

# DEPARTMENT OF RESIDENCE

## CONFERENCE HOUSING GUIDELINES

\*\*\*The Client's signature on the housing contract indicates acceptance of these guidelines and acceptance of the responsibility to share the guidelines with coaches and chaperones.

### BILLING COUNT

A guest count for billing will be accepted no later than one week before the conference. Seven days from the beginning of the camp, a guaranteed billing count must be submitted. If a new guarantee is not received by the deadline, the numbers on the contract will be used as the final guaranteed number. If the actual number of guests is below the billing count by 10% or more, the total charged number of guests will be 90% of the guaranteed billing count. If the actual number of guests is above the guaranteed billing count by more than 10%, the total charged for every guest beyond the 10% overage allowed will be 115% of the regular guest cost. This is to cover administrative costs associated with having to prepare and then quickly change plans when numbers change 1-2 days out, often requiring overtime for our staff.

### CHAPERONES

High school age groups (and younger) must have one adult chaperone for every 15 young people. The Conference Housing Office shall be provided with a list of the people who will have this responsibility. We expect group leaders to be available to chaperon at any time that participants are in the residence hall or in the dining room. Discipline is the responsibility of the client. A camp-appointed in-residence director will have a cell phone and will be the on-call contact for campers. The camp must provide a cell phone for the camp director.

### EXPECTATIONS OF GUESTS

#### 1. SMOKING

All residence halls and the entire campus are SMOKE-FREE in accordance with Iowa Law.

#### 2. ILLEGAL DRUGS

Illegal drugs may not be used or possessed in the residence halls or on any other university property. Participants and/or leaders will be required to leave if they are found in possession of or under the influence of drugs.

#### 3. ALCOHOL

Alcohol may not be used or possessed by anyone participating in, chaperoning or housed with a youth camp or conference.

Guests at adult conferences who are 21 years or older may consume alcohol only in the privacy of their individual sleeping rooms. No alcohol is allowed in hallways, common areas or other university property. Conference guests violating these rules will be asked to leave the campus. Their behavior may be cause for the entire group to be asked to leave.

Conference guests and/or group leaders who are 21 years or older who are found in possession and consuming alcoholic beverages outside of their sleeping rooms, or elsewhere on University property will be asked to leave the campus. Their behavior may be cause for the entire group to be asked to leave.

#### 4. FIREARMS, FIRE WORKS, ETC.

Firearms, weapons, ammunition, fireworks, explosive and highly flammable materials are not allowed within the residence halls or on any other university property.

## 5. WINDOWS AND SCREENS

Any conference guest(s) and/or group leader who is identified by room number as removing a screen, throwing or hanging objects from the windows will be asked to leave. Additionally, there is a fee of \$20 for each removed screen.

## 6. FURNISHINGS

Furnishings in the house lounge and lobbies of Department of Residence buildings may not be removed for personal use in sleeping rooms by any conference guest or group leader.

## 7. CURFEW

Department of Residence Conference Staff will lock buildings at 10 p.m. unless other arrangements have been made (no later than 11 p.m. if there is a youth group in the building).

## 8. HEALTH AND SAFETY

The conference client and its guests agree to comply with all reasonable requests and regulations provided by University representatives regarding special health and safety considerations. All state and local statutes and ordinances as well as University regulations concerning health, safety, and public order, which are applicable to the use and occupancy of public facilities, shall be observed.

## **GENERAL INFORMATION FOR THE CLIENT**

### 1. KEYS

The Department of Residence reserves the right to assess a charge of \$30 for re-keying locks when keys authorized to be checked out to a conference client or their representative, leader, and/or a participant are not returned at the conclusion of an event/conference. This charge will appear on the client's bill if it is not paid before check-out.

### 2. FIRE PROCEDURES

If the alarm sounds, all occupants in the building should calmly, but quickly, go to the nearest exit and leave the building. There are exit maps on each floor. (If there are no exit maps contact the Conference Coordinator.) In the case of a fire do not use the elevator. Those who tamper with or falsely use the fire alarm system are subject to arrest and criminal prosecution.

### 3. LOST AND FOUND

Unless otherwise directed in writing, the Department of Residence will donate unclaimed lost and found items to a local charity. If the client agrees to accept responsibility for lost and found articles left after the conclusion of the conference, then the Department of Residence will ship all such articles to the designated representative at the client's expense and will direct subsequent inquiries to that person. In the event that the Department of Residence receives an inquiry for an article before it is donated, the participant will have the opportunity to claim the article in person or to send a check for the estimated postage. Upon receipt of payment, the University will mail the article to the participant.

### 4. DEFACEMENT/DAMAGED PROPERTY

The client assumes responsibility for any and all damages incurred to Department of Residence facilities including excessive trash, other than normal wear and tear, which are directly or proximately caused by the client or its participants, employees, agents, families or guests during the time covered in the use agreement. In addition, the client shall pay for loss or theft of University property done or caused by the client, its officers, guests, patrons, or invitees. An inspection of the facilities for damages will be conducted after the client and its guests have vacated the building. The client may request a pre- and post inspection of the facility by contacting the Department of Residence/Summer Conference Coordinator. A detailed list of damages will be provided to the client upon request.

## 5. CAMPUS PARKING

Clients and their participants, employees, agents, families or guests are requested to register all vehicles with the University Police in Gilchrist Hall. Temporary parking passes cost \$5. Parking lot information will be available as well as University parking policies. All vehicle owners will be expected to abide by this information or risk being ticketed.

## 6. TELEPHONES

Guests may access telephones in the hall lobby. Local calls are free.

Telephones are on a campus system. Credit card and collect long distance calls can be made from campus phones by dialing 9 – 0 – area code – phone number – and then wait for operator to complete the call. There are also pay telephones available in some campus buildings.

## 7. FOOD AND BEVERAGE POLICY

All food and non-alcoholic beverage service within or adjacent to the Department of Residence facilities will be provided by the Department of Residence/Dining Service unless special arrangements have been approved by the Director of Dining Services. **The Department of Residence/Dining Service will provide all meals and break foods for the conference group. Any exceptions must be approved by the Director of Dining Services.**

A minimum number of participants (100) is required to generate the revenue needed to open a dining facility for the duration of the conference. If this minimum number is not generated by this conference or a combination of conferences by the deadline for the guaranteed billing count, the dining facility will close. The Department of Residence/Dining reserves the right to serve meals to the conference group at an alternate location.

Meal plans consisting of all you care to eat dining in the dining centers or in the Maucker Union are available to the client. Daily menus will be posted in the dining center. The client needs to contact the Department of Residence (Dining or Conference Services) to determine specific meal times for their group. Special events, such as receptions, picnics, coffee breaks, and/or catered meals can be arranged by contacting the Department of Residence – Catering Services. Catering prices and menu selections can be found in the Catering Service brochure or on the web at <http://www.uni.edu/dor/catering>.

Food and non-alcoholic beverages may not be sold or distributed in any of the facilities unless provided by the Department of Residence.

## 8. SUBSTITUTION CLAUSE

When circumstances prevent provision of specified services and/or facilities to the client, the Department of Residence will attempt to provide substitute services and/or facilities to the client with substitutions being as comparable as possible in both quality and/or quantity.

## 9. RIGHT TO ENTRY

Facilities occupied by participants and leaders shall, at all times, be under the control of the Department of Residence staff. Physical Plant, University Police, Cedar Falls Police Department, and Fire Department shall have the right to enter said facilities at any time when deemed necessary.