Summer Camp and Conference Housing Guidelines

Residence Hall Assignments

- Residence hall assignments will be confirmed three (3) weeks prior to the camp or conference start date.

- Placement of a group in a specific hall(s) will be based upon the preliminary camp information submitted to the Conference and Event Services Office. When possible, hall requests will be honored on a first-come, first-served basis. Significant adjustments and alterations from the preliminary request may result in adjustments to the final placement of the group. The Department of Residence Life reserves the right to make final housing assignments, but will attempt to accommodate the interests of the group.

- Female and male participants can be separated to avoid roaming next door to each other; however they may be assigned to the same floor separated by a common living space.

- Common spaces in a hall (i.e. kitchen, lobby, etc) can only be reserved by a group if they are the only group in the building.

- Due to safety and security concerns, residence hall floor plans will not be distributed to Program Directors.

Non-Lodging Rooms

- All requests for non-lodging rooms for storage, office space, clothing sales, or other use must be requested when the camp is scheduled. The cost per room is $15.00 per day.

- All sales of clothing, food, supplies, etc. must be in accordance with State and University guidelines. Only pre-packaged, non-perishable food and beverages may be sold. The Department of Residence Life assumes no responsibility for missing or damaged inventory or equipment involved in clothing or store sales.

Group Roster

- A master roster of projected participants and staff must be submitted to the Conference and Event Services Office no later than fourteen (14) days prior to the camp or conference start date. The Department of Residence Life will provide two (2) extra double rooms per gender, when space allows, from the projected number.

- A final roster is due seven (7) days prior to the camp or conference start date. The final roster will be considered the guaranteed count. Failure to meet this deadline will result in the projected number becoming the guaranteed number.
• The group will be charged for the guaranteed number or the actual number of participants, whichever is highest.

• The Program Director must reconcile actual participants with the roster immediately after check-in. All invoices will be based upon the final check-in roster. Any adjustments to the roster must be made in reference to specific individuals, not based upon a numeric count (i.e. it is necessary to indicate that "Joe Smith" is a no show, "Jon Scott is a walk in, not "we have 103 participants," etc.).

Check-In/Check-Out

• Check-in and check-out times must be scheduled with the Conference and Event Services Office and confirmed prior to arrival. A group with fifty (50) participants or less is provided with two (2) hours of check-in service. A group with fifty-one (51) or more participants is provided with four (4) hours of check-in service. Check-in times that are longer than the designated check-in hours will be charged $25.00 per hour.

• The check-in station will be set up thirty (30) minutes prior to the scheduled check-in time. Check-in will be conducted at the assigned hall, or in rare situations, at another mutually-agreeable location. The Department of Residence Life will assign rooms and issue individual room keys to participants.

• The standard check-out time is no later than 12:30 PM. An administrative charge of $25.00 per person will be assessed for each individual who does not check out by the assigned check-out time. Individuals or groups that do not check out until 3:00 PM or later will be charged an additional daily rate.

Early Arrivals/Late Departures

• Groups requesting to have participants or staff check-in or check-out outside of the scheduled times must make arrangements with the Department of Residence Life. A limited number of hours will be permitted for this.

• A list of participants and staff that will be arriving early and/or departing late, including the approximate times, must be submitted with the final roster.

• Groups are required to provide supervision for participants arriving early or departing late.

Inspections

• Residence Life staff will inspect each room at the conclusion of the camp or conference. The group will be financially responsible for damages, lost or missing items, or excessive cleaning needs incurred by the University. Groups may request a pre and/or post inspection of the residence hall(s) to establish existing conditions of the facility.
Keys and Building Security

- No master keys will be issued to any camp staff. Outside door keys or electronic access cards will be issued only to adults as agreed upon.

- Residence Life staff will collect the keys at check-out. Participants and staff should return all keys and electronic access cards per the guidelines distributed to them at check-in. Failure to do so will result in a charge of $40.00 per lost key and $30.00 per lost electronic access card.

- Perimeter doors of residence halls will be unlocked from 6:00 AM - 10:00 PM. In the event that there is only one (1) group in the building, other arrangements may be made in advance.

Chaperones/Staff

- The group must provide adult live-in supervision for members under the age of eighteen (18) at the ratio of one (1) adult chaperone for every ten (10) participants.

- Chaperones will be assigned to their rooms by the Department of Residence Life and lodged on the floors with participants. Chaperones are required to be in the hall on the appropriate floors at all times in which participants are in the building, and where hall activities are occurring. Chaperones are to enforce residence hall and university policies within their group. Daily supervision and control of participants in the residence halls is the sole responsibility of the chaperones. Failure of chaperones to abide by all policies and to enforce policies for their respective group may result in revocation of future participation in housing for summer programs.

- In the event of an accident or personal injury, the chaperone must immediately notify University Police (if it is an emergency) and the Residence Life staff member on call.

Children Residing with Parents

- Children twelve (12) years of age and under must stay in a parent or guardian's room. No additional mattresses will be provided. A child under twelve (12) years of age occupying a room with only one (1) parent will be charged a youth rate. No more than three (3) family members are permitted to occupy a double room.

Linens

- If a group requests linen, each bed is provided with a pillow and bedspread. One (1) bath towel, one (1) face cloth, two (2) bed sheets, and one (1) pillowcase are provided for each guest. Blankets are not available. The pillowcase and sheets may be exchanged on a weekly basis for those groups residing more than one (1) week.

- Groups will be charged for replacement costs of all missing linen, pillows, bedspreads, etc.