International House

Summer Group Guidelines

Thank you for your interest in booking a Group Reservation for Summer 2015! 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 have received a copy of the Summer Group Reservation Request Form. The questions on this form will help us to understand the basics 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.

TYPES OF GROUP RESERVATIONS

There are two primary group reservation types that I-House manages during the summer.

COORDINATED GROUP RESERVATIONS. These groups are managed by one central contact person who coordinates all aspect of the group members’ reservation with I-House. This includes communication with Admissions staff, collection of funds, and payments on behalf of all members of their group. In these cases, the group coordinator works directly with our 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 a basic 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 as part of this form.

The group will provide a security deposit of $1,000. If there are no damages, lost keys, lost meal or security cards, the deposit will be refunded to the group 10 to 15 business days after the check out date, and after charges have been deducted.

Written cancellation of reservations received at least two weeks in advance of the “Arrival Date” indicated will not incur a cancellation fee. Any cancellations received thereafter will incur a $50.00 cancellation fee per person.

HELD ROOM RESERVATIONS. In this instance, the group coordinator makes a request to hold a designated number of rooms for members of their group. These rooms are tentatively reserved for the group in advance. Individual group members must then apply for housing using our regular Summer Sessions Application online by an agreed upon deadline. This includes completing the application in full, making individual housing deposits and payments, as well as agreeing to and accepting the Terms & Conditions of the contract. Once their individual online application and housing payment are complete, they will be assigned to one of the held rooms reserved by their group coordinator.

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 July 3rd. Short-term group reservations that do not match our Summer Session dates may be possible in May and June based on space available.
International House
Summer Group Reservation Request Form
Please indicate: Coordinated Group Reservation ☐  Held Room Reservation ☐

<table>
<thead>
<tr>
<th>Group Name:</th>
<th>Group Coordinator:</th>
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</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>

Arrival Date (after 3 pm): ____________________________

Departure Date: (at 10 am): ____________________________

Number of Anticipated Participants for Your Group: ___________ (each required a $35 application fee).

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

Single Rooms ______ Premium Singles Rooms ______ Double Rooms: ______

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 ___________.

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). Do you wish to add additional meals for each participant during their stay? If so, please list how many: ___________ ($9.00 per meal)

Would you like the members of your group to be assigned to rooms on the same floor or wing of the building, if possible? ___________.

Would you like those members of your group assigned to Double Rooms to be with another member of your group, if possible _________.

Additional details or requests:

2015 Summer Room and Board Rates

<table>
<thead>
<tr>
<th>Room &amp; Board includes program membership and internet access fees</th>
<th>Session A: 6 Week (May 24 – July 3)</th>
<th>Session B: 10 Week (June 7 – Aug. 15)</th>
<th>Session C: 8 Week (June 21 – Aug. 15)</th>
<th>Session D: 6 Week (July 5 – Aug. 15)</th>
<th>Full Summer AD: 12 Week Session (May 24 – Aug. 15)</th>
<th>Session E: 10 Week (July 26 – Aug. 15)**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>40 Nights</td>
<td>69 Nights</td>
<td>55 nights</td>
<td>41 Nights</td>
<td>83 Nights</td>
<td>20 Nights</td>
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<tr>
<td>Double</td>
<td>$2,320</td>
<td>$3,312</td>
<td>$2,695</td>
<td>$2,419</td>
<td>$4,067</td>
<td>$1,380</td>
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<tr>
<td>Single</td>
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<td>$4,278</td>
<td>$3,630</td>
<td>$3,075</td>
<td>$5,146</td>
<td>$1,780</td>
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<tr>
<td>Premium Single</td>
<td>$3,240</td>
<td>$5,106</td>
<td>$4,455</td>
<td>$3,485</td>
<td>$6,142</td>
<td>$1,860</td>
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</tbody>
</table>

**We will accept applications only if spaces are still available after session D has begun.