

IMS DORM RESERVATION FORM

Individual or group point of contact:

Name: _____

Dates Requested: _____ Through _____

E-mail Address: _____

Phone # Daytime: _____ Cell: _____

Group billing Information (Individuals must pay at time of stay):

Name: _____

Address: _____

City/State/Zip: _____

Affiliation (e.g. IMS, UNC, NOAA etc.): _____

Purpose of stay: _____

Provide the names of individuals in your group (Groups must be separated by gender):

Student Rooms (\$10.00 per person per night)

Female side (accommodates 8 people)

Male side (accommodates 8 people)

Faculty Apt (\$30.00 per night for one side / \$60.00 per night for both sides)

Four-person Room

Two-person Room

Please email your completed form to: deannanapier@unc.edu.

For more information contact Deanna Napier at deannanapier@unc.edu or 252-726-6841, ext. 120.

By submitting a dorm reservation form you agree that you have read and will abide by the Institute of Marine Sciences Dormitory Policy and Rules.

Institute of Marine Sciences Dormitory Policy and Rules

Revised 10/02/202

1. UNC-IMS is a part of the UNC-CH campus. All rules for dormitories on the main UNC campus are applicable for the UNC IMS dormitory including regulations regarding behavior, the consumption of alcohol and missing persons notification.
2. Outside doors must be closed and locked at all times. If you open windows, close and lock the window prior to departing the dormitory.
3. Open pit fires are not allowed.
4. Grills are provided for guest use; however, must be used away from the building and canopy.
5. Smoking is not permitted in the dorm or anywhere on UNC IMS property.
6. Personal belongings must be kept within the guest's designated space. Please do not place personal belongings on unoccupied beds.
7. IMS does not provide daily maid service. Housekeeping will clean the dorm on Fridays at 10:30. All personal belongings should be picked up and placed on your designated bed and toiletries placed in your designated locker prior to housekeeping's arrival.
8. Residents will be charged for any damages that occur during their stay. If damage occurs please notify Deanna Napier at 252-726-6841 ext 120.
9. No pets or bicycles are allowed in the dormitory.
10. Guests will be charge \$5.00 for each lost / unreturned key.
11. Parking is not permitted on the grass around the dormitory. Please park in the parking lot.
12. In the case that a University official receives a report that a person residing in the IMS dormitory has been missing for 24 hours or more, we will contact:
 - a. Morehead City Police Dept (first contact)
 - b. UNC CH Office of the Dean of Students
 - c. An optional student provided confidential contact:

Optional contact:

Name

phone #

email