



## **LSU Conference Housing Reservation Process**

1. Contact Financial and Administrative Services (FAS) Office to request permission to host your event on campus. The number for FAS is 225- 578-3386.
2. Go to [www.lsu.edu/housing](http://www.lsu.edu/housing) and click on the Conference Housing link on the left side. Select “Reserve” and complete the reservation form. This form is electronic. If you prefer to fill out a paper reservation form, a PDF version is available on our website as well.
3. When we have received notification from FAS and your reservation form, we will process your application and contact you if we have any questions. Contracts are typically sent out in March or April prior to the summer requested.
4. When you have received your contract, please review and notify the conference office staff if there are any requested changes at 225-578-0559.
5. Sign and return your contract with a \$300 deposit as quickly as possibly BUT NO LATER than 21 days prior to the conference check in date.
6. When we have received a signed contract a Residence Life Coordinator (RLC) will be assigned to your camp. The RLC will contact you to finalize details and serve your specific needs.
7. A Guaranteed Count Form should be returned to our office no later than 7 business days prior to your camp check in.