Please read both pages in their entirety before completing the registration form.
Please fill in all blanks and submit both pages. Please keep a copy of completed forms as a reference.

Your team must be registered for competition to be housed on campus!

Oklahoma State University’s Department of Housing and Residential Life is proud and excited to offer housing for the Special Olympics Oklahoma 2020 Summer Games. Please initial to the left of the following provisions and take them into account when making your housing decisions:

____ 1. All teams must be registered for the Special Olympics Oklahoma 2020 Summer Games to be housed on campus. No exceptions will be made to maximize the amount of space available for teams. Family housing is no longer being offered.

____ 2. Housing is assigned on a first come, first served basis. It is important to return this form (2 pages) as early as possible to secure a housing assignment. The deadline for submission is April 1, 2020. Please send via certified mail.

____ 3. No changes in housing assignments and no refunds will be considered after Friday, May 1, 2020. Refunds will not be issued due to inclement weather, reduction in number of athletes or coaches, or other emergency situations. Individual athletes and coaches may be substituted, but the total number of attendees cannot exceed what is submitted on the housing registration form.

____ 4. Payment or purchase order form must be submitted with this form to secure your team’s reservation. Payment can be in the form of a money order, or check made payable to Oklahoma State University. Each team/group will be issued an OSU Bursar account, and all payments and charges will appear on this account.

____ 5. There are no on-campus housing options for early arrivals. Check-In time begins at 8:05AM on Wednesday, May 13, 2020. Check-Out must be completed by no later than 12:00PM (Noon) on Friday, May 15, 2020.

____ 6. Every effort is made to house as many athletes and coaches as possible and every available residence hall is utilized. However, simply returning a housing registration form does not guarantee that your team will be assigned to campus housing. If we are not able to accommodate your team on campus, you will be notified as early as possible so other housing arrangements may be secured.

____ 7. You may select a preferred hall or type of housing, but this does not guarantee a housing assignment to that hall. It is simply used as a guide to assist staff in making housing arrangements. All halls are air conditioned and equipped with at least one elevator.

____ 8. If teams are traveling together or sharing coaches and want to be housed together, the housing requests must be sent together in the same envelope.

____ 9. To maximize the available housing space, teams may be split between floors and/or halls, especially if the number of attendees exceeds 25. Also, teams may be placed in halls with other teams of different ages. Every effort is made to minimize this, but please be aware this may occur.

____ 10. Meal plans are sold only as a group of four meals: two breakfasts and two dinners. Extra meals (for bus drivers or parents) may be purchased at the door of the cafeterias. Dining fees are not refunded for meals purchased but not eaten.

____ 11. Athlete room keys will be provided to coaches only. Athletes will not be issued keys. Key rings (meaning a ring of keys that will open all of a team’s assigned rooms) will be issued at time of check-in. Master keys will not be issued for security reasons. Each key that is either lost or damaged will result in a $100.00 charged to the team/school.

____ 12. Any and all damages will be charged to the team account. It is the responsibility of the team/coach to collect from individuals.

____ 13. Coaches/guardians/parents/chaperones are responsible for athletes and their behavior at all times. Teams and/or individuals who are found to be disruptive, destructive, or otherwise interfering with the enjoyment of other teams, may be asked to leave early and may lose housing privileges for the following year(s).

____ 14. No guest will be allowed to stay on campus that knowingly has bed bugs. Any attendee or guest who knowingly brings bed bugs to campus will be asked to leave and will be financially responsible for the treatment of the affected room/unit.

I certify that I have read and understand the above provisions.

__________________________  ____________________
Signature of Coach and/or School Representative  Date

We hope that you will enjoy staying on campus! The Department of Housing and Residential Life is excited about having you in the halls. Every effort will be made to make your stay as enjoyable as possible, and we look forward to seeing you soon!
**SUBMISSION DEADLINE: April 1, 2020.** No late registration will be accepted. Refunds will not be issued after May 1, 2020.

**Team Registration**

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**School/Organization Name** (should be the same name you used when you registered for Special Olympics Oklahoma 2020 Summer Games)

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**Billing Address** (Must be where invoices can be delivered to)  
**City/State/Zip**

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**Name of Head Coach**  
**Phone (Work)**

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**Phone (Cell/Home)**  
**Email Address** (for communication about room assignments, etc)

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**Billing Email Address** (invoices can be sent here)  
**Preferred Hall or Type of Hall**

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**Method of Payment (MUST be included with this registration form):**  
- [ ] PO # __________  
- [ ] Check # __________  
- [ ] Money Order

*We do not guarantee any housing assignment to your preferred hall. It is simply a guide to assist us in making housing arrangements. If teams/schools are traveling together or sharing coaches, the housing requests must be sent together in the same envelope.*

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**Check all that apply about your Team’s Participants (Athletes)**  
It is expected that all Coaches will be adult aged individuals.

**Age Range of Participants:**
- [ ] 6 – 10  
- [ ] 11-14  
- [ ] 15-18  
- [ ] 19-26  
- [ ] 27+

**Are there members of your group who are in a wheelchair?**  
- [ ] Yes  
- [ ] No

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**How many Athletes/Unified partners will need HOUSING?**

**MALE**  
# ________ @ $45 each = $ _________  

**FEMALE**  
# ________ @ $45 each = $ _________  

**NON-BINARY**  
# ________ @ $45 each = $ _________

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**How many Coaches will need HOUSING?**  
***Team may not house more coaches than Athletes/Unified Partners***

**MALE**  
# ________ @ $45 each = $ _________  

**FEMALE**  
# ________ @ $45 each = $ _________  

**NON-BINARY**  
# ________ @ $45 each = $ _________

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**How many participants/coaches will need DINING?**

# ________ @ $39.75 each = $ _________

*The Housing fee is $45 per person and includes two nights lodging. The Dining fee is $39.75 and this includes four meals (2 breakfasts & 2 dinners). Additional meals may be purchased at the door of the cafeterias for $10 per meal.*

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**Please send registration to:**

**Mail to this Address by CERTIFIED MAIL**

OSU Housing and Residential Life, Marketing & Conference Services  
086 Bennett Hall  
Stillwater, OK 74078

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**Send in Form by Email**

If your group is using a Purchase Order you can email the Registration Form AND a copy of the Purchase order to the following:  
osuconf@okstate.edu

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**THIS SECTION FOR OFFICE USE ONLY**

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**Date Registration Received**  
**Account Number**

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**Residence Hall(s)**  
**Dining Assignment**

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**Amount of Payment**  
**Date of Payment**

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