



INDIVIDUAL RESERVATION REQUEST APPLICATION

To request a reservation for on campus lodging, please complete the following application:

GUEST INFORMATION:

Name: _____

Educational Purpose of Stay (if applicable): to attend the 2016 Vernacular Architecture Forum conference

Postal Address: _____

Phone: _____

E-mail: _____

Submit the completed form as directed below. In return, you will receive an invoice. Payment may be made in advance, by phone using a credit card or by mailing a check made payable to NCCU Special Operations; or payment may be made upon checking in.

SCHEDULING INFORMATION:

Check-In Date: _____ Time: _____

Double Rooms: \$35/person/night

Check-Out Date: _____ Time: _____

of Days: _____ # of Guests: _____

Total Number of Nights Required: _____

Single Rooms: \$50/person/night

Linen Package Requested yes no

of Days: _____ # of Guests: 1

(Note: A linen package includes two sheets, one pillowcase, one bath towel, one wash cloth, and one blanket for each person.)

Guest can provide his/her own linens.

Requests for Specific Residence Halls (in order of preference):

Chidley North

Special needs, requirements or accommodations including parking:

Please be advised all dining needs are handled by the University Dining. Contact the office directly at catering@nccu.edu or 919-530-7802. While every effort will be made to accommodate this request, submission of this application does not guarantee availability of spaces in particular residence halls or reservation of particular dates.

RETURN THIS APPLICATION TO:

Department of Residential

Office of Special Operations

1801 Fayetteville Street PO Box 19382 Durham, NC 27707

(Phone) 919-530-5446 • (fax) 919-530-5441 • conferences@nccu.edu