

HOWARD

Residence Life | 2015 | Summer & Conference Housing

Shared Units

This option is perfect for conferences that want to house their participants together in units that sleep between two and three people. Most units on the Campus are double occupancy. Other unit sizes exist intermittently throughout our halls.

Single Bedrooms

This housing option is great for groups wanting to offer a greater level of privacy to their participants while at the same time encouraging communal activity. Some locations a private unit shares an adjoined bathroom with another unit from the same group and participant of the same gender.

Private Units

Private units are commonly requested by groups for their accompanying staff or adult chaperones. These units can be reserved to be placed strategically around our shared Units. In most locations a private unit also contains their own private in-suite bathroom.



HU Res-Life Summer & Conference Housing

HU's Summer & Conference Housing Program provides Short Term/Long-Term Stay / Intern Groups Summer housing accommodation options to non-profit, educationally-oriented groups visiting Washington, DC for conference or convention purposes, and organized internships. Completing the Summer Conference Group Request Form is the first step in making an event reservation. Once your request form has been received and processed, a HU Summer & Conference Housing staff member will contact you with details about space assignments, special requests, and preliminary invoicing.





2015 Enhancements

The HU Res-Life Summer & Conference housing program has a number of enhancements to our program for the summer 2015.

- 8-week summer season
- Itemized billing
- Summer Dining services

The Howard University Summer & Conference Housing program has a number of enhancements to our program for the summer 2015 season. We are moving to a 8-week summer season, this year starting June 1st and ending on July 31st. HU has also developed a more comprehensive schedule of building closures, as such we know that there will be overall less space available during the 2015 season than in years past. If you are a returning client impacted by these changes, our staff will be happy to speak with you about how you may adapt your planning process to align with our program.

IS MY GROUP ELIGIBLE?

Groups must be affiliated with an educational institution or non-profit organization (e.g. school, religious institution, advocacy group, scholarly association, etc.) and/or have some educationally-oriented purpose to their stay. Summer housing is not available for tourists, temporary or transient individuals, or for participants of conferences or conventions held by for-profit companies or corporations.

Howard University reserves the right to verify that your group meets these requirements.



How do we submit a Reservation Request Form? -- Your Summer Housing reservation begins with completing the attached Request Form. Please type or print clearly, and fill out the summer Housing Request Form completely. This form should be returned to the following address by mail, e-mail, or fax:

Howard University Dept. Residence Life

Summer & Conference Housing 2205 4th street Washington DC, 20059

Phone (202) 806-9531, Fax (202) 806-4431 gharmon@howard.edu

The summer Housing Request Forms, allow you to reserve space by the night with only a 21-night (three-week) maximum stay. Complete the form for your group's request.

If you have any questions about HU's Summer & Conference Housing options, services offered, our facilities, or about the request process itself, please do not hesitate to contact our office by phone, e-mail or in person.

SECTION ONE — Sponsoring Organization's information

Notes on the Organization's Name – This line should contain the name of the organization that will be responsible for paying any charges associated with this conference, not the name of the conference or the event as marketed to the participants.

Notes about the Group Coordinator – In this section, you are designating one individual to serve as the Group Coordinator for your organization. All communication, paperwork, planning responsibilities, and correspondence will be directed to this person. This person should have decision-making authority with regard to this reservation.

Notes about the Group Coordinator's Cell Phone – The Group Coordinator's cell phone number is requested in management for the Group's housing stay. In the event that emergency communication is required, we will need the Group Coordinator's cell phone number to ensure that proper information is delivered in a timely manner.

SECTION TWO — Dates of Stay

Summer & Conference Housing is available from June 1, 2015 - August 2, 2015

In order to ensure that spaces are properly prepared, Groups may not arrive on Tuesdays or Wednesdays. **Please plan your arrival for Thursdays through Mondays.** Please note that check-in for our guests begins at 3:00pm on the day of your scheduled arrival and check-out must be complete no later than 11:00am on the day of your departure. If your group will need to arrive

or depart outside of this window of time, please add additional day(s) to either the start or end of your stay accordingly.

SECTION THREE — Payment Details & Estimated Charges

Notes on Billing – the organization is paying Howard University directly for their guests' housing accommodations. If your organization has tax exempt status in the District of Columbia, then your organization is excused from paying taxes with the Group Billing Option.

In Individual Billing, each participant will be invoiced by HU Summer & Conference Housing for their housing accommodations and have responsibility to make payment in full advance of their arrival. Whether your organization has tax exempt status in the District of Columbia is not relevant under this option. Because the individual guest, not your organization, is paying for their own housing accommodations, all individuals are responsible for the tax. Payment of an individual's deposit must be submitted not less than 30 days prior to date of arrival. Final payment of an individual's balance will be due prior to date of arrival. Outstanding debt of individual participants after departure will be charged to the sponsoring organization. This billing option does not permit a group to have unique, individualized arrival and/or departure dates for each participant.

Notes on tax Exempt Status - Within this section, you will indicate whether your organization qualifies for an exemption to the District of Columbia's 14.5% accommodations Tax. To qualify for the District of Columbia tax exempt status, your organization has to fulfill all three requirements:

1. *the organization must be a non-profit organization.*
2. *the organization must be physically headquartered or physically have a chapter located within the District of Columbia.*
3. *the organization must be tax exempt in the district of Columbia.*

SECTION FOUR —ROOM RATES

College Hall South: Summer School Students

Summer Session I & II Private Room Rate: \$1350 (per session per person)

Summer Session I & II Double Room Rate: \$ 950 (per session per person)

Bethune Annex and College Hall North: Summer Conference Housing Groups

Private Room Rate: \$50 per night

Double Room Rate: \$40 per night