



UNIVERSITY OF SOUTH ALABAMA  
HOUSING

**Conference Housing Guaranteed Count Form**

**Attention Conference Coordinators:**

- This form amends the number of participants and staff/chaperones/supervisors that you submitted on your Reservation Request Form (and/or confirmed with the Pre-Conference Invoice) with USA Conference Housing.
- Your group will be billed per night for either the (1) guaranteed count number provided on this form or (2) the actual head count housed, whichever is greater.
- Total participants = participants + staff / chaperones / supervisors
- The entire form should be completed.
- This form must be submitted to USA Conference Housing **seven (7) business days prior to your arrival** on USA's campus. *Please note that the day your conference checks in does not count as one of the seven business days.*
- **If USA Conference Housing does NOT receive this form prior to 7 days before your arrival, you will be billed for either (1) the number of participants and staff recorded on your pre-conference invoice OR (2) the actual head and room counts, whichever is greater.**

**Conference Name:** \_\_\_\_\_

**Conference Dates:** \_\_\_\_\_ to \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Guaranteed Head Count:**

Number of participants \_\_\_\_\_

Number of staff/chaperones/supervisors \_\_\_\_\_

**Total (this is your guaranteed count)** \_\_\_\_\_

I, \_\_\_\_\_, understand that this Guaranteed Count Form amends the number of participants and staff recorded on the reservation request form and/or the pre-conference invoice between this conference and USA Conference Housing. I also understand that the Guaranteed Head Count (above) signifies the minimum amount of participants and staff that this conference will be charged for. Lastly, I understand that the amended count submitted on this form is subject to approval by USA Conference Housing.

Contact's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return via mail, fax, or an email with scanned attachment to:**

USA Conference Housing  
251 Delta Loop/Delta Commons Room 100  
Mobile, AL 36688  
Fax: 251-460-6143  
[conferencehousing@southalabama.edu](mailto:conferencehousing@southalabama.edu)