

Michigan State University
University Housing Conference Services

190 W. Holmes Hall
East Lansing, MI 48825
Telephone: 517.353.9300 Fax: 517.432.1470

Terms & Conditions

**In rare instances unplanned events could cause a change in your tour itinerary.*

Billing:

Following the group's visit, the University Housing Conference Services office will prepare a bill to cover the costs of the group's visit. Fees are tax-exempt if the group pays with a check drawn from a tax-exempt organization's account. If a personal check needs to be written, please add 6% Michigan Sales Tax to your total.

A check made payable to **Michigan State University** can be sent to:

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Michigan State University
190 W. Holmes Hall
East Lansing, MI 48825

Important Information - Please Read:

The University Housing Conference Services office strives to provide your group with the best possible Spartan experience. In providing that experience, we request that for every 15 students, there be at least one adult in your group. In fairness to your group, and others, we rely on you to keep your group on schedule and to refrain from using cell phones during tours. If you know that your group will arrive late for your scheduled tour more than 5 business days prior to arrival, you are required to contact the University Housing Conference Service office. Your tour coordinator will make contact with all of the destinations and modify reserved times to the extent that schedules allow. Depending on availability, it may not be possible to reschedule all destinations and some may need to be eliminated from the itinerary.

If you know that your group will be late less than 5 business days prior to the tour, including the day of the tour, we ask that you contact each destination directly to notify them.

If your group ***arrives more than 20 minutes late or not at all*** to a destination, it may be forfeited. If this occurs your group should proceed to their next destination on time. ***If the missed tour destination has a fee, your group may be held financially accountable in the amount of what the destination would normally cost.***

Parking:

Because space on campus is limited and parking next to the tour locations can often be difficult to obtain, while the group is visiting the various locations - any transportation (buses, vans, etc.) can park in Lot 66-A (*please refer to enclosed map*) during the tour. Drivers should plan accordingly to drop the group off at the proper time and pick them up 15 minutes prior to the start of the next tour.

Due to various construction projects happening around campus and to assist you in notifying your participants of any detours they might encounter, up to date information may be found at:
www.construction.msu.edu/construction/construction_detours.cfm.