

**University of Hawai'i at Manoa Student Housing Services  
Academic Year Conference Housing Application**

Name of Group: \_\_\_\_\_ Coordinator's Name: \_\_\_\_\_  
(Please Print or Type)

Mailing Address: \_\_\_\_\_

City/State/Country/Zip Code: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_ Fax:(     ) \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please check the box(es) which apply to you:**

- Our conference group will be hosted by a University of Hawai'i department.
- Our conferees will be registered for a University of Hawai'i at Manoa credit or non-credit courses during the conference period.
- Our conferees will be receiving credit from other universities or colleges.
- Our conference group belongs to a non-profit or charitable organization.

Brief description of program: \_\_\_\_\_

Sponsoring organization: \_\_\_\_\_

Name & title of University contact: \_\_\_\_\_

Total number of people in residence: \_\_\_\_\_ # of Males: \_\_\_\_\_ # of Females: \_\_\_\_\_

Number of people 18 and over: \_\_\_\_\_ Age 17 and below: \_\_\_\_\_

Check-in Date: \_\_\_\_\_ Check in time: 2:00 P.M.

Check-out Date: \_\_\_\_\_ Check out time: 12 noon

**Accommodation preference: Please indicate the number of rooms required.**

One bedroom (1 occupant) in four bedroom suite (shared bath for 4 people): \_\_\_\_\_ room(s)

One bedroom (2 occupants) in two bedroom suite (shared bath for 4 people): \_\_\_\_\_ room(s)

One bedroom, one occupant: \_\_\_\_\_ room(s)

Linen Option: (Please choose ONE option only)                       Bed made upon arrival (\$12.00 a bed)                       Bed not made

Meal Program (Please circle):                      \*Meal Swipes can be used for any meal during the duration of your stay\*

Monday - Friday Meal Plan:                       2 swipe per day                       3 swipe per day

Saturday - Sunday/Holiday Meal Plan:                       2 swipe per day

Meal Plan Special Requests: \_\_\_\_\_

Security deposit or other refund payable to: \_\_\_\_\_

(Please indicate full name and address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_