



2009
RESIDENCE HALL PROCEDURES AND POLICIES
FOR SUMMER CONFERENCES

Once the Summer Conference Coordinator has extended an invitation to a group to hold a summer camp on the Tarleton State University campus, all housing arrangements must be confirmed in detail with:

BEN KUNZE
Summer Conference Coordinators
Residential Living & Learning
254-968-4009
E-mail: kunze@tarleton.edu

Group sponsors should contact either Faith Stiffler or Ben Kunze and schedule a pre-camp housing meeting at least four (4) weeks in advance of the conference opening date in order to solidify housing needs. Group sponsors should thoroughly review the below policies prior to the pre-conference housing meeting. All housing details and expectations will be communicated to the hall staffs through the Summer Conference Coordinator.

PRE-CONFERENCE MEETING

At the pre-conference meeting, sponsors will receive housing space assignments (rooms are to be assigned by conference leadership to individual conference participants), building layouts, and floor plans. Sponsors should be prepared to provide conference check-in and check-out times, details of any early arrival or late departure needs, and identities & contact information for each primary contact person (see In-Hall Contacts below).

Note: All participant numbers must be finalized with the Summer Conference Coordinator four (4) weeks prior to the camp beginning date, no additional participants may be added to the camp after that point.

IN-HALL CONTACTS

Each group must identify a primary “in-hall” contact person for each residence hall occupied by the group. In-hall contacts are vital to the success of the overall camp experience. The in-hall contact should be the first person(s) to check-in for a group and the last person(s) to check out. **No participants will be allowed to check in until the in-hall contact person(s) is checked in.**

In-hall contact persons are expected to:

- **provide a written list of participant names upon checking into the residence hall**
- **be present in the hall whenever any participants are there**
- take clear responsibility for their group (e.g., conduct)
- maintain close communication with the Conference Directors (CDs) during the group’s stay
- assist summer participants who have been locked out of their rooms
- assist the Conference Hall Director in inventorying damages to the building after the last resident has checked out

TARLETON HALL STAFF

Residential Living & Learning will provide a full-time Conference Director assigned to facilitate your group’s stay in that hall. The director’s responsibilities for your group are:

- to ensure the Residential Living & Learning Customer Service Standards are upheld for the group
- to coordinate check-in and check-out
- to coordinate maintenance requests
- to assist with emergencies
- to tabulate group counts for housing billing purposes
- to complete a post-conference group evaluation

RESIDENCE HALL SECURITY

For the safety of all conference guests, all residence halls will be secured 24-hours per day. Entries for Summer Camp groups are available via individual card swipe. All conferees will be expected to carry their meal cards and/or exterior door access cards at all times. During conference check-in and check-out, residence hall lobbies will be unlocked to allow for ease of conference operation.

SUMMER CONFERENCE GUIDELINES

CHECK-IN

- ☞ Check-in dates and times are arranged during the pre-camp housing meeting. **Check-in is limited to a maximum of three (3) hours.** It is very important that participants abide by

these dates and times since the front desks have limited coverage. Staff may not be available outside of these hours to immediately check persons into their rooms.

- ☞ The in-hall contact will provide a list of participant names upon checking into the residence hall. **No one will be allowed to check in until this list is provided.** This list is the official record of the group's stay at Tarleton State University, is used to tabulate housing billings, and is the record of room key issuance to participants.
- ☞ **Camp leaders who plan to arrive in advance of (or stay later than) their group must include this on their written agreement with the Summer Conference Coordinator.**
- ☞ If there is a need for a change in times or if there is an individual problem, the group leadership should contact the Summer Camp Coordinator to see if other options might be available.

CHECK-OUT

- ☞ These times are arranged during the pre-camp housing meeting. Check-out is limited to a maximum of three (3) hours. Early check-out times should be arranged in advance with the Summer Conference Coordinator so that Conference Directors and hall staff can be available to assist.
- ☞ **IMPORTANT NOTE:** Individuals who fail to check out will be charged for the full time the group resided in the hall. Any group who fails to complete proper check-out will be charged per person for an additional night.
- ☞ No participant may remain in a room after the designated group check-out time.
- ☞ **It is very important that all participants check out at the residence hall office.** At that time, keys will be returned and a record will be made of the departure date of each guest. The group will be billed only for actual nights stayed, except where individuals leave early without checking out with Tarleton Summer Conference staff.
- ☞ **Individual persons checking out after 5:00 p.m. will be billed for that night's stay.**

CHILDREN IN THE RESIDENCE HALLS

- ☞ Every individual, regardless of age will be included in the housing billing sent to the sponsoring group, even if a child is only accompanying a parent who is the actual conference participant.
- ☞ Child care and/or nursery facilities and services are not available in the residence halls.

CURFEW

- ☞ **Group leaders must be in the residence halls and available to the participants at any time that any participants is in the halls.** *This is especially critical for youth conferences.*

DAMAGES & EXCESS TRASH

- ☞ It is Residential Living & Learning's expectation that residential conferences will **NOT** engage in activities that would result in participants returning to the residence halls wet,

muddy, or covered in substances that could be tracked into the building or leave excess residue in shower rooms.

- ☞ Conference leadership wishing to conduct a building walkthrough prior to the start of a conference should notify the Summer Conference Coordinator during the pre-conference housing meeting. Pre-conference walkthroughs are strongly encouraged, so that conference leadership may be confident in the condition of the building prior to their conference arrival.
- ☞ After a group has departed, the residence hall staff and in-hall contact for the group will check each room and make a list of damages. Charges for damages will be made to the sponsoring Tarleton entity group. A detailed damage list “by room” will be provided upon request.
- ☞ We suggest you make participants aware that the group will be held responsible for damages and excessive trash. Please note that additional charges may be assessed for:
 - Mattresses moved from one room to another
 - Furniture that is moved from one room to another
 - Rooms, bathrooms, public areas, or kitchens are left dirty
 - False fire alarms or damage to fire protection equipment
 - Damage to network, telephone, or cable TV jacks

DISCIPLINE

- ☞ **IMPORTANT NOTE:** Youth groups (high school age and younger) must have one adult counselor for every 10 youth.
- ☞ Discipline is the responsibility of the group leadership.
- ☞ A list of counselors’ names and room numbers should be given to the Conference Director at check-in.
- ☞ **Remember, in-hall contacts and/or youth group counselors are to be in the residence hall at any time that any participants are in the hall.**

Rules of conduct as outlined in Residential Living & Learning’s *Guide to Community Living* can be accessed on line at: <http://www.tarleton.edu/~housing/helpfultips/handbook.html> for conference leaders to use as a resource in talking to the conference participants about the kind of behavior expected of them at Tarleton State University. *Smoking, alcohol, and drugs are specifically prohibited on campus.*

Any misuse of the residence halls may be cause for a group to be restricted from future participation in our summer program.

ROOM KEYS

- ☞ At check-in, each participant must check his/her own key out at the front desk of the residence hall. Group sponsors cannot pick up or return blocks of keys unless approved and arranged in advance with the Summer Conference Coordinator. **Each conference guest must check out at the front desk at the conclusion of the conference and turn in his/her key or an improper check out fee of \$10 per guest, per key will be assessed to the sponsoring group.**

- ☞ A room key will be issued to each participant residing in the hall.
- ☞ Lost and unreturned keys will be billed to the sponsoring group in the final conference invoice at \$50 per key. Participants have the option of paying for lost keys at the front desk before checking out of the hall so that the key is not billed to the sponsoring group. Youth conferences are especially encouraged to have counselor/camper meetings before check-out to verify whether campers are missing any keys so that payment can be made by the camper or his/her parent at check-out. A list of participants who lost or failed to return keys AND who did not pay in person for those lost keys will be provided to the sponsoring Tarleton group upon request.
- ☞ A Conference Hall Director will be available to assist the in-hall contact with participants who are locked out of their rooms. The Conference Hall Director will meet with the in-hall contact and resident who is locked out and unlock the door for the resident. **For security reasons, both the in-hall contact and the resident must be present in order for the Conference Hall Director to unlock the door.**

ROOM OCCUPANCY

- ☞ One (1) bed will be provided for each participant/leader in either a single or double room.
- ☞ If space allows, sponsoring groups may request to have one room per participant. If this request is approved by the Summer Conference Coordinator, the sponsoring group will be charged an additional 50% more per person per night for those participants occupying these “single rooms.” For example, if the room rate per person per night is \$20, then the new room rate per person per night would be \$30 (which is \$20 x 1.5).
- ☞ Exceptions to this policy may include, but are not limited to, an odd number of participants or adult leaders with a youth conference. All exceptions should be discussed with the Summer Conference Coordinator during the pre-conference housing meeting to ensure accurate billing.

ROOM SUPPLIES INFORMATION

- ☞ Toilet Paper will ONLY be provided in the residence halls with community bathrooms (Bender and Ferguson are currently the only community bathroom facilities being used this summer).
- ☞ Linens are not provided to Summer Conference Participants, so please plan accordingly.

PET POLICY

- ☞ No pets are allowed for any reason in any of the residence halls.
- ☞ The pet policy as outlined in Residential Living & Learning’s *Guide to Community Living* states:
 Pets are not allowed in University Housing with the exception of fish in a properly maintained aquarium (no larger than 10 gallons). Students considering obtaining an aquarium with fish should be aware that ALL electrical items must be disconnected during break periods.
 Aquariums containing anything other than fish are prohibited.
- ☞ There is a **\$60 fine** for any participant that brings a pet into any of the residence halls

SALE OF MERCHANDISE & ADVERTISING

- ☞ There are to be no sales of food or drink items on campus other than by Tarleton State University Dining Services or from vending machines that are already placed in the buildings.
- ☞ If approved at the pre-conference housing meeting, organizations may have a camp store in the residence hall for the purpose of merchandising items that are specific for that organization and camp (e.g., cheerleader clothing and equipment for cheerleader camps).
- ☞ No banner may be affixed to the exterior of the residence hall.

CHARGES FOR CLEANING AND DAMAGES

These charges reflect the costs of repairs, replacement, and fines. The list below is a partial one. *These figures are only approximate; special circumstances may require other charges.* All charges will be billed to the sponsoring group if responsibility for damage cannot be conclusively determined prior to check-out. For more specific information, conference sponsors should contact the Summer Conference Coordinator.

CLEANING CHARGES

Rooms, bathrooms, public areas, or kitchens left extremely dirty	\$ 25– 100
Failure to remove trash when vacating a room	\$ 20 – 100
Removal of graffiti (can be higher if item has to be replaced or refinished)	\$ 50 – 100
Removal of glitter, stickers, paint, or double-stick tape	\$ 50– 100

REPAIR CHARGES

Damaged Network / Telephone wall jack	\$ 30
Patch (nail or tack) holes in the wall (per square foot)	\$ 10
Repaint room	\$ 400

FINES

Improper check-in or check-out	\$ 10 per guest
Lost room key (hard keys only)	\$ 50
Bringing a pet into any of the residence halls	\$60
False fire alarms	\$ 500
Furniture, mattresses, or furnishings that are moved from one room to another	\$ 25 minimum
Dismantling University furnishings, doors, or door closures	\$ 25 minimum
Defacing emergency signs, exit signs, or other equipment	\$ see fire policy

IMPORTANT UNIVERSITY POLICIES RELATIVE TO SUMMER CONFERENCES

ALCOHOL AND ILLEGAL DRUGS

- ☞ Alcohol and illegal drugs may not be used or possessed in the residence halls or on any University property. Participants and/or leaders will be required to leave if they are found in possession or under the influence of drugs or alcohol.

FIRE ALARMS & FIRE SAFETY

Your group will need to be aware of the following general information in case a fire alarm sounds in the residence hall:

☞ **When an alarm sounds you should:**

1. Check immediate area for any obvious indications of a fire or other cause for the alarm.
2. Use common sense and do not panic.
3. If you are in your room at the time of the alarm, knock on the doors of the rooms to your right and left as you leave to exit the building.
4. Begin an immediate and orderly evacuation through the closest stairwell and building exit doors. Exit the building and wait for instructions or permission to reenter the building.
Please stand at least thirty (30) feet away from the building.
5. Do not use an elevator.
6. Take your room keys.

- ☞ The residence hall staff will signal that the building is safe and ready for reentry. No one is to reenter until this signal is given. Personnel authorized to give reentry are:

- a. The Conference Directors or a Tarleton State University executive
- b. An officer of the Tarleton Police Department. (Note: Fire officials may tell you the building is safe; however, they cannot give permission to re-enter the building.)

- ☞ Any individual who fails to evacuate a building after a fire alarm has sounded may be subject to appropriate administrative and/or disciplinary action and may be charged a fine of \$100.00.

- ☞ **Any individual who misuses or tampers with fire protection equipment (smoke detectors, pull stations, fire alarms, fire extinguishers or automatic door closers) may be subject to University administrative and/or disciplinary action and may be charged a University fine up to \$500.00 plus the cost or repair or replacement of misused or damaged equipment, cleaning of the facility and damage to other property. In addition, tampering with fire protection equipment is a felony offence under State law and may be prosecuted as such.**

FURNISHINGS

- ☞ All existing hall furniture and furnishings should be treated with care and respect. A Conference Director should approve any desires to move or rearrange those items.
- ☞ The sponsoring group will be billed for any missing or damaged furniture/furnishings as well as for labor expense if university staff has to move misplaced items back to original locations.