

# DEPARTMENT OF RESIDENCE LIFE

# APPLICATION FOR GUEST HOUSING

**To be completed by contact person: [Submit completed e-form to Ana L. Diaz,** aldiaz3@utep.edu**)**

(Please Print)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/UTEP NEH Summer Institute UTEP I.D.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Male\_\_\_Female\_\_\_ **(For room assignment purposes)**

Requested Dates of Stay: **from July 16th, 2017 TO July 30th, 2017**

Number of guests **under** 18 in group? \_\_\_\_\_\_\_\_\_\_**Over** 18? \_\_\_\_\_\_\_\_\_

Number of chaperones: \_\_\_\_\_\_\_\_\_\_\_

E-Mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of conference or trip: I am participating in the UTEP NEH Summer Institute to be held at UTEP.

**University Affiliation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account number **(if paying internal with acct # only)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Information:  **Account Number**

Address: The University of Texas at El Paso, Department of English, 500 West University Avenue, El Paso, TX 79968-0526

Phone # 915-747-5731

**Emergency Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone**#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Relationship**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 # Street City State Zip Code

Do you, or any member of your group, require ADA accommodations? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BY SIGNING BELOW I UNDERSTAND THAT THE GROUP I REPRESENT WILL FOLLOW ALL POLICIES OUTLINED**

**BY THE HOUSING STAFF. I ALSO UNDERSTAND THAT THIS IS NOT A CONTRACT, BUT IS AN APPLICATION TO RESERVE A SPACE IN MINER VILLAGE/MINER HEIGHTS FOR SUMMER GUEST HOUSING. I ALSO UNDERSTAND THAT ANY DAMAGES OR CLEANING CHARGES WILL BE CHARGED TO MY ACCOUNT.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student (Summer Scholar) or Sponsor Signature Date

THE UNIVERSITY OF TEXAS AT EL PASO does not discriminate on the basis of race, color, national origin, sex, religion, or disability for employment or provision of services.

**OFFICE USE ONLY: Room Assignment\_\_\_\_\_\_\_\_**

**Date Contract & Invoice sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**