

COPPIN STATE UNIVERSITY

SUMMER CONFERENCE HOUSING APPLICATION

Contact Information

Name of Group/Individual : _____

Name of Primary Contact: _____

Phone: (____) _____ - _____

Facsimile: (____) _____ - _____

Email Address: _____

Mailing Address _____

Conference Information

Date of Arrival: _____ Time of Arrival: _____

Date of Departure: _____ Time of Departure: _____

Participant Information

Total # of Participants	# of Male Participants	# of Female Participants	# of Male Chaperones	# of Female Chaperones

Type of Group: _____ Professional _____ School Age _____ Intern _____ Other

If other, please describe: _____

***Proof of Insurance is required and must be verified by the Office of Events and Conference Services.**

Accommodation Information

Please indicate a general breakdown of how your group prefers to be assigned. Final assignments are based on availability, the information below will be used to establish preliminary availability.

No. of Double Spaces _____

No. of Single Spaces _____

Please list any special accommodations or requests needed during your stay:



For additional information contact: Vallyn L. Merrick • vmerrick@coppin.edu
Coppin State University • Office of Housing •
2500 W. North Avenue, Baltimore, MD 21216 • (410) 951-6300



SUMMER CONFERENCE HOUSING FAQ'S

How do I request my stay at Coppin during the summer?

- Contact the Office of Events and Conference Services (ECS) to register as a campus visiting group.
- Complete the Summer Conference Housing application, available on-line or from ECS.

Once the application is complete what are the next steps?

- A completed application will be used to check availability based on the amount of people and the requested room types.
- The housing office will contact the group organizer to confirm availability.
- The group organizer and housing staff will coordinate room types, final numbers and names.
- Complete billing, insurance and contract forms with the Office of Events and Conference Services.

What are the current rates?

\$26.50 – Per Person/Double Occupancy

\$36.50 – Chaperone Rate in Single Occupancy (based on availability)

\$53.00 – Single Occupancy

What are the dates of the Summer Conference Housing Program?

- Summer Conference Housing at Coppin State University runs from May 28th to August 1st.

Once I have signed a contract can I make adjustments?

- After the signing of a contract with the Office of Events and Conference Services the terms of your contract can not be changed but participant information can be adjusted based on availability.

What amenities are included in my occupancy rate?

- Wireless Internet/ Cable
- Laundry (included)
- Micro-fridge in each suite
- Computer Labs
- Vending
- Lounge Space
- 24-hour front desk service

What else should I know about Summer @CSU?

- Coppin State University boasts convenient access to light rail, subway and bus service.
- If you are interested in a meal plan for your participants CSU offers that too.
- Meeting space, parking and exercise equipment are available to guests for a minimal fee.
- CSU is a historical institution dedicated to education, enrichment and advancement.

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