

2017 Shepherd University Conference Rates****

Housing

Descriptions can be found at: <http://www.shepherd.edu/rloweb/halls/residence.html>

Westwoods and Miller Hall: (West Campus) 4 persons/ two (2) bedroom suite
Bath, Living Room, **Air Conditioned**
Double Occupancy: **\$34.50** per person, per night
Single Occupancy: **\$52.50** per person, per night

Shaw* & Thacher* Residence Halls: (West Campus) Double rooms
Air Conditioned, Shared Hallway Bath
Double Occupancy: **\$31.00** per person, per night
Single Occupancy: **\$44.00** per person, per night

***max occupancy of 150 per hall including Conference Staff**

Interns/WV State Agency Groups Only: Dunlop/Printz Apartment Housing:

Double Occupancy: **\$37.25** per person per night
Single Occupancy: **\$61.50** per person per night

EMERGENCY DOOR ALARM RESET/ROOM LOCKOUT/LATE CHECK-IN/LATE CHECK-OUT FEE

Each group will be allowed either two (2) room lockouts AND/OR Emergency Door Alarm resets AND/OR Late Check-in/Check-out per building per day with out incurring a **\$5.00** charge for each room lockout/alarm reset/check-in/check-out per building per day.

Lost/Damaged Key Cost/Key Card Credit

(Damaged keys/key cards to be determined within five (5) working days of checkout)

\$242.50 per each for lost Miller Hall key.

A credit of **\$1.00 per undamaged key card returned** will be applied towards any invoiced lodging balance for any residence hall that uses key cards.

Ammenities

Fans, pillows, blankets, linens, and bath towels are NOT provided with the rooms. Each group is responsible for providing their own fans, pillows, blankets, linens, and bath towels. A linen service (bath towel, hand towel, bath mat, wash cloth, pillow case and 2 single size sheets) is available for **\$7.50** and a minimum order of 25 sets. Disposable Acrylic Blankets (**\$4.80 ea.**) and Pillows (**\$2.20 ea.**) minimum order of 12 each. **All w/10 day advance notice & 6% tax**

Meals

Dining Hall meals cannot be provided for groups of less than 25 people

All regularly scheduled meals are served in the Dining Hall unless prior arrangements have been made at least **10** business days in advance of your meal date. Additional charges may apply.

25 or more people: \$24.00 per day for three (3) meals. (Breakfast, Lunch, Dinner)

The day rate may be pro-rated per meal if a group does not meet the required 3 meals per day.

Breakfast: \$7.00

Lunch: \$8.40

Dinner: \$8.60

Children age three (3) or younger eat free w/ parent. Age twelve (12) and under are 25% discounted

Catering Information: <http://www.shepherd.edu/dineweb/catering.html>

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Facility Fees

Student Center, University Facilities, and Meeting Rooms

Room Descriptions: <http://www.shepherd.edu/scccweb/services/Facilities.html>

OR \$8.00 per person, per day or a fraction of the day on **weekdays** for multiple rooms***

\$9.00 per person per day or a fraction of the day on

weekends/holidays for multiple rooms***

***** No exclusivity for facility use. Group is entitled to use only those rooms which fit their itinerary and they have scheduled in advance. Other groups can schedule rooms not reserved by group.**

Games Zone (Bowling and Billiards in the Student Center):

\$80.00 per hour

Academic Classroom

Pricing similar to Student Center off campus pricing list which is dependent on the capacity of the rooms selected

Shepherd University Wellness Center <http://www.shepherdwellness.com>

Conference guests may utilize the Wellness Center during regular operating hours as guests and can learn more about rental rates and guest fees on their website. Please visit the website above for hours of operation and more information on group rentals, guest fees, and services available.

Butcher Center

\$1,000 per day, or **\$100** per hour for less than four (4) hours for non-admission charging events. Rental is subject to availability.

Outdoor Spaces (Softball, Soccer, Baseball, or Ram Stadium fields are available to Shepherd University Camps only)

Intramural Fields, Amphitheater, and the Midway are **\$5.00** per camper per camp session for each off-campus group