



## Overview of Residence Hall Policies & Procedures For All Summer Conferences

Welcome to Tarleton State University! We are here to make your stay in our residence halls as enjoyable as possible. Please familiarize yourself with the following overview of our policies, and check with your conference leaders or residence hall staff if you have any questions.

- The outside doors are locked 24-hours per day. **At no time should outside doors be propped open.** Group leaders must be in the residence hall and available to the participants at any time that the participants are in the halls.
- **Contact your Conference Director if you are locked out of your room.** Phone numbers for Conference Directors and group leaders are posted near the front door of the residence hall.
- Individuals are responsible for paying for lost or unreturned keys upon check out at a cost of \$50 per key.
- **It is very important that all individuals check out at the residence hall office.** Individuals who fail to check out properly or who check out after 5:00 p.m. will be charged for an additional night.
- It is imperative that you do not move furniture or mattresses from one room to another. This could result in a fine to you.
- Please remove all trash from the building at the conclusion of the conference.
- No alcohol or Illegal drugs are permitted
- 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.

- No pets are allowed in the residence halls (subject to a \$60 fine)