Summer 2018 – Conference & Group Reservations

What Is It:

Conference and Event services are available for all types of groups. We do not require groups be affiliated with the university and have happily hosted groups from various organizations in the past – youth camps, volunteer groups, faith-based groups, professional organizations, academic groups, etc.

Our summer conference and event services allow for groups to acquire sleeping, meeting, and dining accommodations at low cost. We are also located near Metrolink light rail station and St. Louis Lambert Airport which can help cut down on groups’ travel costs.

Room Information:

Conference and Event housing will be in Oak Hall. All rooms are suite-style. There are four individual bedrooms and a bathroom to a suite. While there are no other rooms within the suites, there are common areas on each of the floors. Also available to all guests are the: Lobby Area, Laundry Room, Community Kitchen, and Swimming Pool. These areas cannot be reserved and are available to all guests, 24/7.

All individual bedrooms within Oak Hall come included with: an extra-long twin size bed, wardrobe, desk, desk chair, microwave, and mini-refrigerator. Cable access is available within the rooms, however, we do not provide the televisions or cables. Suites are air conditioned. Free Wi-Fi is available for guests over the age of 18. A room phone or wired internet port can be made available upon request, and additional fees will apply.

The bathrooms come equipped with a shower area, toilet area, and vanity area with 2 sinks. One bathroom is shared between the 4 individuals staying within that suite. While toilet paper will be provided at the beginning of your stay, no other amenities will be included (i.e. soaps, lotion, etc). A linen drop service is available for additional costs and includes towels and bedding.

Groups will be assigned a certain number of suites. The coordinators of the group will be able to place individuals/participants within their group into desired suites. Assignments can be done however is preferred by the group – by age, by gender, by interest, etc. We will not mix people from different groups within the same suite. There may be more than one group staying on the same floor (similar to like it would be at a hotel).

The number of rooms reserved will be set based on the expectation for groups to place 4 people per suite. If your group does not wish to place 4 people per suite, it can be accommodated however, rates are subject to change.
**Additional Space Options:**

Additional meeting spaces can be reserved for your group. It is possible for groups to rent one of our meeting spaces without staying in our guest housing. Meeting spaces are available for rent throughout the year, not just during the summer months.

Rates depend on what meeting room is being requested as well as for what duration of time. Room rates are for a minimum of two hours. Flat rates are sometimes made on a case by case basis, for groups staying for multiple days and needing a meeting space for extended amounts of time. Audio and visual equipment can also be rented for additional costs. For more information please visit our website at: [http://www.umsl.edu/~umslconf/Conferences%20and%20Events/index.html](http://www.umsl.edu/~umslconf/Conferences%20and%20Events/index.html)

**Food Options:**

Groups can also choose to utilize our campus’s dining options. This is not required and is not included in our nightly rates. Groups can elect to eat in our South Campus Dining Hall or utilize our campus’s catering options. While individuals are free to bring in whatever food or beverages they would like for themselves, any food/beverages being distributed to a group must be provided or approved by our campus vendor – Sodexo. Individuals may not bring in food/beverage items and then redistribute them in one of our public or private areas.

For more information about Sodexo’s catering options please visit their website: [https://umsl.sodexomyway.com/catering/index.html](https://umsl.sodexomyway.com/catering/index.html)
**Dates Available:**

Housing for summer 2018 conferences and events will be available May 20, 2017 – July 39, 2017.

Additional spaces (meeting rooms) can be requested throughout the year.

**Rates:**

Our regular rates are based on groups putting 4 people per suite.

- $22.50 per person per night – no linens provided
- $25.00 per person per night – linens included

Adjusted rates are for when groups request to place less than 4 people to a suite. This is often possible, but since it can impact the number of rooms your group reserves, the rates change. Rates for partial filled suites are:

- 1 person in a 4-person suite: $75 per person per night
- 2 people in a 4-person suite: $50 per person per night
- 3 people in a 4-person suite: $35 per person per night

We understand that certain circumstances may cause for a few suites to be partially filled – i.e. the need to keep youth and adults separated, the need to keep genders separated, the number of participants does not divide equally, etc. In these cases, we will not charge extra for the partially used suites and will use either the $25 per person per night rate or the $22.50 per person per night rate.

If you have questions or a circumstance that you think qualifies, please ask at the time of your reservation.

**Reservation Process**

For non-UMSL groups, reservations must be made least 2 months prior to your requested arrival date. Accommodations are made on a first come, first serve basis so it is recommended that you apply further in advance if possible. We will not hold any spaces for a group until the following items are submitted:

- Signed facilities agreement – we create a facilities agreement (contract) based on our rates and your specific requests which must be signed and returned to us.
- Deposit – Usually in the amount of $500. Groups may make a deposit up to half of the expected total amount if desired.
- Proof of insurance (for non-university groups) – a certificate of insurance is required and it must list “The Board of Curators as additional insurance.” More information about insurance requirements can be found at: [http://www.umsl.edu/~umslconf/insurance.html](http://www.umsl.edu/~umslconf/insurance.html)

To begin the reservation process, please fill out the request form found on our Conference Services website. For group reservations, you will need to fill out our Conference Reservation form: [http://www.umsl.edu/~umslconf/Reservations%20and%20Application%20Forms/form_conf.html](http://www.umsl.edu/~umslconf/Reservations%20and%20Application%20Forms/form_conf.html)
Important Things to Consider:

- The facilities agreement will set a minimum amount of bed spaces to be reserved. In the months that follow, you can request to increase your minimum guaranteed number of beds and if we can accommodate, we will do so. You will not be allowed to reduce your minimum guarantee once it is set.
- If the group’s final number of participants is under the requested minimum, the group will still be billed for at least the minimum number of reserved spaces. The unused rooms that were reserved will be counted as “No Shows.”
- “No Shows” may also include people listed on the final roster given to Conference Services that do not attend. The final roster will be due at least one week prior to your group’s arrival.
- Any food or beverage distribution (group snacks and meals) must be provided by or permitted by our campus vendor – Sodexo.
- For food and beverages not provided by the institution - Individuals may bring in whatever food/beverage items they like for themselves, but cannot redistribute these items in any of our public or private meeting locations.
- Linens and towels are “drop service” meaning a folded pile is placed in your room at the start of your stay, but are not replenished throughout the course of your stay. You leave the dirty linens and towels in the room when you leave.
- We do not provide amenities such as hand soaps, shampoos, lotion, etc. By not providing such items, we are able to keep our rates lower than what you will find at most hotels.
- Parking passes can be acquired at a cost of $1.00 per pass per day. Each car/vehicle will need its own pass.
- No pets or animals are allowed to stay in our facilities.
- While alcohol is permitted in the privacy of people’s individual rooms, it is not permitted in public areas.