# IMS DORM RESERVATION FORM

**Individual or group point of contact:**

Name: Click here to enter text.

Dates Requested: Click here to enter text.

E-mail Address: Click here to enter text.

Daytime Phone #: Click here to enter text. Cell Phone Number: Click here to enter text.

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

Name: Click here to enter text.

Address: Click here to enter text.

City/State/Zip: Click here to enter text.

Affiliation (e.g. IMS, UNC, NOAA etc.): Click here to enter text.

Purpose of stay: Click here to enter text.

**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)

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

Four-person Room Two-person Room

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Please email your completed form to: [deannanapier@unc.edu](mailto:deannanapier@unc.edu).

For more information contact Deanna Napier at [deannanapier@unc.edu](mailto:deannanapier@unc.eduqqqqq) or 252-726-6841, ext. 120.

By submitting a dorm reservation form you agree that you have read and will abide by these rules.

# Institute of Marine Sciences Dormitory Rules

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 and the consumption of alcohol.
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.