approx Check-Out Time: _____

Type of Conference: Youth College Adult

Estimated number of people total: _____ MALE _____ FEMALE _____

Conference Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Phone: _____ Fax: _____

Contact Email: _____

Billing Information (if different from Contact Information):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Email Address: _____

IUPUI Affiliation: _____

Payment Options: Interdepartmental Billing (required for all intercampus groups) Invoice

Accommodations Requested:

Ball Residence Hall (non air-conditioned)

Campus Apartments on the Riverwalk

Room/Apartment Types Requested:

Please indicate the total number of residents you are requesting to be placed in each of the unit types below (mark all that apply).

Ball Residence Hall:

Single (11 spaces) _____

Double (44 spaces) _____

Triple (18 spaces) _____

Campus Apartments:

Two Bedroom Apartment _____

Four Bedroom Apartment _____

Will your group require linen package: YES NO

Will your group require parking permits: YES NO

If yes, how many parking permits: _____

Will you need meeting space: YES NO

Submit form to:

IUPUI

**OFFICE OF HOUSING
AND RESIDENCE LIFE**

INDIANA UNIVERSITY-PURDUE UNIVERSITY
INDIANAPOLIS
Division of Student Life

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