THE COLLEGE OF
WOOSTER

APPLICATION FOR SUMMER CONFERENCES AND CAMPS

Please fill out a separate form for each individual camp/conference.

Group Name: _____

Camp Director: _____

Address: _____

Phone: _____ Email: _____

Cell: _____ Fax: _____

On Site Contact Name: _____ Phone/Cell: _____

Describe Attendees of camp/conference

Age: _____ Sex: _____ Geographic area: _____

Check In

Date: _____ Time: _____ to _____ Location: _____

Check Out

Date: _____ Time: _____ to _____ Location: _____

Set-up details for check in: _____

_____

Other special requests: _____

Early Check In

Date: _____ Time: _____ Location: _____ # of People: _____

Preferred date(s)

1) _____ 2) _____ 3) _____

Please Check

☐ Residential Camp ☐ Day Camp

Anticipated Attendance

Attendee Type	**Anticipated Numbers**
Staff with Housing	
Conference Attendees with Housing	
Commuter Attendees	
Commuter Staff	

Please Check

Athletic Trainer ☐ Yes ☐ No

College of Wooster Supplemental Accidental Insurance

☐ Yes ☐ No

# of Guests: _____ # of Days: _____

Meal Information

First Meal
Day: _____ Date: _____ Meal: _____

Last Meal
Day: _____ Date: _____ Meal: _____

Additional Meal Information: _____
_____

Special Catering Information: _____

Catering Exemption Request:
Campus Dining Services may permit <u>either</u> the first or last meal to be catered by an outside food vendor, provided they are not catered inside a College of Wooster licensed facility. Note that <u>only one meal</u> may be provided by an outside vendor. Please fill out the attached Catering Exemption Request Form for an exemption.

Additional Information:_____
_____

Housing Information

All information below if regarding the attendees requiring housing accommodations.
Projected # of Attendees: _____
Average # of Attendees in housing for the past 2-5 years: _____

	Grade or Category	**Gender**	**# to Accommodate**
Participant Information	4-5th Grade	Male	
	4-5th Grade	Female	
	6, 7, & 8th Grade	Male	
	6, 7, & 8th Grade	Female	
	9, 10, 11 & 12th Grade	Male	
	9, 10, 11 & 12th Grade	Female	
	College/Young Adult Attendee	Male	
	College/Young Adult Attendee	Female	
	Adult Attendee	Male	
	Adult Attendee	Female	
Leadership Information	Camp Director	Male	
	Camp Director	Female	
	Counselor - College Age	Male	
	Counselor - College Age	Female	
	Counselor/Chaperone - Adult Age	Male	
	Counselor/Chaperone - Adult Age	Female	
Total # to Accommodate			

Linens
☐ Yes ☐ No
How many linen packets: _____

Please place your Residence Hall preferences in order of preference with "1" being your first choice. We will make efforts to meet your requests, but cannot guarantee that you will be assigned to your first choice residence hall.

1. _____
2. _____
3. _____
4. _____
5. _____

Reasons for your preferences and their order

Requests for additional space in residence halls (ex: lobbies, laundry rooms, etc…) and rationale

Please understand that this information is for **tentative** placement in housing. Final building and room assignments will be made based off of the projected updated number* that is required to the College one month prior to the event.

*See Letter of Agreement Section C, number 1

Athletic Facilities

Please indicate **date(s)** and **specific time(s)** next to facilities. Times are <u>important</u> to establish your daily cost for the facility use.

Definitions of Partial and Full Day:
Every day consists of three segments (7 am to noon, noon to 5 pm and 5 pm to 10 pm). For billing purpose, a partial day is limited to using a space during only one segment of the day. For example, 9 am – 11 am and no other use all day is a partial day. A full day uses space during two or three segments of the day. For example, 9 am – 10 am and 6 pm – 8 pm is a full day.

Athletic Facilities	**Date(s)**	**Time(s)**
Art Murray Baseball Field		
Soccer Field		
Wagner Practice Soccer Field		
Field Hockey Field		
Football Field		
Galpin Park Softball Field		
Douglass Quad		
General Hard Memorial Tennis Courts		
Carl B. Munson Memorial Track		
J.P. Papp Stadium		
L.C. Boles Memorial Golf		
Timken Gym		
Multipurpose Gym		
Auxiliary Gym		
Mezzanine Gym		
Scot Center* Main Courts and Track *Premium Pricing		

Meeting and Classroom Facilities

Facilities (Buildings)	Rooms	Date(s)	Time(s)
Kauke Hall*			
Lowry Center			
Mackey Hall			
Mateer Auditorium			
McGaw Chapel			
Morgan Hall*			
Scheide Music Center			
Scovel*			
Severance*			
Taylor Hall*			
Wishart*			

*Multiple classrooms available

Additional Information: _____

_____

_____

Recreational Facilities

Recreational Facilities	Date(s)	Time(s)
Swimming Pool		
College Underground (UG)		
Scot Lanes		

Additional Information: _____

_____