



Conference Services

Application for Summer Overnight Accommodations

Campus Desired:

- | | | |
|---|---|--|
| <input type="checkbox"/> Queens
8000 Utopia Parkway
Marillac Hall, SB30
Queens, NY 11439
Tel (718) 990-2716
Fax (718) 990-2495
crimmink@stjohns.edu | <input type="checkbox"/> Manhattan
101 Murray Street
Room 116
New York, NY 10007
Tel (212) 284-7003
Fax (212) 284-7002
lazauskp@stjohns.edu | <input type="checkbox"/> Staten Island
300 Howard Avenue
Staten Island, NY 10301
Tel (212) 282-7003
Fax (212) 284-7002
lazauskp@stjohns.edu |
|---|---|--|

Organization Name _____

Street Address _____ City _____ State _____ Zip _____

Group/Guest Name _____ Contact Name _____

Tel _____ Fax _____

E-mail _____ Cell _____

Emergency Name _____ Emergency Tel _____

Purpose of Visit _____

How did you hear about St. John's University's - Office of Conference Services?

- Past client Web site Referral Unique Venues Other (specify) _____

Arrival Date _____ Departure Date _____

Number of Overnight Guests _____ Number of Day Guests _____

Are any guests under the age of 18? _____

Housing Accommodations:

Do you require linens? Yes No

Types of Rooms Needed: Queens

- Single occupancy
- Double occupancy
- Triple occupancy (bunk beds)

Manhattan

- Single occupancy
- Double occupancy (bunk beds)

Staten Island

- Single occupancy
- Double occupancy (bunk beds)

Do you require meeting space? Yes No

Does your event require campus dining services? Yes No

Is the event open to the public or is it invitation only? _____

Do you plan on inviting any media? _____

Are there any high profile attendees/officials expected at your event? _____

Will your event be advertised? Yes No If "Yes," what is the method of the advertising? _____

Special Considerations: Please indicate special arrangements, including security, that may be required for your event.
