



## *LSU Conference Housing Reservation Process*

1. Seek permission from the LSU Finance Office to host your event on campus. Call Eric Monday's Office at 578-3386.
  - a. You will need to have a LSU sponsor to provide an affiliation to the university.
  - b. If you are seeking a sponsor, call Youth Programs Office at 225/578-3144.
2. Go to [www.lsu.edu/housing](http://www.lsu.edu/housing) and click on the Conference Housing link on the left side of the page. Go to "Reserve" and complete the reservation form - you can fill it out electronically and press the "Submit" button.
3. After we receive your reservation form, we will process the information and call you if we have any questions. In March, we will produce a contract and send to you to be signed.
4. After you receive the contract, please return it within 21 days with your \$300 deposit.
5. Once we receive the contract, we will assign a Residence Life Coordinator to serve your specific needs.
6. 7 days before your camp is to arrive, please turn in a Guaranteed Count Form (we will send with contract) to

amend any of your numbers (participants and staff) if you have any changes.