

Request for Reservation

Housing and Residential Life • MTSU • Murfreesboro, TN

1. Name of group _____ Account Number to Charge _____
2. Liaison person sponsoring group _____
3. Email address of sponsor _____
4. Mailing Address _____
5. Campus telephone number _____ Off-campus telephone number _____
6. Dates requested for lodging. From (check in) _____ Until (check out) _____
7. Number of participants: Male _____ Female _____ Total _____
8. If participants are youths under the age of 18, a minimum of one counselor per 12 participants must be provided. How many counselors will be provided? _____
9. Check in time will be at 4:00 p.m. as indicated in 5 above.
Check out time will be at 12:00 noon as indicated in 5 above.
If modifications to the designated check in or check out time are needed, please note: _____

These times must be approved before publicizing.

10. Will there be any early check-in staff members or other participants? Yes No
If yes, please give date and time _____
11. Will linen be required? Yes No If yes, how many packs? _____
Each linen pack includes two bath towels, one face towel, two sheets, one pillowcase, one mattress cover, and one blanket. Pillows will be furnished, if available, by the University. There are no bedspreads in this linen pack.
12. Who receives the bill for lodging the group? Name and address _____

13. General information

Middle Tennessee State University is now subject to Tennessee sales tax, 9.75%. Unless an exemption certificate is provided, sales tax WILL BE charged. Return this certificate as soon as possible or at the time you return the "Summer Conference Agreement."

There will be a \$53.25 plus \$5.19 sales tax (unless exempt) charge for each lock change due to a lost key. Any damages which occur to the residence hall(s) by the group participants are the responsibility of whoever receives the bill for the lodging of the group. Damages and charges for lock changes, if any, will be reflected in the final bill, which is payable upon receipt.

We would like to welcome you to Middle Tennessee State University

A Tennessee Board of Regents University