
THE UNIVERSITY OF ALABAMA

Housing & Residential Communities
Division of Student Affairs

Conference Handbook **Summer 2009**

Guidelines for Counselors, Sponsors, and Coaches

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STAFFING AND CONTACT INFORMATION

Housing & Residential Communities within the Division of Student Affairs employs Summer Operations personnel that facilitate and coordinate the management of special events and conference housing for the university community and outside groups wishing to utilize on-campus housing facilities. A full-time staff is available year-round to assist with summer housing needs.

STAFFING STRUCTURE

Our staff includes an Assistant Director who manages all Summer Operations for Housing & Residential Communities. The Assistant Director is responsible for the overall supervision of summer conference planning, scheduling, staffing, budgeting, and programmatic oversight. Conference clients will liaison with the Assistant Director during the planning process in discussing conference needs, for pre-conference preparations, and during the conference should special needs arise.

Additionally, during the summer, each building or group of buildings being utilized for summer conference operations will be assigned an on-site professional from the Housing & Residential Communities staff. These staff members, known as a Community Directors, will serve as the on-site manager during the conference. Each CD provides leadership to a Conference Manager and the Conference Assistants assigned to each building in their area. These conference staff members provide assistance during check-in and check-out of camps/conferences as well as assistance during the camps to ensure a safe and healthy environment for all conference guests.

OFFICE LOCATION

The Summer Operations Office is located in Rose Towers. Rose Towers can be found at the north end of campus, at the intersection of McCorvey Drive and Jack Warner Parkway, or by following the Crimson Ride GOLD Line.

OFFICE MAILING ADDRESS, FAX, WEB AND PHONE NUMBERS

Summer Conferences
Housing & Residential Communities
The University of Alabama
P.O. Box 870399
Tuscaloosa, AL 35487
FAX: (205)348-5899
PHONE: (205)348-6071 or (888)498-BAMA (Toll Free)
WEB: <http://housing.ua.edu>

SUMMER OPERATIONS STAFF CONTACT INFORMATION

Dave Brewer
Assistant Director for Residence Education and Summer Operations
(205)348-6071
FAX: (205) 348-5899
dave.brewer@ua.edu

Conference Client Timeline

September/October

_____ Contact Summer Operations to request information regarding Summer camps/conferences by email (jmcguire@sa.ua.edu), fax (205) 348-7135 or phone (205) 348-9647.

October/November

_____ Receive Conference Group Application, Insurance and Indemnification Agreement, Conference Handbook.

December

_____ Priority deadline: January 19, 2008.

_____ Return completed Summer Conference Application and signed Insurance Agreement. A separate application MUST be returned for EACH camp. The application MUST include program dates, number of bed spaces needed, gender break down, building preference, and number of Counselors needing proximity (exterior access) cards.

January

_____ Receive contract with building assignment (s) from the Summer Operations office.

February

_____ Deadline to return signed contract: February 13, 2008. Include the certificate of insurance (where applicable) with the contract. Insurance certificates must be received no later than one month prior to camp start date.

March/April/May

_____ Camp representatives must contact other campus service providers to coordinate additional conference/camp needs (example – Bama Dining, Supe Store for camp stores, transportation, etc.).

_____ Provide Summer Operations office with copies of your conference marketing publications. This will provide additional information so we are knowledgeable of your group's goals.

One Month before Your Conference

_____ Summer Operations staff will contact Client to review camp information. Please be prepared to provide accurate participant numbers, check-in/check-out times & locations, parking permit & proximity card needs.

14 Days before Your Conference

_____ Confirm final room count with the Summer Operations Assistant Director.

_____ Confirm your check-in and check-out procedures.

_____ Provide Summer Operations office with copies of your conference/camp schedule of events. (This is needed to ensure communication in the event of an emergency situation.)

The First Day of Your Conference

_____ Check-in with the Summer Conference Staff either at the assigned building or other predetermined location. Submit final room list to Summer Operations Office after check-in. ***This count will serve as the guaranteed number of rooms and will be used for billing purposes.***

_____ Provide a list of all camp attendees (unless prohibited by specified policies) with home addresses, preferably in electronic form to Summer Operations Office in Burke Hall. (This is needed to ensure communication in the event of an emergency situation.)

Throughout Your Conference

_____ Notify your Conference Staff of any maintenance or housekeeping problems to ensure timely service.

_____ Notify your Conference Staff immediately of any lost keys or proximity cards.

_____ Check-in with the Conference Staff or the Community Director daily to keep lines of communication open.

_____ Allow your participants to fill out a UA Admissions information card and turn in at the end of the conference/camp (where permitted by policies).

After your Conference

_____ Checkout with the Conference Staff and return keys and proximity cards.

_____ Walk through of the building with a Conference Staff member to review for possible damages.

_____ Receive final invoice including any charges for damages and/or lost keys or proximity cards (if applicable).

_____ Invoices not paid within 30 days of billing will be charged an additional 10% of the original invoice.

Definitions

Group

Any recognized camp, conference, educational, or other organization meeting the University guidelines for facilities use that is responsible for all matters of timely payment of charges and liability insurance associated with the use of University facilities.

Client

For Group contracts, the Client is a designee of the group who is present during the time of the conference and who has authority to act for the Group.

Sponsors

The designated University of Alabama department and representative (dean, director, or department chair) that may sponsor a group.

Youth

Person under eighteen (18) years of age.

Counselor

Person over eighteen (18) years of age who has been given the responsibility for overseeing participants residing in the residence hall.

PART I. POLICIES AND PROCEDURES FOR CLIENTS AND COUNSELORS

A. GENERAL

The following policies and procedures are offered to assist camp counselors and Clients in conducting their summer programs. These policies and procedures deal primarily with the conduct of the group members, and safety in and use of the residence halls.

1. The University of Alabama has a special concern for groups who come to stay on campus and are not familiar with residence hall living and may not be accustomed to being away from home. All conferees should be reminded that they are residing in a highly populated environment and that they need to exercise basic precautions to enhance their safety, i.e., keeping their room doors locked at all times, traveling in groups from location to location, using lighted sidewalks at night, reporting any and all suspicious happenings/persons, etc., to a Summer Conference Staff member and/or Campus Police.
2. Should the Summer Conference staff be made aware of or confronted by problem situations involving individual conferees, they will contact and work through the conference Client and/or Counselors to resolve the problem.
3. Housing and Residential Communities agrees to provide an information sheet to Clients including emergency phone numbers and conference staff phone numbers.
4. Housing and Residential Communities will provide conference staff member (s) to each group to assist with emergency situations and to carry out specialized tasks relating to conference administration and registration.

B. SPECIFIC GUIDELINES

1. Group Counselors are responsible for ensuring that all participants are informed of the policies and procedures contained in the *Summer Conference Handbook*. Housing and Residential Communities believes that a thorough awareness of these policies and procedures will help prevent potential behavioral and safety problems.
2. Group Counselors are responsible for ensuring that all participants are familiar with The University's fire evacuation procedures which are posted in each building. All participants **MUST** evacuate the building during fire alarms. Anyone not evacuating may be subject to fines imposed by the Fire Marshall.
3. The Client agrees to provide supervisory counselors at least for the following ratio:
 - Conference Participants 6-10 years of age 1 per 20**
 - Conference Participants 11-21 years of age 1 per 30**
 - Conference Participants Over 21 years of age 1 per 40**Conference groups under the minimum number stated must have at least one counselor. In addition, Client must inform Summer Operations staff of whom in their Group is acting as the primary contact person.
4. The Client agrees to be responsible for the conduct of their group while on campus. Rules of conduct governing the behavior of conference participants while in the residence hall should be shared with participants before camp begins. Counselors agree to support and enforce all policies and to so instruct conference participants. The Client agrees to hold each member of the conference group responsible for reasonable care in the use of University facilities.
5. The Client agrees to compensate the University for any negligent or intentional breakage of furnishings or damage to a room, common area, or other part of a facility occupied by Client's group. A damage charge list is included in this Handbook.
6. The Client agrees to leave all rooms in **acceptable condition** at the time of checkout. Acceptable condition is defined as, but is not limited to, floors are swept (mopped if needed) and left free of any trash, trash taken to designated trash receptacles, signs/tape removed from walls and placed in trash receptacles, and drawers and closets emptied of all personal belongings. Original furniture must be in place. Any group, which fails to leave the rooms in the manner stated, will be subject to an Improper Check-out Fee for each room as well as other charges that may apply. It is recommended that you provide additional trash bags for each room to assist with trash removal.
7. The Client agrees to set a reasonable curfew time for its participants. Counselors must be in the residence hall during curfew time and all other times that the participants are present. Quiet hours **MUST** be enforced from 11:00 p.m. – 8:00 a.m.
8. Summer Operations will endeavor to house males and females on separate residence hall floors unless the Client makes arrangements in advance for both to stay on the same floor.
9. Any repairs that need to be made in a residence hall during the course of a Group's visit should be communicated directly to the Community Director or Conference Assistant in your building or submitted online through the work order system available at housing.ua.edu.

11. If requested by the Housing and Residential Communities, the client agrees to a pre-conference meeting prior to conference arrival in order to discuss the Conference Handbook and expectations.
12. The Client agrees to support the Conference Staff in exercising its duties, policies, and procedures and to actively encourage each conference participant to assist in this support and to cooperate fully with the conference staff.
13. The Client agrees to require conference participants to be prepared to show conference affiliation identification if requested.
14. Conference sponsors and staff are encouraged to schedule activities for conference participants outside normal seminar/training hours in order to limit the opportunities for vandalism, rowdiness, excessive noise, etc. that may occur due to unsupervised and unstructured time.
15. Rooms to be occupied by a group are inspected before arrival and after departure. Clients are strongly encouraged to do a final room inspection with a Conference Assistant or other Summer Staff member prior to departure.

PART II. GENERAL POLICIES AND PROCEDURES

A. USE OF UNIVERSITY CONFERENCE HOUSING

Conference Housing is available to groups with educational and recreational objectives for resident conferences, meetings, and seminars being conducted on the University of Alabama campus. This includes groups which are sponsored by a University of Alabama academic or administrative department or a non-University sponsored group who is conducting approved on-campus programs. In order to accommodate as many conference groups as possible, Housing and Residential Communities will rely on the ***Summer Conference Priority List*** for scheduling conference accommodations. All information requested must be provided, and a designee of the conference (Client) must be physically present during the time of the conference. All regular billing and any additional charges incurred during the camp are sent to the Client for payment after each camp or at the end of multiple camps for the same Client unless other arrangements are made in advance of the first camp.

B. RESPONSIBILITY OF GROUPS REQUESTING CONFERENCE HOUSING

The Client agrees to fully complete the Conference Group Application and review the Summer Conference Handbook as the initial step to confirm bed spaces and hall assignments. The application must be filled out completely and include the following: 1) dates of conference 2) arrival and departure dates/times 3) anticipated number of participants 4) gender ratio 5) room type(s) 6) payment responsibility 7) number of Parking Permits and Proximity Cards (see Part III, Section J).

C. GUARANTEED ATTENDANCE

A tentative number of bed spaces to be reserved by the Client must be provided on the Conference Group Application. The Client will receive confirmation from the Summer Operations office noting the number of bed spaces available and the building assignment. ***A final guaranteed number of bed spaces needed by the Client is due to the Summer Operations office no later than fourteen (14) days prior to arrival date.***

D. METHOD OF PAYMENT

The University requires that payments be made within *thirty (30) days* from the date of the final invoice. Payments may be made by Departmental Transfer for camp groups or by group check. *Summer Operations does not accept payment from individual participants.* Groups with a previous record of delinquent payments may be required to make an *advance* payment equivalent to the value of guaranteed rooms and will not receive priority scheduling the following year. **All invoices which are 30 days past due are subject to an additional charge of 10% of the original invoice.**

E. CANCELLATION

1. Cancellation by Group:

If the Client cancels the contract fewer than thirty (30) days before the date the Conference is scheduled to begin, the Client agrees to pay 10% of the estimated **TOTAL AMOUNT** that would be due.

2. Cancellation by University:

If the University cancels the contract before the date the conference is scheduled to begin, it will refund any amounts received from the Group. This is the Group's sole remedy. After such payment, neither party will have any further obligation to the other. If the University must cancel the contract after the conference has begun, the Group will be responsible only for the actual charges incurred on its behalf to the date of cancellation, and the University will refund any excess of this amount received from the Group.

F. INDEMNITY

The Client agrees to indemnify The University of Alabama and the State of Alabama and all of their officers, employees, and agents from any and all claims, demands, suits, causes of action, or judgments any person had, now has, or may have in the future against those agencies or individuals arising out of or in any way connected with Client's conference at The University of Alabama.

G. LIABILITY

It is understood and agreed as a condition of the Summer Conference Insurance and Indemnification Agreement that The University of Alabama and all its officers, employees, and agents assume no responsibility for any and all liability, claims, or expenses of any kind by reason of personal and/or property injury caused by negligence in the use of University facilities by the Client.

H. INSURANCE /INVESTIGATION OF CLAIM

1. Non-University sponsored Groups must provide comprehensive general liability insurance with a minimum coverage of one million (\$1,000,000) dollars. **Client should return the certificate of insurance with the contract . The Certificate of Insurance MUST be received no later than one month before the start of the camp or all reserved spaces will be released.** The Client will be responsible for amounts excluded from insurance due to deductible amounts on non-covered items.
2. The Client agrees to cooperate fully with the University in any University investigation of any claim or potential claim made by any person or organization in connection with the services provided by Housing and Residential Communities. Further, the Client's records and books shall be made available to the University upon request for inspection or copying.
3. The Insurance and Indemnification Agreement **MUST** be returned with the Conference Group Application.

I. SAFETY INFORMATION

The University of Alabama Police Department provides police patrol on and around the campus 24 hours a day. A Conference Assistant is assigned to each building housing summer groups. One Conference Assistant will be on-call each night of the week for each area of campus. The Conference Assistant's primary duties are:

- i. Assist with check-in and check-out
- ii. Serve as a resource for camps and guests during their stay
- iii. Report emergency maintenance and custodial concerns to authorities
- iv. Discourage vandalism and keep reasonable order in common areas
- v. Make periodic checks of outside entrances
- vi. Call for University Police if necessary

J. EMERGENCY INFORMATION

During the course of your stay, there is the possibility that you may encounter an emergency situation. Effective communication and knowledge of who to contact are extremely important in these circumstances.

Medical emergencies are to be handled through the University Police Department 348-5454.

If at any time you hear a fire alarm, everyone **MUST** evacuate the building. Close and lock the bedroom or apartment door behind you, proceed to the nearest safe stairwell and exit the building.

In case of severe weather, please go to the lowest floor of your building and stay away from windows.

In the event of an emergency, your primary responsibility will be to account for everyone in your group.

K. DESKS

There are several 24 hours desks that will be staffed during the summer depending on building usage each year.

Front Desk Numbers

Tutwiler - 348-4516

Ridgecrest - 348-6301

Riverside - 348-7123

Paty - 348-7254

Rose Towers - 348-7559

Lakeside - 348-7830

Burke/Parham - 348-7466

Harris/Parker-Adams/New/Byrd - 348-6717

If there is an issue in your building that needs immediate attention, please call the appropriate desk for your area. The appropriate staff member will be called by the Desk Assistant after receiving your call. If you do not reach someone at the area desk, contact the Conference Assistant On-call for your area. These numbers and names will be provided to you at, or prior to, check-in for your group.

L. CONFERENCE PUBLICITY

To ensure that The University of Alabama and its auxiliaries are properly represented, the Client is required to provide Summer Operations with a copy of the Group's conference brochure and/or public relations materials. *Note: Housing and Residential Communities is not obligated to provide services and/or rates quoted in conference literature which have not received prior written approval from Summer Operations. All uses of the University's name or logos must have written approval from the University.*

M. APPLICABLE LAW

All Groups using University space are expected to adhere to all University policies, regulations, guidelines, and all applicable local, state, and federal laws. Failure to comply with these regulations may result in forfeiture of the privilege of using University facilities.

N. RESERVATIONS OF RIGHTS

All Clients and conference participants must abide by the policies and procedures contained in the *Summer Conference Handbook & Contract*. Clients and Counselors must follow the policies and procedures for counselors as stated in Part I. The University reserves the right to cancel, modify, or void the contract of any group should conferees become involved in disruptive behavior which endangers the life, health, or safety of self or others, and/or causes damage to University property. Further, the University reserves the right to exclude individual participants involved in such behavior from its facilities. The University also reserves the right:

- To reassign residents within the building or to another building, after notification, when deemed necessary to accomplish essential repairs and renovations to the building(s),
- To terminate the reservation of the Client should unforeseen emergencies occur making it inadvisable, illegal, or impossible to provide the facilities,
- To revoke campus privileges, including residency in its buildings, of any occupant whose conduct is, in the University's opinion, injurious or potentially injurious self or to the community.

O. CAMP STORE

The University Supply Store is the official retailer at The University of Alabama.

Therefore, if you plan to sell any items to camp participants while they are on campus, you must submit a list and description of the items and the manner in which you plan to sell them (times, locations, etc) to Teresa Shreve, Director of the Supply Stores for approval at tshreve@bama.ua.edu or fax to 205-348-9239. Generally, approved items are restricted to camp specific items only, such as a special camp t-shirt.

Additionally, if you plan to sell items in a camp store, the City of Tuscaloosa requires a "stand license". The license is good for the entire summer. Please indicate that you are interested in running a camp store to the Assistant Director for Summer Operations, who will help you secure the necessary permits.

Vending machines located in the buildings MUST not be unplugged or blocked from usage.

P. OVERNIGHT GUESTS

Overnight guests are prohibited in all halls where there are camp or workshop participants.

PART III. RESIDENCE HALL SERVICES, POLICIES, AND PROCEDURES

A. ALCOHOLIC BEVERAGES

The University does not encourage consumption of alcoholic beverages, and conferees must comply with Alabama state laws pertaining to alcoholic beverages while residing in the residence halls. Please note that it is unlawful for persons under the age of 21 to buy, possess, or consume alcoholic beverages in the State of Alabama. Conferees 21 or older and their guests 21 or older may possess and consume alcohol in individual residence hall rooms, but not in the presence of someone under 21 or in common areas such as lounges, hallways, stairwell, balconies, kitchens, etc. Common sources of alcohol, such as kegs, are prohibited. Conferees found in violation will be asked to leave campus.

B. ATHLETIC ACTIVITY

We ask that all participants refrain from all forms of athletic activity in our residential facilities. Athletic activity includes, but is not limited to, the following:

- Cleated shoes **MUST NOT** be worn in residence halls or dining facilities.
- Bikes and Scooters **ARE NOT** allowed in residence halls.
- Cheers/stunts **ARE NOT** allowed in residence halls.
- Ball bouncing/throwing/kicking **IS NOT** allowed in the residence halls.
- No practicing whatsoever in any building.

C. CHECK-IN AND CHECK-OUT

1. Client agrees to follow the pre-arranged conference registration procedure structured by Housing and Residential Communities.
2. Before check-in, Housing and Residential Communities will provide room assignment sheet (s) to the Client. The assignment sheet(s) is to be completed and returned to Housing and Residential Communities no later than fourteen (14) working days prior to the groups' arrival to campus.
3. Housing and Residential Communities agrees to assign a Conference Assistant to help with check-in/out for each camp/conference. Assisting staff will be available for a **two to three hour period at both check-in/check-out**. These times **MUST** be prearranged with the Summer Operations office fourteen (14) days before the scheduled check-in.
4. Modifications caused by overbooking and covered by the variance policy will be applied by Housing and Residential Communities only after the completed check-in of the expected pre-registered guests.
5. Each Conference group must submit a copy of their conference activity schedule to Housing and Residential Communities with their room assignment sheets.
6. Conference groups must adhere to check-out procedures and time. If check-out is after 8AM, participants may be asked to move belongings to one location to allow Housekeeping to begin cleaning rooms for the next camp.
7. The Client agrees to leave the rooms in acceptable condition at the time of check-out as defined in Part I, Section B, and Number 7.
8. Rooms to be occupied by a group will be inspected both before participant arrival and after departure by a conference staff member.
9. Immediately following check-in, Client must submit the final room list for billing purposes along with an electronic copy of all participants names and addresses (where permitted), to the Summer Operations Office.

D. COMMON AREAS

1. Some common spaces in buildings are available for reservation on a first come, first serve basis for a fee of \$50.00 per camp. Requests for Common Space usage must be indicated on the Conference Application and are subject to approval by the Assistant Director.
2. Reserved common space must be vacated at the close of the camp and left in **acceptable condition** as outlined in Part II, Section B, number 7.
3. The formal living room/study room in Tutwiler Hall is not available for use.
4. Gaming equipment present in common areas (pool tables, ping pong tables, etc.) is not available for camp or conference guest use unless prior arrangements have been made.
5. Common area space may be reserved for camp stores (see Part II, Section O), meetings and social areas. Video games brought into the buildings are the full responsibility of the Client. If you will be providing a Camp Store, you must follow the policies as stated in Part II, Section O.

E. CUSTODIAL SERVICES

1. Housing and Residential Communities agrees to have the number of bed spaces finalized on the contract plus 10% for groups over 500 (where available) ready for conference occupancy. Rooms will be cleaned (unless time does not permit due to the check-in and check-out of camps on the same day) and furnished with bed(s), chest of drawers, desk and desk chair(s). Community bathrooms are cleaned daily and common spaces (hallways, lounges, etc.) are cleaned on a regular basis. Cleaning of individual rooms during a camp is not provided. Custodial Services will provide trash removal from designated areas in each hall. It is recommended that you provide trash bags for each room to assist with clean up.
2. In the event where a camp is checking out in the morning and another camp is checking in that afternoon, there is NO guarantee that all rooms will be cleaned. We suggest that you allow at least one full day between your camps for cleaning purposes. In such cases where this is not feasible, attendees will be required to vacate their rooms by 8am and store their belongings for later pick up in a central location designated by Housing and Residential Communities.

F. DISCIPLINARY POLICY

Housing and Residential Communities reserves the right to remove or to require removal of conference participants, counselors, and guests, that violate the University Student Code of Conduct and Non-Academic Misconduct Disciplinary Procedure (both can be found at <http://ja.ua.edu/code.html>), and Housing and Residential Communities policies. Some examples deemed misconduct by The University with respect to conferences include, but are not limited to: curfew violations (set by counselors), alcohol violations; room or common area damage; rooms, hallways, or common areas not kept reasonably clean; objects thrown from residence hall windows; repeated non-cooperation with conference staff and UA officials; verbal and/or physical abuse of staff or conference participants; violations of customary house rules such as unlawful entry, protection of property and infringement on rights and services of others. Disciplinary action taken by the conference counselor must be approved by Housing and Residential Communities. In the event that such action is deemed inappropriate, Housing and Residential Communities shall have the right to take appropriate action.

G. FIRE SAFETY

Fire safety and prevention is of paramount importance in a residence hall living environment. No open flames (candles, incense, etc.) or flammable liquids are permitted in the halls. In the event of a fire alarm, all conferees **MUST** evacuate the building immediately. Interference with or non-adherence to emergency evacuation procedures is prohibited. Starting a fire; pulling a fire alarm without cause; tampering with smoke detectors or sprinkler systems; falsely reporting a fire emergency; and the unauthorized use or damage done to any emergency or safety equipment, are all prohibited. Any conferee found in violation will be asked to leave campus.

H. FIREWORKS, FIREARMS, AND WEAPONS

The possession of firearms, weapons, and fireworks, and their use on campus, is illegal. Any person igniting fireworks in a residence area will be asked to leave the campus and proper authorities will be notified. Because it is a violation of state law to possess or store any weapons on campus, conferees must arrange to keep any weapons off campus.

I. ILLEGAL DRUGS

The possession, delivery, sale, or manufacture of any illegal drug is strictly prohibited. Possession of paraphernalia for intended or implied use of controlled substances or paraphernalia possessing illegal drug residue are prohibited. Conferees found in violation will be asked to leave campus and the proper authorities will be notified of the incident.

J. KEY/PROXIMITY DEVICE POLICY

1. All entrance doors in the residence halls are to remain locked at all times unless otherwise scheduled. It is important that entrance to buildings occur only by *authorized conferees* with their own key/proximity device. Lending a key/device to another individual to allow him/her to gain entry creates a breach of security and is a violation of entry procedures. Conferees are restricted from entering halls other than the one they are housed in, unless given permission by camp counselors and/or the Summer Operations Staff.
2. A \$50 charge is imposed for every lost key and \$50.00 for every lost proximity device. Lost keys/devices will be billed on the final invoice. Only keys and cards returned to Housing and Residential Communities within three working days after conference check-out will be given credit. Final invoices will be sent out as soon as possible at the end of each camp.

K. LOSS AND DAMAGES

1. The University is not responsible for any property of the Client, or the participants which is lost, stolen, damaged, or destroyed, including periods when the Client is not in occupancy.
2. Damages caused by participants will be charged to the Client on the final invoice. In addition, the Client will be charged for any alterations, changes, remodeling, or painting of the premises or equipment. A standard damage charge list is included in this Handbook. Clients are encouraged to participate in pre- and post-inspection of rooms used by their group. Contact the Summer Operations office to schedule a walk through before the camp and the Conference Assistant in your building after the camp.
3. The Client assumes full responsibility for payment of all charges and for the acts of their participants using University facilities and agrees to reimburse the University for any and all damages to facilities occurring during the duration of their conference.
4. If room configurations have been altered to accommodate the Group (beds moved, bunk beds disassembled), all rooms **MUST** be returned to their original configuration by check-out time unless specific written approval is given by Housing and Residential Communities. The Client will be charged an Improper Check-out fee and other charges if furniture is not returned to its original location. Furniture from common areas **MUST** not be moved into sleeping rooms and furniture from sleeping rooms **MUST** not be placed in common areas.

L. MAINTENANCE SERVICES

Housing and Residential Communities agrees to provide reasonable amounts of air conditioning, heat (where applicable), water, and electricity during the contracted period. Interruptions of any or all of these services on a temporary basis for reasons of maintenance, repair, etc. will not be considered a breach of the contract. If an interruption does occur, the University agrees to restore the affected service within a reasonable time.

M. EMERGENCY MAINTENANCE

Emergency Maintenance issues between 8am and 5pm M-F should be called in to the Community Director for the area the conference is housed in or to the main office at 348-6676. Emergency Maintenance issues occurring between 5pm and 8am M-F or any time on Saturday or Sunday should be called in to the Conference Assistant On-call. These phone numbers will be provided to the Client at, or prior to, check-in.

Below is a list of what typically constitutes an emergency:

<p>Emergencies are defined as follows:</p> <ul style="list-style-type: none">• Electrical<ul style="list-style-type: none">Power OutagesSparking or smoking outlet or fixturesNo lighting in stairwell or bathroom• Plumbing<ul style="list-style-type: none">No waterNo Hot waterMajor leaks, floodingContinuously running toilet or showerA/C unit frozen or leaking/floodingLeaking sprinkler• Fire Safety<ul style="list-style-type: none">Involving structures or furniture requiring immediate attentionBuzzing smoke detector, where appropriate check battery firstExtended malfunctions of fire systemTrouble alarms that can not be reset• Locks and Doors<ul style="list-style-type: none">Inability to lock room or building doorInability to open room or building doorBuilding entrance is not secure due to broken doorMalfunctioning ID access system• Windows and Glass Doors<ul style="list-style-type: none">Shattered or missing glass on door or windowJagged glass

<p>Non-Emergencies are defined as follows:</p> <ul style="list-style-type: none">• Electrical<ul style="list-style-type: none">Light out in student roomSingle light out in hallway or stairwell• Plumbing<ul style="list-style-type: none">Dripping faucet or showerheadSlow drainSlow filling or flushing toilet• Heat and Air Conditioning<ul style="list-style-type: none">Partial heatSingle room AC unit is out• Fire Safety<ul style="list-style-type: none">Burnt popcorn, cigarette or cigar smoke induced alarmsIf in doubt call• Locks and Doors<ul style="list-style-type: none">Door is hard to closeLock sticks but is still operable• Broken Windows and Glass Doors<ul style="list-style-type: none">Cracked glass
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N. WINDOWS, LEDGES, AND NOISE

1. Screens must not be removed from windows and security alarms must not be tampered with at any time. Conferees must not sit in open windows or lean on balcony railings at any time. In addition, all laws and ordinances of the City of Tuscaloosa are applicable to residents. No water fights, food fights, or undue disturbances allowed in the residence halls. ***There is absolutely no practicing permitted in any residence hall.*** To prevent structural damage to the building and/or injuries from occurring, campers may not cheer, dribble, practice, dance, etc. in the buildings.
2. ***Quiet hours are to be adhered to in all halls between 11pm and 8am.***

O. TRANSIT SYSTEM

The University's CrimsonRide system provides transportation for students and guests to the University. All conference guests are welcome to board CrimsonRide route buses during their regular hours of operation free of charge. Buses can also be reserved by the hour for groups for a fee. To schedule buses for conference group use, please contact the CrimsonRide Office at 348-RIDE.

P. PARKING

1. Parking Permits for conference attendees will be issued during your group's check-in. There **is a fee of \$5.00 per vehicle per week for each issued parking permit.** This fee is levied by UA Parking Services and is not a function of Housing and Residential Communities. An exact count of vehicles will be necessary to avoid over-charging for parking permits. The placard must be displayed on the vehicles dashboard so that it can be seen by Parking Services staff and parking is permitted in **Residential Zones and the Southeast Sports Complex lot** with a provided permit. All other zones are off limits. Permits to park elsewhere on campus may be purchased through Parking Services for \$3/day or \$10/week. Enforcement of reserved spaces (Handicapped, State vehicle spaces, etc.) is 24/7. Questions regarding the Parking Permits can be directed to Parking Services (phone: 348-8391). Violators will be ticketed.
2. If you will be transporting participants via van or bus to and from Burke Hall for meals, passengers should be unloaded on the far side of the parking lot, not at the entrance doors closest to Burke Commons, the dining hall. Buses should not be parked in the parking lot adjacent to Burke Hall. There are several areas located close to Burke Hall for bus parking. Vans are permitted to park in designated parking spaces only.

Q. PETS

There is a "No Pet" policy in effect for all University buildings. Conferees with pets will be asked to board them in appropriate kennel facilities or be asked to seek lodging elsewhere. If found with a pet in residence, the conferees will be assessed a cleaning/flea eradication fee of \$100.

Note: This policy does not apply to persons with a disability which require the use of a service animal. The Client **MUST** indicate this on the application and notify Housing and Residential Communities as soon as possible if any participants require the use of service animals. Documentation must be provided before the participant arrives on campus.

R. RIGHT OF ENTRY/ELECTRICAL ITEMS

Authorized agents and representatives of the University shall have the right to enter campus housing space for the purpose of inspection and maintenance, maintenance of order, safety, and to remove electrical equipment not in conformance with regulations. University staff, including Maintenance and Custodial staff, should have a photo I.D. viewable at all times. If one is not visible, you may ask to see to confirm that they are University staff members. A list of Approved Electrical Items is provided in this Handbook.

S. ROOM, FLOOR AND HALL ASSIGNMENTS

1. Room, floor, and hall assignments will be determined by Housing and Residential Communities on the basis of 1) application date (priority deadline December 13th, then first come first serve basis) 2) availability of space 3) number of participants 4) gender ratio 5) type of group 6) security 7) custodial and maintenance servicing 8) maximum utilization of spaces and 9) any existing University regulations requiring separation of sexes.
2. Housing and Residential Communities agrees to notify the Client of specific accommodation assignments as soon as possible. Until the contract is signed and returned, the deposit paid, and certificate of insurance is returned, assignments will be tentative.
3. Housing and Residential Communities will submit room assignment sheets to the Client for each camp. These sheets are to be filled out completely and returned no later than 14 days prior to check-in unless other arrangements have been made.
4. No discriminatory assignment practices on the basis of sex, age, disability, race, color, creed, religion, or ethnic origin will knowingly be applied by Housing and Residential Communities.

T. ROSTER MODIFICATIONS

1. Housing and Residential Communities reserves the right to modify room, floor, and/or hall assignments, to deny room or roommate change requests, and to limit or deny accommodations when granting space would interfere or obstruct long-range Housing and Residential Communities plans.
2. After room finalization, there will be **NO** change in assignments made by Housing and Residential Communities except in the event of an emergency. Modifications caused by overbooking and covered by the variance/guarantee policy will be applied by Housing and Residential Communities only after completed check-in of expected, pre-assigned guests.

U. SMOKING

Smoking is not permitted in any residence hall including bedrooms, or common areas such as lounges, bathrooms, interior hallways, laundry rooms or stairwells.

V. TELEPHONE/RESNET (INTERNET) SERVICE

Housing and Residential Communities does not provide telephone or internet service for conferences. Special phone and internet needs are subject to the approval of Housing and Residential Communities and Telecommunications. After approval for phone service, please contact Telecommunications at 348-0541 for set up. To dial off campus, you must first dial "9", then the number. To dial on-campus numbers, you must dial 8-and the last four digits of the number. Internet service can be set up through the Seebeck Computer Center Help Desk at 348-HELP.

W. REFRIGERATORS/MICROWAVES

All rooms feature combination microwaves & refrigerators or free standing refrigerators and microwaves. These are checked for cleanliness after each camp, and a \$50 cleaning fee will be assessed for any micro-fridge, microwave or refrigerator that requires cleaning.

X. LINENS

If you need linen service, this **MUST** be indicated on the application. Linen packages include 1 thermal blanket, 2 sheets, 1 pillowcase, 1 bath towel, 1 hand towel, and 1 wash cloth. Groups staying one week or more may request a linen exchange at an additional cost of \$13.00 per package. Pillows are available at an additional \$3.00 charge. The rates for this service are outlined on the *Conference Rate* page. The Group will be held responsible for missing linens and these costs will be added to the final invoice. Replacement costs are listed on the *Damage Charge List*. At check-out, all linens must be stripped from beds and placed in a pillowcase. Failure to strip linens properly will result in an Improper Checkout fee that will appear on the final invoice.

Y. MAIL, PACKAGES, DELIVERIES

Housing and Residential Communities is not responsible for any items left at a front desk. Front Desks **DO NOT** receive Federal Express, UPS or other express packages. Flowers, balloons and other perishable items may be left at the front desk; however, it is not the responsibility of the desk staff or any other Housing and Residential Communities staff to contact the person the item is left for.

Z. VENDING AND LAUNDRY MACHINES

Vending and Laundry machines are placed in buildings for use by all participants. Vending machines should never be blocked from usage. Report vending and laundry machine problems to the Conference Staff.

PART IV: BILLING AND FEES

A. ASSIGNMENT DEFINITIONS

The fee charged each registrant for conference services will be based on the type of space and the number of nights the space was occupied unless the fee is otherwise determined by Housing and Residential Communities. A double room is designated as a room with two persons, generally with two twin beds. A single room is designated as a room with one person, generally with one twin bed. *A minimum of two participants is required to obtain the conference rate.*

B. VARIANCE/GUARANTEE POLICY

A. 10% Variance/90% Guarantee is permitted for groups of up to 500 participants.

Example variance down: a conference group reserves space for 300, but experiences actual registration of 260, the conference will be charged for 270 participants. There would be a charge for 10 spaces based on the rate agreed upon. Summer Operations reserves the right to reassign other conference participants to the 10 spaces for which the charge has been made.

Example variance up: Conference registers for 300 but has excess of that number, Summer Operations would be obligated to provide space for up to an additional 30 (thirty) participants only. All accommodations, which may be provided above the additional 10%, will be billed at a rate of \$2.00/night over the current room rate.

B. All groups of 500 or more anticipated participants may have an actual registration for space of 50 (fifty) registrant less than the number of spaces reserved without a charge for the 25 (twenty five) spaces. Any deficiency in excess of 25 (twenty five) will result in a per person charge for those rooms based on the rate for the type of room reserved. Variance computations will be worked according to the numbers indicated from Client to Housing and Residential Communities 14 (fourteen) working days prior to the check-in date.

C. EXTENSION OF STAY

Check-in/check-out arrangements for conference participants who stay additional nights, either before or beyond the group check-in/check-out, must be fully coordinated with Housing and Residential Communities. Registrants who request to stay additional nights will be billed at a non-group conference rate that is higher than the group rate. **Non-group rates for 2009 will be the double or single room rate as applicable plus \$2.00 per night.** Participants within this category may be required to change rooms in order to avoid conflicts with other conferences that have booked for the same rooms for the next conference. Client will be billed for any groups checking in early or departing later than the scheduled dates.

D. RESERVATION DEPOSIT

A \$250 reservation deposit is required from each group and is due with the Conference Group Application. The deposit is refundable on the final invoice, however, should the Client cancel after 24 hours before check-in, the deposit will not be refunded and a charge equal to 10% of the cost of the reserved space will be billed to the Client.

E. BILLING COMPUTATION

1. Billing charges will be computed by the Assistant Director for Summer Operations with payment due to Housing and Residential Communities within thirty (30) days of bill date. All payments 30 days past due may be subject to an additional fee of 10% of the original invoice amount. Any group with an outstanding invoice of 60 days or more, will not be given priority the following year.

2. One (1) counselor space at the double rate will be granted for every 30 actual participants. The allowance will be reflected as a single billed at the double rate on the final bill. Counselors **MUST** be included in the actual count and numbers **MUST** be submitted with room lists immediately following check-in.

SUMMER CONFERENCE PRIORITY LIST

In order to accommodate as many Conference Groups as possible, Summer Operations will rely on the following list for prioritizing conference accommodations.

GROUP ACCOMMODATIONS BY PRIORITY

Summer School Housing

Summer Orientation Programs (New Student & Parent Orientation programs)

Academic Groups WITH Departmental Sponsors

- These groups will be placed in priority order based on the size of their group, with the larger groups accommodated first.
- Revenue must revert back to the sponsoring department.

Athletic/Youth Groups WITH Departmental Sponsors

- These groups will be placed in priority order based on the size of the group, with the larger groups accommodated first.
- Revenue must revert back to the sponsoring department.

Academic Groups WITHOUT Departmental Sponsors

- These groups will be placed in priority order based on the size of their group, with the larger groups accommodated first.
- Must provide proof of one million dollar liability insurance policy before application will be considered.

Athletic/Youth Groups WITHOUT Departmental Sponsors

- These groups will be placed in priority order based on the size of their group, with the larger groups accommodated first.
- Must provide proof of one million dollar liability insurance policy before application will be considered.

Any Non-University Sponsored Group

- Must provide proof of one million dollar liability insurance policy before application will be considered.

2009 Summer Conference Rates

Double WITHOUT Linens		
	Daily	Weekly
2009	19.00	
2008	18.50	124.00
2007	18.00	117.00
2006	16.00	105.00

Single WITHOUT Linens		
	Daily	Weekly
2009	26.00	
2008	25.00	163.00
2007	24.00	156.00
2006	22.00	145.00

Non-UA Affiliated Groups		
	Daily	Weekly
Double w/out linens	19.00	
Single w/out linens	26.00	

NOTE: Groups with a total participant number of 1,000 or more should contact the Summer Operations Office for rates at 348-9647.

**** NOTE: ALL RATES ARE CHARGED ON A PER-PERSON BASIS****

DAMAGE CHARGE LIST

<u>Damage</u>	<u>Charge</u>
Missing or damaged bed frame	\$300
Missing mattress	\$130
Missing or damaged chest	\$300
Missing or damaged drawers	\$100 per drawer
Missing or damaged dresser	\$50-\$150
Missing or damaged dresser mirror	\$50
Missing or damaged dresser drawer	\$100
Missing sofa	\$650
Damaged upholstered furniture and/or missing cushion(s)	\$16 per yard (min \$100)
Stickers/decals on wall, window or furniture	\$30
Damaged bathtub (replacement)	\$500
Damaged sink (replacement)	\$100
Damaged toilet (replacement)	\$100
Broken or damaged bathroom mirror	\$30-\$150
Damaged bulletin board (replacement)	\$300
Graffiti (walls, bulletin boards, furniture, etc.)	\$25-\$50
Broken or missing ceiling lights	\$25-\$50
Missing or damaged smoke detector	\$125
Disconnected smoke detector	\$300
Damaged ceiling	\$100
Damaged walls (paint entire room)	\$150-\$300
Damage to floor covering (including labor and materials)	\$15-\$25/yard
Broken window pane	\$5 minimum
Missing or broken window	\$50 minimum
Missing or damaged window screen	\$20
Missing or damaged mini-blinds	\$60
Missing or damaged vertical blinds	\$175-\$225
Damage to counter tops	\$200
Damage to cabinet doors	\$25
Missing stove	\$300
Missing refrigerator	\$500
Missing microwave	\$150
Missing micro-fridge	\$450
Missing or damaged end table	\$150
Missing or damaged coffee table	\$200
Missing or damaged easy chair	1\$50-\$250
Missing or damaged desk	\$300
Missing or damaged desk chair	\$150
Missing or damage dining table	\$300
Missing or damaged dining chair	\$125 each
Dirty stove	\$25
Moved furniture or mattress	\$50/item
Dirty refrigerator	\$25
Dirty cabinets	\$25
Broken towel racks	\$50-\$100

Solar screens	\$100-\$450
Security screens	\$75-\$200
Damaged medicine cabinet	\$25
Burned microwave	\$25
Missing glass plate from microwave	\$50
Broken door handle	\$25
Nail holes	\$5 per hole
Missing door (fire rated)	\$400
Damaged door (panels)	\$100
Fire extinguisher: replacement	\$25-\$35
Recharge	\$10-\$15
Fire extinguisher box damage	\$150
Lost keys	\$100
Improper check out	\$50
Trash in room	\$25
Unclean room at checkout	\$25

** Note: These charges are minimum charges. Depending on the severity of the damage, charges could be more than the listed amount. Charges vary by building. Charges are subject to change at any time without notice.

APPROVED ELECTRICAL ITEMS

Residence halls must comply with the University policy which restricts each individual residence hall room to 1800 watts usage at any time. In addition, no single appliance can exceed 1000 watts of usage. Summer Conference residents can use approved appliances, stereos, lights, and other electrical devices, but it is up to the residents of each room to decide how they wish to use their wattage. Because of the fire hazard they represent, all two-prong extension cords, plug adapters, and halogen lamps and bulbs are prohibited. Residents using extension cords must use grounded three-wire extension cord and/or surge protectors. **Report all electrical problem (e.g. tripped circuit breakers) to the Conference Staff in your building, Community Director, or call the work order number at (205)348-6618.**

Summer Conference residents are encouraged to use appliances that are in good repair and functioning safely. Generally speaking, appliances that have an exposed heating element or exposed heating coil are not approved for use because of the potential for fire if something comes in contact with it. Additionally, appliances that can generate enough heat to bring oil to a boil are not permitted, again for their potential to cause a fire. The list below is NOT exhaustive, but does list some examples of appliances that have been approved for use in the residence halls as well as examples of the appliances that are not permitted. Summer Conference Clients will be financially and contractually responsible for damages incurred by use of prohibited items or unsafe use of permitted ones. All rooms are furnished with a microwave/refrigerator combination unit or a free standing microwave and refrigerator.

Approved

blender
can opener
crock pot
electric mixer
food processor
hot air popcorn popper
microwave oven
small refrigerators (2'x3'-6'
cubic feet)

Not Approved

deep fat fryer
electric crepe maker
electric fry pan
electric griddle
electric grill
electric hamburger cooker
electric space heater
electric waffle iron
electric wok
halogen lamps and bulbs
hot oil popcorn popper
hot plate
indoor grill or broiler
slow cooker/grill convertible
George Foreman type grills
space heater
convection oven
coffee maker
hot dog steamer
hot pots
low heat warming tray (200 F)
rice cookers