



University Housing

UNIVERSITY OF SOUTH CAROLINA AIKEN

Summer Camps and Conferences Reservation Form

University Housing, University of South Carolina Aiken

471 University Parkway, Aiken SC, 29801

803-641-3790 housing@usca.edu fax 803-641-3785

Please Complete All Requested Information

General Contact Information:

Group Name _____

Contact Person _____ Email _____

Work Phone _____ Cell Phone _____ Fax _____

Address _____ City _____ State _____ Zip _____

Billing Information

Organization Name & Department _____ Contact Name _____

PO/Fund/Reference Number _____ Preferred Billing Method _____

If Invoice, please provide billing information: Phone _____ Email _____

Billing Address _____ City _____ State _____ Zip _____

Reservation Information

Total Number of Participants _____ Number of Counselors/Coaches _____

Number of Double Rooms _____ Number of Single Rooms _____

Arrival Date _____ Check in Time _____

Departure Date _____ Check out Time _____

Special Requests (for example: early staff check in, meeting space needs): _____

(*Please note that not all special requests may be available or offered.)

Please Complete and Return to University Housing