



RESERVATION DEADLINE: MAY 12, 2005

February 2005

Dear Annual Conference Participant,

The 2005 Florida Annual Conference Event of The United Methodist Church will convene on Thursday, June 2, in Lakeland, Florida, with a pre-conference event beginning on Wednesday, June 1. The Office of Church Relations at Florida Southern College will coordinate campus housing this year. To make your stay at Florida Southern College as comfortable as possible, **please read this letter carefully and follow the procedures.**

Important: The Office of Church Relations coordinates **only campus housing and campus meals.** All other information or materials should be obtained from the Florida United Methodist Conference Center at (863) 688-5563 or (800) 282-8011. Information about the annual conference event, including campus housing, can also be found on the conference web-site at <http://www.flumc.org>, under the link ANNUAL CONFERENCE EVENT.

Enclosed with this letter is your Reservation Card for campus housing and meals. **This card must be returned with full payment** in order for a room assignment and meal ticket reservation to be made. Rooms will be assigned in the order that the Reservation Cards are received in this office. Reservations will not be accepted over the telephone. Meal cards and keys will be issued at the time of registration. Hours of registration: 12:00 noon to 5:00 p.m. on Wednesday, June 1; and 8:00 a.m. to 5:00 p.m. on Thursday, June 2. Residence halls will close at 3:00 p.m. on Sunday, June 5.

The room fee for Annual Conference housing is \$70.00 per person. **Complimentary housing** is available for retired ministers and their spouses, and new probationary members and their spouses. Please clearly mark the Reservation Card to assure that you receive this benefit. If you find after making the reservation you are unable to attend, please call the Office of Church Relations to cancel. Otherwise, the Florida Conference Office will be billed for your room. **Meal tickets are not complimentary** and may be purchased if desired.

Please note the **"physical disability"** section on your Reservation Card and describe on the back any limiting conditions you may have. There are a very limited number of rooms available to accommodate physical disabilities, especially wheelchair accessibility. These rooms will be assigned on a first-come, first-serve basis. **It is important to remember that there are steps leading to most of the available rooms.**

Married housing is in the Panhellenic Residence Hall only. **If your spouse is attending**, please include his/her name with yours on the top line of the Reservation Card. Unfortunately, all married housing rooms do require some steps, even 1st floor rooms. Please be aware of this when making your reservations.

Rooms in the other residence halls are double occupancy. If you do not list a roommate, one will be assigned to you. To request a specific roommate, **both parties must indicate each other** on the Reservation Card. Limited requests for **private rooms** will be accepted **with payment for two people.**

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FSC Housing and Meals

Reservations for children are not possible. Residence halls are not equipped for their safety.

All rooms are non-smoking areas. Pets are not permitted on campus.

Please note that **no linens are furnished:** you will need to supply your own towels, pillows, sheets, blankets, etc. Mattresses measure twin-extra long. Regular twin sheets will not fit.

Meals will be served in the FSC cafeteria beginning with dinner on Wednesday, June 1, and ending with breakfast on Sunday, June 5. A Meal Card may be purchased for \$69.98 per person for all meals served in the cafeteria. These cards are nontransferable, one meal per meal period. Sorry, no exceptions. Payment must be returned with the Reservation Card. Individual meals may be purchased at the door: \$5.08 for breakfast, \$6.63 for lunch, and \$7.44 for dinner.

A confirmation letter will be sent promptly to you upon receiving your Reservation Card and full payment.
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Florida Southern College is glad to serve the Florida Annual Conference by coordinating and making these services available to you. **If you have any questions, please call the Office of Church Relations at (863) 680-6211 and speak with me.**

Sincerely,

Mike Crawford
Director of Church Relations

Jackson Religion Building Florida Southern College		
Registration Times:	Wednesday, June 1	12:00 noon - 5:00 p.m.
	Thursday, June 2	8:00 a.m. - 5:00 p.m.
Office Hours:	Wednesday, June 1	8:00 a.m. - 5:00 p.m.
	Thursday, June 2	8:00 a.m. - 5:00 p.m.
	Friday, June 3	8:00 a.m. - 5:00 p.m.
Residence Halls close Sunday at 3:00 p.m.		
Reminder: Bring your own towels, linens, pillows, and blankets. Mattresses measure TWIN, EXTRA LONG.		
Campus Cafeteria Hours Breakfast 6:30 a.m. - 8:30 a.m. Lunch 11:30 a.m.-1:30 p.m. Dinner 4:30 p.m. - 6:30 p.m.		