

2024 SUMMER CLIENT PLANNING GUIDE

Thank you for choosing the University of Vermont for your summer housing! Below are details to help you prepare for your stay. If you have any questions, please contact a member of our team. Thank you!

The following checklist is a key tool in successful planning for your camp. Tasks in **green highlight** are what you can expect from UVM.

DATE	TASK
Prior to contract	Notify client of 2024 room rates, meal rates, and facility rental fees
Prior to contract	Notify UVM of facility rental needs
As soon as possible	Submit contract
15-30 days after receipt of contract	Returned signed housing contract (and facility rental agreement, if applicable) with Certificate of Insurance and payment for housing deposit
10 days prior to arrival	Submit guaranteed head count for housing

