

ALCORN STATE UNIVERSITY

DEPARTMENT OF RESIDENCE LIFE

2018 SUMMER CAMPS & CONFERENCES MANUAL

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Alcorn State, MS 39096

Department of Residence Life Event and Conference Services

Welcome to the Department of Residence Life at Alcorn State University! Conference Services provides organizational assistance in coordinating conferences and camps on the ASU campus. We work closely with many ASU departments to provide the highest quality experience for all individuals who visit.

This manual has been developed to provide groups and individuals with information regarding Conference Services operations, policies and procedures. This manual outlines the policies and procedures at Alcorn State University as they pertain to Conference Services.

Summer 2018 Rates:

Daily Rates

Modern Apartment Style Halls – Medgar Wiley Evers Heritage Village

4 guests per suite; 2 guests per room; 1 bathroom per suite
2 guests per private suite; 1 guest per room; 1 bathroom per suite
Double Rate – \$35.00 per person per night
Single Rate – \$45.00 per person per night

Suite Style Halls – Honors Hall & Natchez Campus

2 guests per room; 2 bedrooms share a bathroom
Double Rate – \$25.00 per person per night
Single Rate – \$35.00 per person per night

Traditional Halls – H. Revels Hall, J. Burrus Hall, A. Lott Hall, B. Robinson Hall

2 guests per room; bathroom is shared by the hall
Double Rate – \$20.00 per person per night
Single Rate – \$30.00 per person per night

(Single rooms are based on space and availability and are not guaranteed)

Summer 2018 Available Facilities:

Female: B. Robinson Hall

Male: A. Lott Hall

(Subject to change based on demand)

Natchez Campus: Student Nursing Residence Hall

Meals:

All meal arrangements should be made with Sodexo Dining Services.

CONFERENCE SERVICES STAFF

Summer Conference Coordinator

The Summer Conference Coordinator is responsible for ensuring that all camps and conferences run smoothly, assists in trouble shooting and determines possible options to meet conference and camp needs. The Conference Coordinator will coordinate with the Conference/Camp Director to ensure that all arrangements are made through the group's stay on campus.

Once the Request for Summer Camp/Conference Space Form has been received and processed all housing arrangements must be confirmed in detail with:

Ms. YaDonna Watts
Summer Conference Coordinator
Department of Residence Life
601.877.6478
housing@alcorn.edu

Group sponsors will be contacted to schedule a pre-camp housing meeting at least 4 weeks in advance of the conference opening date in order to solidify housing needs. Group sponsors should thoroughly review the 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 CONTRACT MEETING

A Pre-Conference Contract Meeting will be scheduled approximately one month prior to the date of the conference. The following items will be discussed and determined at the pre-conference meeting.

- A deadline for Final Roster of participants.
- Agenda of planned activities for length of conference.
- Conference needs for equipment and other accommodations.
- Proper communication protocol.
- Check-in/Check-out times and details.

NOTE: All participant numbers must be finalized with the Summer Conference Coordinator one month prior to the camp beginning date, no additional participants may be added to the camp after that point.

ROSTER INFORMATION

- A final roster is due to Conference Services 14 days prior to the start of the conference, and must include ALL conference participants (including residential and commuter participants, staff, counselors, advisors, etc.)
- The following information should be noted clearly:
 - Participant's name**
 - Participant's gender**
 - Participant's classification (i.e. student, advisor, counselor, staff)**
 - Emergency contact name, address and phone number**
- Conferences/camps may choose to assign room spaces for their participants or Conference Services can provide this service for them.
- Conference Services will attempt to honor any roommate/suit requests, but additional housing requests cannot be guaranteed.

SUMMER CAMPS AND CONFERENCES POLICIES AND PROCEDURES

BILLING PROCEDURES

Billing for Summer Camps and Conference will be handled through the Residence Life Office. An account number or billing address must be supplied at the time of the original reservation. Upon completion of the conference/camp, invoices for all lodging, damages, lost keys and other applicable costs will be issued to the Camp/Conference Director. Any damages, etc. discovered after the close of the camp/conference will remain the Camp/Conference Director's responsibility. Payments must be made in full within 30 days of the invoice.

Once payment exceeds 30 days a late charges of up to 10% will be assessed for the overdue accounts receivable. A \$30.00 charge will be assessed for a returned check.

CANCELLATIONS must be made **IN WRITING** to the Department of Residence Life. Cancellations within one month to two weeks prior to the starting date will incur a \$100 cancellation fee. There will be a \$200 charge for cancellations made within two weeks of the beginning date of the camp/conference.

Summer Development Program Participants

- Must have a current Housing Application on file.
- Must pay the **\$125.00 nonrefundable application fee**.
- Summer camp and conference rates do not apply to participants in this program.

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 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 counselors and staff for the camps, a minimum of one counselor per ten participants is **REQUIRED**. Participants must be supervised at all times.
- Inspect residence hall facilities immediately prior to and after the session.

- Advise participants of appropriate check-in and check-out procedures including charges for damages and lost keys.
- Familiarizes participants with University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, possession of controlled substances and fire arms and authorized entry into rooms.
- Maintain discipline of the all participants.
- Cooperates with the residence hall director and staff who are responsible for the safety, security and maintenance of the building.
- Collects and has readily available all Medical Release and Consent Forms on all participants.
- Informs the Conference Coordinator in advance of early and late arrivals.
- Completes insurance forms at the time of treatment.
- Handles insurance forms returned for lack of student information.

Alcorn Hall Staff

The Hall Manager is responsible for supervising the ASU residence hall staff. He/she will develop a comprehensive work schedule; assist with distribution of keys and room assignments as needed to provide the best possible service to camp guests. The hall manager will be available to assist the Camp/Conference Director in providing adequate supervision and disciplinary guidelines to participants.

After camp completion, the Hall Manager will be responsible for submitting to the Department of Residence Life the final count of rooms/beds used.

The Hall Manager:

- Acts as a daily contact person to assigned groups.
- Prepares staff for handling emergencies and familiarizes them with overall building layout (elevators, fire alarms, etc.).
- Interprets supports and enforces University policies, procedures and regulations.
- Completes work orders and maintenance requests as needed for efficient hall maintenance.
- Completes administrative paperwork as required by the Residence Life Office.
- Assesses all Housing charges at the conclusion of the conference.

Residence Hall Security

For the safety of all conference guests, all residence halls will be secured 24-hours per day. During conference check-in and check-out, residence hall lobbies will be unlocked to allow for ease of conference operation.

Summer Conference Guidelines

HOUSING POLICIES AND PROCEDURES

The group sponsor should estimate as closely as possible the number of students and counselors needing University housing for the session. This should be submitted no later than Monday, April 4, 2016 via email. Space will be reserved as per the reservation. Request for space will be granted on a first come first serve basis. Concurrent camps/conferences may result in two or more groups occupying the same residence hall.

FINAL ARRANGEMENTS

At least two (2) weeks prior to the start of the camp/conference the group's sponsor should contact the Summer Conference Coordinator to finalize arrangements. Issues to be discuss include early arrivals, pre-camp inventory of the residence hall, check-in and check-out procedures, room assignments, storage of equipment, late departures and post-camp inventory of the residence hall.

Housing damages and lost key charges are assessed after the group has left the residence hall, but remain the group sponsor's responsibility. Groups meeting in the lobbies of the residence hall are responsible for the general cleaning of these areas. Food deliveries are not permitted after the front desk closes.

Participants may not use hallways, floors or rooms other than those assigned to the group.

SPECIAL ACCOMMODATIONS

Any participant that will need special accommodations due to a disability should contact the Coordinator prior to arrival on campus. Reasonable accommodations will be made.

ROOM CHANGES

Room changes are only permitted upon written authorization from Conferences Services. Unauthorized changes will require that the persons involved vacate the occupied room and move back to the original assignment.

FACILITIES AND FURNISHINGS

All of the residence halls have lounges and vending machines. Room furnishings vary by hall but include the following:

- ≈ 2 closets/wardrobes, 2 dressers, 2 desks, 2 twin beds, and 2 chairs. Maid service is not available, however, common area cleaning is provided on a daily basis.
- Guests and/or sponsors must remove all trash from the building to appropriate receptacles.

ROOM CONDITION AND DAMAGE CHARGES

Prior to the group's arrival, Conference Services staff will complete a room condition report documenting the condition of the room and furnishings. A sponsor can request a copy of the report for the assigned locations to the conference at registration. Sponsors have 24 hours to report any discrepancies between the provided information and the actual condition of the room. The sponsor is held responsible for any changes in the condition of the rooms assigned to the conference and their furnishings. Damages refer to those things outside the normal use and depreciation. If damages do occur, it is the sponsor's responsibility to pay the charges and collect the amount from the responsible individual(s). The damage amount including labor will be reflected in the group's final bill.

- ≈ It is the Department of Residence Life'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 substance that could be tracked into the building or leave excess residue.
- ≈ 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 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, bathroom, public area or kitchens that are left dirty.
 - False fire alarms or damage to fire protection equipment.
 - Damage to network, telephone or cable TV jacks.

ROOM OCCUPANCY

- ≈ One (1) bed will be provided for each participant/leader in either a single or double rooms.
- ≈ If rare cases 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 and additional fee per night per person for those participants occupying these "single rooms."
- ≈ 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 meeting to ensure accurate billing.

ROOM SUPPLIES INFORMATION

- ≈ ONLY toilet paper will be provided in the residence halls.
- ≈ **Linens are not provided to Summer Conference Participants, so please plan accordingly.**

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.**
- ≈ 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 \$25 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 \$75 per key. Participants have the option of paying for the lost key at the Bursar's Office 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 group upon request.
- ≈ A Hall Manager will be available to assist the in-hall contact with participants who are locked out of their rooms. The Hall Manager 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 Hall Manager to unlock the door.**

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 room.
- ≈ 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 Alcorn State University; it 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 Department of Residence Life.**
- ≈ If there is a need for a change in times or if there is an individual problem, the group leadership should contact the Residence Life Office 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 the in hall staff can be available to assist.
- ≈ **IMPORTANT NOTE:** Individuals who fail to checkout 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 checkout at the front desk of the residence hall.** 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 the actual nights stayed, except where individuals leave early without checking out with Summer Conference staff.
- ≈ **Individual persons checking out after 5:00pm 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.
- ≈ Youth Conference Attendees – Youth groups (high school age and younger) must have one adult counselor/chaperone for every 10 youth. Counselors/adult supervisors will need to be identified on the final rooming list and will be required to stay on the same overnight floors as the participants.

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.*

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.
- ≈ The Alcorn State University Department of Residence Life reserves the right to refuse service. We also reserve the right to remove camp participants/counselors etc. from housing facilities that violate University and Residence Life policies and procedures.
- ≈ Any misuse of the residence hall may be cause for a group to be restricted from future participation in our summer program.

PET POLICY

- ≈ No pets are allowed for any reason in any of the residence halls.
- ≈ There is a **\$60 fine** for any participant that brings a pet into any of the residence halls.
- ≈ **ONLY** service animals will be allowed in the residence halls. This information should be submitted to the Summer Conference Coordinator at the pre-camp meeting.

SALE OF MERCHANDISE AND ADVERTISING

- ≈ There are to be no sales of food or drink items on campus other than by Alcorn 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.

LOST AND FOUND

Lost and found items should be turned in to the front desk. At the end of the camp, the Camp Director may pick up any lost and found items. Anything left over from the camp will be turned into Campus Police. ASU will not be responsible for lost or stolen items.

POLICY ENFORCEMENT

Individuals and group sponsors are reminded that use of the residence hall is strictly conditioned on compliance with the requirements set forth herein, all policies of the University and all residence hall regulations. Alcorn State University Department of Residence Life reserves the legal authority to terminate this use at any time if a conference participant does not abide by the residence hall and University policies. Conference participants must comply with all local, State and Federal laws. In addition to the policies described previously, the following are also enforced:

1. Occupants of University residence halls are expected to conduct themselves in a manner which is consistent with the rights and needs of other individuals on campus. For example, conference participants who are assigned to a particular residence hall may not congregate in or around other residence halls. Group sponsors are charged with the responsibility of supervising their participants in such a fashion that the safety, security or privacy of other residence hall occupants is not disturbed.
2. Group sponsors must provide Conference Services with the names of adult supervisors (minimum of one supervisor per floor of participants) who will live in close proximity to their group. These supervisors must remain in the building where the group is assigned and be available to Housing staff during the hours the group is physically present in the residence hall.

3. The following activities are of primary concern. Conference participants involved in such activities will be subject to removal from the residence halls:
 - a) Throwing objects out of/at windows or off balconies.
 - b) Use of possession of fireworks, explosives, flammable materials, firearms, weapons or other objects which are potentially harmful to the physical welfare of other participants.
 - c) Removing, damaging or in any way tampering with fire safety equipment or triggering false fire alarms.
 - d) Misusing or vandalizing elevators, elevator equipment or elevator locks.
 - e) Deliberate or malicious vandalism or theft.
 - f) Actions which are directly detrimental to the physical safety or health of other guests.
4. Conference participants will be subject to prompt removal by Residence Life for acts that are contrary to the interests of the residence hall community. Examples include, but are not limited to: crimes of violence, possessions, distribution, or sale of controlled substances and/or illegal drugs; other acts which violate Federal, State or local laws; or acts which could threaten the safety or well-being of other members of the University community.
5. The following are not allowed in the residence halls:
 - a) Cooking
 - b) Pets, of any kind.
 - c) Air-conditioners, washing machines, freezers and other equipment requiring more than 120 volt electricity.
 - d) Refrigerators with inner dimensions larger than four cubic feet.
 - e) Appliances exceeding 1800 watts or 15 amps.
 - f) Hot plates, deep-fat fryers, open flames or open coil appliances.
 - g) Halogen lamps.
 - h) Candles of any kind.
6. No alcohol is permitted on the campus of Alcorn State University regardless of age.
7. Distributions and disturbances that prevent other guests from enjoying a peaceful environment in the residence halls are not permitted.
8. The University reserves the right to enter rooms other than areas of the residence halls for purposes of repair, maintenance or safety inspections.
9. Door-to-door solicitation or use of the residence halls facilities for profit-making activities for individuals or groups is prohibited.
10. The Department of Residence Life reserves the right to waive or establish policies and procedures it deems necessary for the proper management of its housing programs.
11. Sexual Harassment – Alcorn State University will not tolerate conduct which sexually harasses any member of the University community on University premises or at any other location where there may be assigned or University-sanctioned activities. Your organization is expected to ensure compliance with this policy, and the University will take appropriate action if you fail to do so.

MAIL

U.S. Mail will not be delivered to the residence halls.

EMERGENCIES

In the event of an emergency (Police, Fire and EMS), please call Campus Police at 601.877.3000. If someone is not feeling well, our Student Health Services is available. Their number is 601.877.6460.

EVACUATION PROCEDURES

All persons are required to evacuate a building when an emergency alarm is activated. If an alarm sounds, each person must leave the room and proceed to the nearest clear exit. Stairwells must be used instead of elevators. If the participant is unable to exit the room, a towel, sheet or similar item should be placed outside the window, so that emergency personnel will know that someone is in the room. Camp Directors may request that a fire drill be scheduled during the camp by contacting the Coordinator prior to arrival.

NOTICE OF RISK

Group sponsors must notify all participants of potential risks that may exist with Conference Housing and the group's activity at Alcorn State University. This notice must also be given to the parents/guardians of participants who are minors. It should be in writing. Group sponsors are responsible for identifying particular risks associated with their group activities. With respect to general risks, participants should be cautioned (i) not to go out alone or with strangers (ii) to always keep possession of their keys, identification and valuables (or keep them safely locked up). (iii) not to drink alcohol, take unlawful drugs, or abuse any medicated substance (prescribed or otherwise), and (iv) to comply with group guidelines, university policies and laws. Group sponsors should provide participants with the emergency phone number of Campus Police (601.877.3000) and the campus safety information available at: <http://www.alcorn.edu>. An officer from Campus Police is also available to speak to your group upon arrival.

In the event of a conflict in information between this document and the Conference Services contract, the contract shall take precedence.

LIABILITY, INCURANCE AND INDEMNIFICATION

The following information is stated in the contract.

“The **UNIVERSITY** shall have no responsibility for the safety and/or security of any person participating in the use of the property by **GROUP** except as may arise from the negligence of the **UNIVERSITY**. **GROUP** expressly agrees to indemnify and hold harmless **UNIVERSITY**, its officers, employees, students and agents, from all costs, loss and expense arising out of any liability or claim of liability for injury or damage to persons resulting directly or indirectly from their participation in **GROUP'S** use of the property, regardless of whether such use was authorized or not, and regardless of whether the liability or claim of liability arises out of the act omission of **GROUP**.”



**Department of Residence Life
Conference Services
Liability Waiver and Insurance Statement**

I acknowledge that my participation in _____ camp/conference at Alcorn State University, _____, 2018, with _____ (Conference Group/Organization and name of sponsor) may involve risks including, but not limited to motor vehicle accidents and other potential personal injustices and property damage. I assume responsibility for all risks. I indemnify and hold harmless the Department of Residence Life at Alcorn State University, its officers, employees, students and agents from any liability arising from, or proximately caused by my participation in this camp/program.

I further acknowledge that I have comprehensive health insurance coverage that will be in effect during the date(s) of this camp/program. The insurance company is: _____ and my policy number is _____.

Printed name _____ Age _____
Signature _____ Date _____

IF PARTICIPANT IS LESS THAN 18 YEARS OF AGE:

I am fully aware of the risks that may be involved, and I consent to have my child participate in the aforementioned camp/program. Insurance coverage is indicated above.

Parent/Guardian Printed Name

Signature and Date

