

UNIVERSITY HOUSING

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

Summer Conference and Guest Booking Request – Cougar Village Apartments

Groups that meet the following criteria are eligible to request conference/intern housing in Cougar Village Apartments during the summer conference season.

- No reservations will be accepted for less than a 4 week stay. Exceptions to this policy must be approved by the Director of University Housing and are dependent on space and staffing.
- No youth participants (under the age of 18) may retain overnight lodging accommodations in Cougar Village Apartments.
- The minimum group size for a Cougar Village conference housing request is 8 participants.
- Only grant-funded groups, as verified by the SIUE Graduate School, are eligible for the grant-funded rate.

Name of Intern, Conference, or Group:

Onsite Contact Person Name:

Contact Person Name:

Onsite Contact Phone Number:

Contact Phone Number (Primary):

Onsite Contact Email Address:

Contact Email Address:

2025 Cougar Village Summer Conference and Guest Rates

	Cost per Week (7 nights)	
	Shared Bedroom (per person)	Private Bedroom (per person) *
Non-Grant Funded Rate	\$250	\$300
Grant-Funded Rate	\$200	\$250

**Based on space availability. University Housing cannot guarantee private bedroom availability. Cost is the same for a private or deluxe private bedroom.*

- Groups will be charged for 1 night for any “no show” participants.
- Double room rate only applies if two people end up occupying a room otherwise it is billed as a single room (excluding no shows).
- University Housing reserves the right to transfer any unused apartment units to another conference group if the space is needed.
- No more than 2 individuals may be assigned to a room.
- Linens are not available for rent in Cougar Village.
- Activity wing/Commons Building space will be available to reserve, based on availability.

Accommodation Information

- 2 bedroom furnished apartment in Cougar Village. Apartment includes 2 shared bedrooms (maximum occupancy of 4 people per apartment).
- Furnishings include couch, 2 chairs, end tables, kitchen table and 4 chairs. Each bedroom includes 2 XL twin beds, 2 dressers, and 2 desks. Kitchen includes oven/stove and refrigerator.
- Apartments have access to Wireless internet and data jacks. A/C, heat, water, sewage utilities are included.
- Participants are required to provide linens, towels, small appliances (if desired), etc. University Housing will provide a shower curtain.

Reservation Information

Date of Arrival: Select date

Date of Departure: Select date

Time of Arrival: ☐ AM ☐ PM

Time of Departure: ☐ AM ☐ PM

- Standard business hours are Monday-Friday 8:00am-4:30 pm. Most participants including counselors, chaperones, coaches, leaders or supervisors will need to check-in/check-out during these hours.
- **If arrangements need to be made for a check-in or check-out outside of business hours please note that in the special request section.**

Total Lodging Nights:

Number of Participants: Grant Funded: Non-Grant Funded:

Number of Counselors:

Number of Rooms Requested:

- Shared Rooms (2 person max per room):
- Private Rooms (for one person):

Special Requests/Accommodations

- Please list any special requests that you may have regarding your stay (check-in/out arrangements, stay arrangements, etc.) or outline any accessibility accommodation requests. Please be advised that this is only a request and many not necessarily be fulfilled. Every effort will be made to fulfill your request.

Additional Conference Information

Merchandise/Fundraising

- Groups/Participants are not allowed to sell/fundraise on University Housing property. If your group has swag, silent auctions, apparel (even if it is SIUE related), etc. you may not sell/raise funds for it on University Housing property.

Parking

- Conference guests who wish to park their car on campus will need a guest parking pass. Parking passes may be obtained through parking services, <http://www.siu.edu/parking> or 618-650-3860.
- If any of our guest have visitors who bring a car to campus they will need to get a guest parking pass from parking services as well.

Meals

- Groups are **required** to use SIUE Catering for group events in housing buildings if they are valued at more than \$100. If they are valued at less than \$100, outside catering and/or local grocery store items may be utilized. Information regarding SIUE Catering Services can be found at <http://www.siu.edu/muc/cateringservices.shtml> or 618-650-3033.
- If your group would like to setup a meal plan for your groups please contact the Office of Conferences and Institutes at (618) 650-2660. Please note that Dining Services has limited hours during the summer.

Internet Access

- University Housing is equipped with wired and wireless internet. In order to access the internet, conference guests will need a temporary SIUE account. Temporary accounts can be requested through Information Technology Services at help@siu.edu or 618-650-5500.

Damages

- Any damages that occur during a group's stay are the responsibility of the group. The costs of the specific items to be repaired, replaced, or cleaned are available upon request.

Identification

- Guests are expected to show proof that they are registered with a conference group while in the housing community. Proof may be a wristband, nametag, conference guest ID card, or a room key.

Keys

- Keys should be returned to the front desk of the Commons Building by designated time on your check out date. Lost keys will be assessed a charge of \$148.

Laundry Facilities

- A laundry room is located in the Commons Building. Wash cycles cost \$1.25 and dry cycles are \$1.25 each. Participants should bring quarters or obtain them from Union Station in Morris University Center.

Meeting Rooms

- Main Campus: The SIUE Event Services office can assist in making arrangements to utilize meeting spaces on campus. The SIUE campus has facilities that are equipped to handle groups from six to 1,100 persons and offer audio-visual equipment. Contact Event Services at <http://www.siu.edu/muc/event.shtml> or 618-650-3001 to reserve space.
- Select space may be available in University Housing for reservation. Please work with your conference contact on availability and information.

Prohibited Items – Full list found at siu.edu/housing/move-in/living-guide.shtml

- Alcoholic Beverages
- Candles, incense, or any other open flame
- Drugs/drug paraphernalia
- Sporting equipment, water guns, etc. (can be used outside)
- Pets