

Conference Housing Request Form

Conference Name:

- Short Name/Nickname of Group (if applicable):
- Conference Affiliation with CSUSB (if applicable):

Primary Contact for Housing Arrangements

Name	
Title	
Phone	
Email	

Proposed Program Dates

Check-In Date		Check-In Time	
Checkout Date		Checkout Time*	

*Checkout Times must occur by 12pm Noon on the date of departure.

Program Size

Estimated Number of Adults (18+)	
Estimated Number of Youth/Minors	
Estimated Total Number of Overnight Attendees	

Chaperone Policy for Youth/Minors

Chaperones are required for youth/minors. Groups shall provide one approved live-in chaperone per: ten (10) youth ages 15-17**; eight (8) youth ages 9-14.

High School students are considered youth/minors for youth-oriented camps even if they are 18 or over.

Additional Services

Do you require linen sets for your stay? Yes No

Linens are a minimum of \$30/person. Linen set may include a pillow, pillowcase, flat and fitted sheet, and bathroom towel. Final cost on linens is dependent on conference needs and vendor costs/availability. Linen service is not guaranteed.

Do you require meeting spaces for your stay? Yes No

Meeting spaces are limited within Housing; you may be connected to Special Events & Guest Services if we are unable to accommodate your request. Meeting space rental rates vary.

Dining/Meals

Yotie Eats is our campus dining service and provides dining options for on-campus programs and events.

Please contact catherine.umana@csusb.edu to discuss options during your stay.

Housing Information

Summer 2023 Conference Housing is located in Coyote Village. Coyote Village is a traditional residence hall, housing up to 68 people per floor in double rooms with community bathrooms. A very limited number of single occupancy spaces are available. Groups will be assigned based on anticipated numbers of participants and space availability. CSUSB Housing cannot guarantee that additional space will be available for groups with increased numbers. Housing charges will be based on the number of rooms booked as of the guaranteed date or the actual count, whichever is greater.