

# CSU SUMMER 2019 CONFERENCE RESERVATION FORM

## Department of Residence Life (External Groups)

2450 Euclid Ave. Cleveland, OH 44115

216.687.5196

Fax: 216.687.5156

www.csuohio.edu/reslife

Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
 (FIRST) (MIDDLE) (LAST)

Address: \_\_\_\_\_  
 (STREET) (CITY) (STATE) (ZIP)

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

| Check-In Date | Event Start Date | Event End Date | Check-Out Date | Number of Overnight Guests |
|---------------|------------------|----------------|----------------|----------------------------|
|               |                  |                |                |                            |

Linen Service Required:      None                  Standard (\$18/person)                  Executive (\$25/person)\*

\* Executive linen service available only to groups of 100 or fewer participants.

### FENN TOWER ACCOMODATIONS

Please indicate the number of required **beds** for each accommodation.  
 See page 2 of this reservation form for accommodation diagrams.

| Unit Type                                | Occupancy                                       | Nightly Rate | # of BEDS needed | # of Linens needed |
|------------------------------------------|-------------------------------------------------|--------------|------------------|--------------------|
| 1 bed/1 bath                             | Private bed & bath<br><b>(Single Occupancy)</b> | \$48         |                  |                    |
| 1 bed/1 bath                             | Shared bed & bath<br><b>(Double Occupancy)</b>  | \$32         |                  |                    |
| 2 beds/2 baths, living area, kitchenette | Private bed & bath<br><b>(Double Occupancy)</b> | \$53         |                  |                    |
| 2 beds/2 baths, living area, kitchenette | Shared bed & bath<br><b>(Quad Occupancy)</b>    | \$35         |                  |                    |

Special Requests: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Cleveland State University is an Affirmative Action/Equal Opportunity Institution

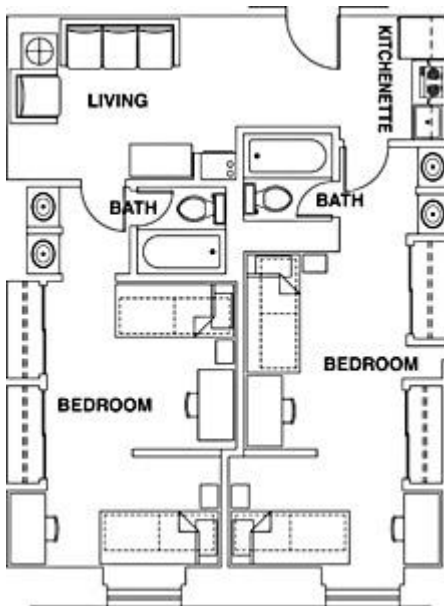
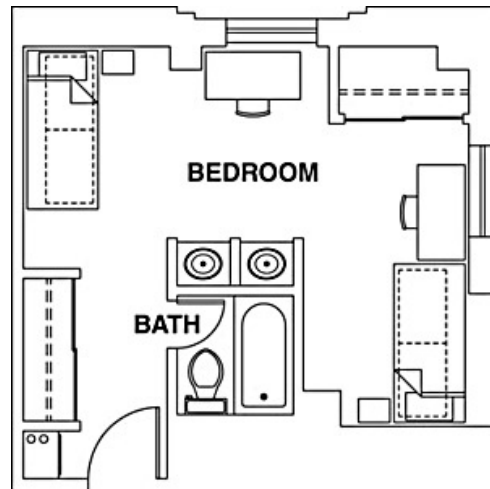
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# Fenn Tower Conference Rates and Sample Floor Plans:

## 1 Bedroom/1 bathroom

|         |                                                    |
|---------|----------------------------------------------------|
| Private | \$48 / person / night                              |
| Shared  | \$32 / person / night                              |
| Linens  | Standard: \$18/ person<br>Executive: \$25 / person |



## 2 Bedrooms/2 bathrooms

|         |                                                    |
|---------|----------------------------------------------------|
| Private | \$53 / person / night                              |
| Shared  | \$35 / person / night                              |
| Linens  | Standard: \$18/ person<br>Executive: \$25 / person |

### Amenities include:

- ✓ Air Conditioning
- ✓ 24 hour courtesy desk
- ✓ Wireless Internet Access
- ✓ Free Laundry
- ✓ Walking distance to restaurants
- ✓ After hours on-call staff
- ✓ Movie Theater
- ✓ Cooking Facilities
- ✓ Convenient check in/check out
- ✓ Game Room
- ✓ Walking distance to Downtown Cleveland
- ✓ Access to public transportation
- ✓ Meeting Rooms

## **ROOM ARRANGEMENTS:**

**OCCUPANCY:** \_\_\_\_\_ (herein after referred to as “Group”) is to provide Cleveland State University Department of Residence Life (“CSU”) with a room assignment roster. It will be the Group’s responsibility to assign rooms. Room types will be based on page 1 of the Conference Registration Form. CSU will provide Group with a list of rooms to be used for assignment.

**LINENS:** A linen pack includes 1 pillow, 1 blanket, sheets, pillowcase, 2 towels, and a washcloth. The standard linen service means that a linen pack is provided to the Group at check in. The executive linen service means that the beds are made prior to the Group’s arrival. Group should bring their own linens unless prior arrangements are made. **Orders for linens must be finalized 45 days before the group’s arrival date.**

**KEYS:** Keys and conference guest cards will be issued to guests for their personal use and are not transferrable. Group participants should always lock the unit’s door for their personal safety and the safety of the Group participant’s personal property. Lost keys shall be reported immediately.

Groups will be charged \$75 labor and \$10 per key for each lost key and \$25 for each lost guest card. These charges are payable by the Group at the time the new key and/or guest card are issued. Keys and cards not turned in to CSU at the time of the Group’s check out will be considered lost, and the costs thereof added to the Group’s invoice.

**PARKING:** Parking is available to Groups. All parking accommodations will need to be made in advance with Cleveland State University’s Parking and Transportation Services Office by calling 216-687-2023 or by email at parking@csuohio.edu.

**OTHER:** Televisions, phones, and/or alarm clocks will not be provided in the rooms.

**SUPERVISION:** Group agrees to provide adequate and appropriate supervision of all Group participants associated with this program or conference during their stay at the property, including non-attended periods of operation to ensure compliance with the rules and regulations of CSU by all conference and camp participants.

Group agrees to comply with the following staff to participant ratio:

- One Group staff member for every five participants ages 4 and 5
- One Group staff member for every six participants ages 6 to 8
- One Group staff member for every eight participants ages 9 to 14
- One Group staff member for every 10 participants ages 15 to 17
- One Group staff member for participants ages 18 and over

Group will assign a staff member who is at least 21 years of age to be accessible to participants. The Group staff member must reside in a housing unit. Additional Authorized Adults should be assigned to ensure One-on-One Contact with minors does not occur and that appropriate levels of supervision are implemented.

**RATES:**

The charge for attendees is priced per bed per night. **Group will inform CSU at least 30 days prior to the check in date if the number of beds or linens from page 1 of the reservation form has changed. If the Group does not inform CSU within 30 days prior to the check in date, the Group will be contracted for the number of beds requested on page 1 of this reservation form, even if some beds are left vacant.**

**CONTRACT:**

A written contract will be provided to the Group at least 30 days prior to the check in date. The Group will execute and return the signed contract to CSU within seven (7) business days following its receipt of the same, along with one-half of the contracted amount by MONEY ORDER OR CHECK ONLY. All payments should be made payable to "Cleveland State University."

**REFUNDS:**

Unless otherwise stated in this Reservation Form or the contract form, and except for extreme emergencies, refunds for cancellations, late arrivals, and/or early departures will not be made.

**FINAL PAYMENT:**

**The contracted amount must be paid in full prior to the Group receiving keys.** All payments should be made payable to "Cleveland State University."

**LATE PAYMENT:**

Any overdue invoices will be assessed the maximum interest charge allowed by state law.

**IMPOSSIBILITY OF PERFORMANCE:**

This reservation form will terminate without liability to either party if substantial performance of either party's obligations is prevented by an enforceable cause reasonable beyond that of either party's control. Such causes include, but are not limited to, acts of God; regulations or orders of Governmental authorities, fire, flood, or explosion; war, disaster, strike, labor dispute, energy shortage, or in the event that the premises are sold in a bona fide sale.

Reservation is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Cleveland State University Department of Residence Life (Euclid Avenue Development Corporation), and

\_\_\_\_\_ .

**The authorized representative of the Group, by signing this contract, agrees to all of the above provisions, terms and conditions, and has the legal power and authority to enter into this agreement.**

GROUP REPRESENTATIVE:

DIRECTOR OF RESIDENCE LIFE:

Cleveland State University, Department of Residence Life, Euclid Avenue Development Corporation

\_\_\_\_\_  
Printed Name

By: \_\_\_\_\_  
Lynn Ellison

\_\_\_\_\_  
Signature

Title: Director of Residence Life

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date