

GMU Housing and Residence Life

Summer Programs

Initial Inquiry Form

Event Contact Information

Complete name of company/group/organization: []
Acronym for name of company/group/organization (if applicable): []
Name of primary contact: []
Complete mailing address (street, city, state, zip): []
Email Address for primary contact: []
Telephone number (office): [] Telephone number (cell): []
Preferred Method of Contact: [] Email [] Office Phone [] Cell Phone
Name of secondary contact person from company/group/organization: []
Complete mailing address (street, city, state, zip): []
Email Address for secondary contact: []
Telephone number (office): [] Telephone number (cell): []

Event Information

Event name: []
Requested Arrival Date: [] Requested Departure Date: []
Early Arrivals/Late Departures: [] No [] Yes
*The Office of Housing and Residence Life reserves the right to deny requests for early arrival and/or late departures.
If yes, please list dates, times and anticipated number of guests: []

Does your event have multiple sessions? [] No [] Yes
If yes, please describe: []

Purpose of event (please include any connection to George Mason University): []

Are you affiliated with George Mason University? [] Yes [] No
If Yes, please list your affiliated department: []
Will you use a Journal Voucher to pay? [] Yes [] No
Primary source of funding for event: []
Preferred Method of Payment: [] Check [] Credit Card (VISA/Mastercard) [] GMU Journal Voucher Transfer
Anticipated Age Group of Participants (check all that apply):
[] Youth [] High School [] College [] Adult
Estimated Number of Participants: []
Estimated Number of Staff/Chaperones: []

*The Office of Housing and Residence Life has guidelines for chaperone to participant ratios based on age. Your group will be contacted regarding our policies.

Housing Specifications

Desired Style of Housing: [] Traditional/Corridor [] Suite [] Apartment
Desired Occupancy of Housing: # of Multiple Occupancy Rooms: [] # of Single Occupancy Rooms: []
Multiple occupancy rooms are bedrooms designed for 2, 3 or 4 persons. Single Occupancy rooms are bedrooms designed for 1 person. Occupancy is subject to availability.
Will your group require Linen Packets for Residential Guests? [] Yes [] No
Linen Packets are available at an additional fee.
Will your group require Internet Access for Residential Guests? [] Yes [] No
Internet Access is available at an additional fee.
Do you anticipate any of your participants requiring ADA housing accommodations? [] Yes [] No
Will you need to reserve any of our lounges/large community spaces? [] Yes [] No

Additional Comments or Requests: []

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By submitting this form to the Office of Housing and Residence Life, I understand that this is only a request. The preferences above are not guaranteed and a reservation is not booked until a contract has been signed and returned to the Office of Housing and Residence Life.



If you are a desktop mail client user (such as Microsoft Outlook), please click 'Submit Form' above. You may also save this document and send electronically to khogan7@gmu.edu.

We will contact you via your preferred method within seven (7) business days regarding your inquiry.