



Looking to book a group tour?

Group tours are booked through the tour coordinator, Lauren Turenne (turrenelap@ccsu.edu) Tours are booked in a first come, first serve manner based off room and tour guide availability. Tours are GENERALLY offered at 10am and 2pm beginning with a 30 minute Information Session followed by a 90 minute walking tour of campus. Due to room reservations, we are restricted to only offering Information Sessions at 10am and 2pm. Please note that the walking tours for groups have more flexibility in regards to the length of tour time your group is requesting, however, they need to stay within the 10am-12pm or 2pm-4pm time slot. Emailing Lauren at turrenelap@ccsu.edu is the best way to request a group tour. Due to our ever changing calendar, it is easier to provide Lauren with several dates you are interested in. She will do her best to accommodate your group. After booking, you will receive a confirmation letter that contains directions on where to park and room location. You will also receive driving directions and a campus map.

Looking to dine with us?

We do not have funds in our budget to accommodate lunches for groups. If your group would like to dine on campus, we have several options that may work for you. [YOU MUST REQUEST LUNCH MINIMALLY TWO WEEKS PRIOR TO COMING TO CAMPUS AS WE NEED TO COMPLETE A CONTRACT WITH OUR CENTRAL RESERVATIONS OFFICE.](#)

Dining in our dining hall: Lunch in our dining hall is \$9.00 per person. Everyone in your group will be given a ticket prior to entering that they will hand in to our checker in the dining hall. You will be billed for every person who entered the dining hall after your event. ***Please know the summer availability for the dining hall is limited as it is not always open***

Boxed lunch option: Boxed lunches are \$10.00 per person. We need to know the EXACT number 1 week prior to the event. There can be no switches or changes past 1 week for this option. You will be billed after your event.

If you are entitled to a tax exemption for your meals, one of these forms must be sent prior to your group coming:
<http://web.ccsu.edu/studentcenter/Services/Forms/CERT-112fillable.pdf>

<http://web.ccsu.edu/studentcenter/Services/Forms/Cert-123fillable.pdf>

To request one of the above lunch options, please contact Ms. Ruby Blackmon at 860-832-1964 or blackmonrul@ccsu.edu AFTER booking a group tour with Lauren. ***YOU WILL NOT BE ABLE TO BOOK LUNCH BEFORE CONFIRMING A ROOM WITH LAUREN FOR A GROUP TOUR.***

Bring your own: We often get asked if schools can bring lunch in. We are happy to work with our reservations office to find a room to accommodate your group, however, we **cannot** guarantee a room. [PLEASE REQUEST THIS OPTION DURING THE BOOKING OF YOUR TOUR SO THAT LAUREN CAN GUARANTEE A ROOM PRIOR TO YOUR GROUP COMING.](#)

Day of Cancellations/Modifications

If you are anticipating being late or have to cancel for any reason, please call our front desk at 860-832-2278 as they will be able to let the appropriate people know about the change in the day's schedule. If you need to cancel weeks or days prior to the tour, please feel free to email Lauren at turrenelap@ccsu.edu so that she could document the cancellation. In addition, Lauren will work with your group and reschedule as our tour schedule allows.