

# JOHN CARROLL UNIVERSITY

## Office of Student Activities

### Hotel Policy Form

- ✓ This form is required for all events sponsored by recognized student organizations that take place in any area of a hotel.
- ✓ Submit this form to the Office of Student Activities at least **14 days** prior to the event in order to be approved.
- ✓ Co-sponsored events must be signed by all participating organizations.
- ✓ All policies from the Office of Student Activities and the University must be followed at all times.
- ✓ Please print legibly and turn in completed form with all signatures. The form will not be approved if incomplete.

#### General Information

Sponsoring organization: \_\_\_\_\_

Type/description of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Location of event: \_\_\_\_\_

#### Hotel Information

Name of Hotel: \_\_\_\_\_ Address & Phone \_\_\_\_\_

#### Events at Hotels must adhere to the following:

- All rules outlined on the Social Event Planning and Notification Form
- There is to be no discounted rate for hotel rooms or blocking of rooms for the event.
- Before **booking** a hotel venue, organization must meet with Assistant Director of Student Activities.

#### Acknowledgement of Responsibility

I certify that the information above is accurate to the best of my knowledge. I have read the Hotel Policy form as well as the Social Event Planning and Notification form and understand my personal responsibility for ensuring compliance with those policies and those of John Carroll University.

	Print Name	Phone #	Signature	Date
Sponsoring Org President	_____	_____	_____	_____
Sponsoring Org Social Chair	_____	_____	_____	_____
Sponsoring Org Advisor	_____	_____	_____	_____
Co-Sponsor President	_____	_____	_____	_____
Co-Sponsor Social Chair	_____	_____	_____	_____
Co-Sponsor Advisor	_____	_____	_____	_____

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For office use only:

- Event is Approved
- Event is Denied

Date form turned in: \_\_\_\_\_ OSA Staff signature: \_\_\_\_\_