

**Conference Housing Data Sheet  
Long Island University  
Office of Residence Life & Housing**

**Please type or print:**

Conference Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Conference Housing Date Requests:

\_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ To \_\_\_\_\_

Description of Conference:

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

**Conference Participants Information:**

Adult (over 23) \_\_\_\_\_ College Age (18-23) \_\_\_\_\_ Youth (16-18) \_\_\_\_\_

# of Females \_\_\_\_\_ + # of Female Staff \_\_\_\_\_ = Total # of Females \_\_\_\_\_

# of Males \_\_\_\_\_ + # of Male Staff \_\_\_\_\_ = Total # of Males \_\_\_\_\_

# of Participants \_\_\_\_\_ + # of Staff \_\_\_\_\_ = Total in Conference Housing \_\_\_\_\_

**Arrival/Departure Information:**

Date of Arrival: \_\_\_\_\_ Number \_\_\_\_\_ Check-in time \_\_\_\_\_ to \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Number \_\_\_\_\_ Check-out time \_\_\_\_\_ to \_\_\_\_\_

Date of Late Departures: \_\_\_\_\_ Number \_\_\_\_\_ Check-out time \_\_\_\_\_ to \_\_\_\_\_

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**For Office Use Only**

**Date Received:** \_\_\_\_\_ **Received By:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_