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