



# INTERNATIONAL HOUSE

## Summer Group Guidelines and Form

Summer Sessions 2023 (May 21 to August 12 at 10 am)

---

Thank you for your interest in booking a Group Reservation for Summer 2023. 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 16th. Short-term group reservations that do not match our Summer Session dates may be possible in May and early June based on space availability. Inquiries may be sent to [Admissions@ihouseberkeley.org](mailto:Admissions@ihouseberkeley.org).

### **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 Admissions and Accounting Departments to complete the reservation, sign the Agreement and 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.



# INTERNATIONAL HOUSE

## Summer Group Guidelines and Form

Summer Sessions 2023 (May 21 to August 12 at 10 am)

---

### 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 [admissions@ihouseberkeley.org](mailto:admissions@ihouseberkeley.org). 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 2023 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 noise, dust and paint/stain fumes. Noise disturbances from this work may occur from 8am 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 2023 Construction Notice** available on our website for additional details prior to completing the Reservation Agreement.



# INTERNATIONAL HOUSE

## Summer Group Guidelines and Form

Summer Sessions 2023 (May 21 to August 12 at 10 am)

---

### Summer Group Reservation Request Form

Group Name:	Group Coordinator:
Phone	Email

Arrival Date (after 12 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) \_\_\_\_\_

Our Dining Hall serves 19 meals per week (breakfast, lunch and dinner Monday through Friday and brunch and dinner on Saturdays and Sundays). Please note, dining may be limited or closed on Holidays.

Additional details or requests \*Please note any dietary restrictions below:

---



# INTERNATIONAL HOUSE

## Summer Group Guidelines and Form

Summer Sessions 2023 (May 21 to August 12 at 10 am)

---

### 2023 Summer Room and Board Rates

Room & Board	Session A: 6 Weeks (May 21 – July 1) 41 Nights	Session B: 10 Weeks (June 4 - Aug. 12) 69 Nights	Session C: 8 Weeks (June 18 - Aug. 12) 55 Nights	Session D: 6 Weeks (July 2 – Aug. 12) 41 Nights	Sessions A&D: <u>Full Summer</u> (May 21 – Aug. 12) 83 Nights	Session E: 3 Weeks (July 23 – Aug. 12)** 20 Nights
<b>Double</b>	\$3,075	\$4,485	\$3,575	\$3,075	\$5,395	\$1,800
<b>Single</b>	\$3,690	\$5,520	\$4,675	\$3,895	\$6,640	\$2,300
<b>Premium Single</b>	\$4,100	\$6,210	\$5,500	\$4,510	\$7,470	\$2,400
<b>Meals</b>	109 meals	184 meals	147 meals	110 meals	220 meals	55 meals

**ALL FEES ARE DUE IN ADVANCE OF ARRIVAL DATE**

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

Nightly rate for extended stays such as early arrival or late departures will be considered based on space available and must be requested as far in advance as possible to the Admissions office at [Admissions@ihouseberkeley.org](mailto:Admissions@ihouseberkeley.org).