



Housing Services
 5300 Paseo Rancho Castilla
 Los Angeles, CA 90032-8647

Office (323) 343-4800
 Fax (323) 343-6465
www.calstatela.edu/univ/housing

Summer Conference Guest Housing Request Form and Rates

Revised 4/27/2012

Conference Guest/Group Information	
Guest/ Group Name	Group Coordinator
Reason for Stay	Current Address
	Telephone Number
Is this a CSULA affiliated guest/group? Yes <input type="checkbox"/> No <input type="checkbox"/>	Fax Number
CIN/ Tax I.D. No.	Email
P.O. No. / Grant No.	Did you ever attend CSULA? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date of Birth:

Billing Information - Make check/money order/cashier's check payable to CSULA, Housing Services. Mail payments to CSULA 5151 State University Drive, Los Angeles, CA 90032, Attn: Business Financial Services, Accounts Receivable

Contact/Reference Information	
Contact Name	Telephone Number
Address	

Food Permit
 If you will be serving food, you must submit a copy of your food permit obtained through the Department of Risk Management and Environmental Health and Safety. They may be reached at 323-343-3531.

Guest/Group Coordinator Signature		Date Signed	
-----------------------------------	--	-------------	--

Reservation Information

Check In Date: _____	Check Out Date: _____
Check In Time: _____ AM <input type="checkbox"/> PM <input type="checkbox"/>	Check Out Time: 12:00 PM
Number of Students: _____	Number of Minors (Under the Age of 18): _____
Number of Males: _____ Number of Females: _____	Number of Non-Students/Chaperones: _____ A chaperone is required in each unit for guests under the age of 18

Acceptable payment methods include - Cash, Personal Check, Cashier's check or money order. International groups check with your banking institutes to confirm the withdrawal of U.S dollars.

Rate Information

Number of Singles: _____ Single Rate: \$40.00	Number of Doubles: _____ Double Rate: \$35.00
Total Singles: _____	Total Doubles: _____

Linen

Linen will be provided for an additional fee of \$4.50/person/night and a \$3.00 weekly delivery fee. Dirty linen will be exchanged once a week for the duration of your stay.

Linen (no. of weeks): _____	Total: _____
Total Nights: _____	Total Charges: _____

Office Use

10% Deposit: _____

Deposit Due Date: _____

Balance after 10%: _____

Balance Due Date: _____