



INTERNATIONAL HOUSE

Summer Group Guidelines and Form

Summer Sessions 2019 (May 26 to August 17 at 10 am)

Thank you for your interest in booking a Group Reservation for Summer 2019. I-House is pleased to serve as the summer host for a variety of student groups, exchange students, conference attendees, and visitors during our Summer Session housing period.

Along with these guidelines, you will receive a copy of the **Summer Group Reservation Request Form**. The questions on this form will help us to understand the basic dynamics of your group and their housing needs. Please take the time to complete this in full. Your answers will enable our staff to determine whether we can meet your group's needs and to prepare a **Room Reservation Agreement** with rates for your proposed stay at I-House.

Please be aware that spaces are not guaranteed until the Agreement is signed and the full payment is made prior to the group's arrival.

GENERAL GROUP RESERVATION POLICIES

All summer residents must be over the age of 18 during the duration of their stay at I-House. Due to the high demand for Summer Sessions C & D, we cannot accommodate groups who will be here for less than a full Summer Session beyond June 23rd. Short-term group reservations that do not match our Summer Session dates may be possible in May and early June based on space availability.

GROUP RESERVATIONS

Advanced group bookings are accepted for groups that are managed by one central contact person within the group's organization who coordinates all aspects of the group members' reservation with I-House. This includes communication with I-House Admissions staff, managing collection of funds from group members, and payments to I-House on behalf of all members of their group. The Group Coordinator works directly with the I-House Summer Groups Coordinator to complete the reservation, sign the Agreement, and to arrange payment for the entire group. Individual group members will need to register with I-House by completing an online registration form that asks for basic profile details, emergency contact information, an identification photo, and roommate preferences. Unlike our regular Summer Sessions Applications, no payments are required from the individual group member as part of this form.

The Reservation Agreement will be offered based on space availability. It must be signed and returned on or before the given deadline. Full payment is required prior to the summer group's arrival by the agreed upon deadline. If we do not receive the full payment by the deadline which is generally one month prior to the scheduled Arrival Date, we will cancel the group booking.



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CANCELLATION

Written cancellation of reservations received in writing at least one month prior to the Arrival Date indicated will not incur a cancellation fee. A final roster of group participants will also be due at this time. Any cancellations received after this date but prior to the Arrival Date will incur a \$300.00 cancellation fee per person. All cancellations must be received via email to gcs@berkeley.edu. Any cancellation during the contract period will be charged a \$500 cancellation fee and the group will remain liable for the room and board fee until an eligible replacement is found. Refunds are not given due to late arrivals or to early departures.

ROOM ASSIGNMENTS

In support of I-House's mission to foster intercultural exchange, residents for the summer who are part of a Group Reservation will be assigned to rooms throughout the building and whenever possible with students from a different country or program. This is intended to enhance their experience living and studying in an immersive, international community and encourage them to interact and form friendships with students who are not a part of their group. This may not be possible in cases where the Group's arrival and/or departure dates do not match with the standard Summer Session term dates.

SUMMER 2019 RENOVATION AND IMPROVEMENT PROJECTS

Please be aware that there will be renovations, repairs, painting, and maintenance completed at International House throughout the summer. This work may create some dust and paint/stain fumes. Noise disturbances from this work may occur from 7am to 6pm, Monday through Friday, and occasionally during weekends.

As with all construction projects, there will be some level of disruption to occupants during this period. Prior to acceptance of these terms, applicants should consider the disruption to the living environment and regular services that may result from this work. Possible disruptions may include but are not limited to:

- a) Alternate temporary room assignment within International House.
- b) Noise, dust, fumes, and other disruptions during construction hours.
- c) Short-term disruption of utilities (i.e. water, electricity, internet, etc.)

Please review the **Summer 2019 Construction Notice** available on our website for additional details prior to completing the Reservation Agreement.



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Group Name:	Group Coordinator:
Phone	Email

Arrival Date (after 3 pm): _____

Departure Date: (by 10 am): _____

Number of Anticipated Participants: _____ (each requires a \$50 application fee).

Please indicate the number of individual bed spaces you wish to reserve for each of the following Room Types:

Single Room _____ Premium Single Room _____ Double Room _____

Do you wish to include the purchase of the linen package (\$70) and/or purchase a pillow (\$10.00) for each of your participants? If so, please list how many:

Linen Pack(s) _____ Pillow(s) _____

All residents receive 10 meals per week during the summer. Our Dining Hall serves 19 meals per week (breakfast, lunch & dinner weekdays and brunch & dinner on weekends) that residents can choose from. Do you wish to add additional meals for each participant during their stay?

If so, please list how many: _____ (\$10.00 per meal)

Additional details or requests:



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Summer 2019 Room & Board Rates

Room & Board includes Membership Fee and Internet fee (Per Person Rate)	Session A May 26 to July 6 (6-Week)	Session B June 9 to August 17 (10-Week)	Session C June 23 to August 17 (8-Week)	Session D July 7 to August 17 (6-Week)	Session A&D May 26 to August 17 (12-Week)
Double Occupancy Room	\$2,706	\$3,864	\$3,135	\$2,747	\$4,648
Single Occupancy Room	\$3,280	\$4,830	\$4,070	\$3,403	\$5,810
Premium Single Room	\$3,731	\$5,658	\$5,005	\$3,936	\$6,806
Meals Per Session	60	100	80	60	120
Number of Nights	41	69	55	41	83

Due to the high demand for spaces for Summer Sessions C & D, we are unable to offer Group Reservations for Summer Session E.