

CONFERENCE HOUSING GUIDELINES

The Client's signature on the housing contract/use agreement indicates acceptance of these guidelines and acceptance of the responsibility to share these guidelines with coaches and chaperones.

BILLING COUNT

A final guest count is due ten (10) days prior to the first day of your event. The billed count will be based on the final guest count or actual guest count, whichever is higher. If the final guest count is not received ten days prior, the count on the contract will be used. If the actual guest count exceeds the final guest count by more than 10%, the total charged for each guest beyond the 10% allowable overage will be at a rate of 115% of the contracted guest cost. This is to cover administrative costs associated with last minute preparations.

We will obtain an estimated count approximately 3 weeks out during the pre-conference meeting to help us better prepare for your group's arrival.

BUILDING ASSIGNMENTS

Housing assignments will be made based on group type, as buildings are either designated all adult or all youth. Youth and adult groups will not be housed within the same residence hall building.

CHAPERONES

High school age groups (and younger) must have one adult chaperone for every ten (10) young people, as directed by the American Camp Association standards. This ratio increases to one adult chaperone for every eight (8) young people should the participants be below the age of 15. The Conference Housing Office shall be provided with a list of those people who will hold this responsibility.

We expect chaperones and group leaders to be available to supervise at any time that participants are in the residence hall or in the dining center. Conference Staff Assistants will be on call for emergencies in the evening. Discipline of participants is the responsibility of the client. A camp-appointed in-residence director will have a cell phone and will be the on-call contact for campers. The camp must provide a cell phone for the camp director. The University of Northern Iowa Conference staff reserves the right to eject individuals from the camp for violation of conference policies without consultation from the camp-appointed in-residence director. The client, however, will be consulted prior to definite action being taken.

Expectations of Chaperones:

1. When camp participants are in the building, the adult chaperone(s) responsible for them must also be present.
2. All chaperones must be certified by the organizing group as capable and able to provide supervision for individuals below the age of 18.
3. Chaperones must be present in the evenings even after the campers have gone to sleep in the same ratios as stated above.
4. If the group or chaperones violate these expectations, the group is expected to provide immediate and suitable replacements in order that the camper/chaperone ratio does not fall below the expected number.
5. All chaperones are required to go through criminal background checks at the expense of the organizing group. The background check must have been completed within the previous 12 months prior to the start of the conference. Proof of the background checks must be provided to the conference staff no later than ten (10) days prior to the start of the conference.

EXPECTATIONS OF THE CLIENT

In accordance with expectations set forth by UNI Best Practices Checklist for Youth Activities, Pre-Collegiate Programs and Camps, clients must:

- When using UNI Housing, all arrangements (including any required contracts) must be made through Housing & Dining and comply with their policies and procedures.
- Use only approved housing for overnight university programs and restrict access to the participant housing area.

- Provide instruction to participants on security, loss prevention and other related security issues.
- Brief participants on safety related guidelines associated with facilities (i.e. no sitting on railings, windows, etc.).
- Instruct participants about exit locations, emergency procedures and evacuation, and evacuation meeting areas in the case of emergencies.
 - A presentation will be completed at the beginning of each conference by UNI Conference Staff Assistants. Attendance of all guests is mandatory.
- Determine appropriate number of participants assigned to sleeping areas/spaces with consideration to gender and age.
- Establish appropriate curfew and communicate such to participants.
- Determine process and documentation to account for all participants at curfew and any other pre-determined times over the course of the day.
- Consider appropriate identification to be worn by program participants and authorized staff.

EXPECTATIONS OF GUESTS

1. SMOKING/TOBACCO

The University of Northern Iowa campus is TOBACCO-FREE in accordance with Iowa Law. This includes the use of e-cigarettes and smokeless tobacco. You can refer to the University's Smoking and Tobacco Use policy at policies.uni.edu/810.

2. ILLEGAL DRUGS

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

3. ALCOHOL

Alcohol may not be consumed or possessed by anyone participating in, chaperoning or housed with a youth camp or conference. Guests at adult conferences who are 21 years and older may consume alcohol in the confines of their sleeping room and/or living unit if all other guests in that space are also of legal age. Alcohol is not allowed in hallways, common areas or other university property unless prior approval to use public venues has been obtained. You can refer to the University's alcohol policy at policies.uni.edu/1318.

4. FIREARMS, FIRE WORKS, ETC.

Firearms, weapons, ammunition, fireworks, explosive and highly flammable materials are not allowed within the residence halls or on any other university property.

5. WINDOWS AND SCREENS

Any conference guest(s) and/or group leader who is identified by room number as removing a screen, or throwing or hanging objects from the windows will be asked to leave. Additionally, there is a fee of \$20 for each removed screen.

6. FURNISHINGS

Furnishings in the house lounge and lobbies of Housing & Dining facilities may not be removed for personal use in sleeping rooms by any conference guest or group leader.

7. CURFEW

Housing & Dining Conference Staff will lock buildings at 10:00 p.m. unless other arrangements have been made.

8. HEALTH AND SAFETY

The conference client and its guests agree to comply with all reasonable requests and regulations provided by University representatives regarding special health and safety considerations. All state and local statutes and ordinances as well as University regulations concerning health, safety, and public order, which are applicable to the use and occupancy of public facilities, shall be observed. Conference guests violating these rules will be asked to leave the campus. Their behavior may be cause for the entire group to be asked to leave.

GENERAL INFORMATION FOR THE CLIENT

1. KEYS

Housing & Dining reserves the right to assess a charge for re-keying locks when keys authorized to be checked out to a conference client or their representative, leader, and/or a participant are not returned at the conclusion of an event/conference. In addition, if a key card for electronic access is lost, there will be a replacement cost. These charges will appear on the client's bill.

2. FIRE PROCEDURES

A safety presentation is required on the first day of the conference. The presentation will be delivered by conference staff and should take approximately 10 minutes.

3. LOST AND FOUND

Unless otherwise directed in writing, Housing & Dining will donate unclaimed lost and found items to a local charity. If the client agrees to accept responsibility for lost and found articles left after the conclusion of the conference, then Housing & Dining will ship all such articles to the designated representative at the client's expense and will direct subsequent inquiries to that person. In the event that Housing & Dining receives an inquiry for an article before it is donated, the participant will have the opportunity to claim the article in person or to send a check for the estimated postage. Upon receipt of payment, the University will mail the article to the participant.

4. DEFACEMENT/DAMAGED PROPERTY

The client assumes responsibility for any and all damages incurred to Housing & Dining facilities including excessive trash, damage beyond normal wear, removal of stains, odors, bed bugs, etc. which are directly or in proximate caused by the client or its participants, employees, agents, families, or guests during the time covered in the use agreement. (Please note that in the event of bed bugs, guests will not be relocated to a different space due to the probability of spreading.) In addition, the client shall pay for loss or theft of University property caused by the client, or its participants, employees, agents, families, or guests. An inspection of the facilities for damages will be conducted after the client and its guests have vacated the building. The client may request a pre- and post-inspection of the facility by contacting Housing and Dining/Conference Coordinator. A detailed list of damages will be provided to the client upon request.

5. CAMPUS PARKING

Parking lot information will be made available prior to arrival and parking passes will be distributed at check-in. All vehicle owners will be expected to purchase and display a temporary parking permit in their vehicle and abide by posted lot restrictions or risk being ticketed.

6. FOOD AND BEVERAGE POLICY

All food and non-alcoholic beverage service on campus will be provided by Housing & Dining unless special arrangements have been approved by the Director of Dining Services. The daily meal rate is comprised of eating three consecutive meals – breakfast, lunch and dinner in the dining center. Other options will be made available in instances in which a dining center is not open. UNI Housing & Dining reserves the right to serve meals to the conference group at an alternate location.

Daily menus will be posted online and in the dining center. The client shall coordinate specific meal times for their group with conference staff. Special events, such as receptions, picnics, coffee breaks and/or catered meals must be arranged through UNI Catering by the Catering General Manager. Catering prices and menu selections can be found online at catering.uni.edu. All food consumption outside of the dining centers must be handled through UNI Catering.

Food and non-alcoholic beverages may not be sold or distributed on campus unless provided by Housing & Dining.

7. GUEST LIST

Youth group guest lists will be provided to the University of Northern Iowa Admissions Department following the group's departure. These lists will be used for purposes of recruitment.

8. SUBSTITUTION CLAUSE

When circumstances prevent provision of specified services and/or facilities to the client, Housing and Dining will attempt to provide substitute services and/or facilities to the client with substitutions being as comparable as possible in both quality and/or quantity.

9. RIGHT TO ENTRY

Facilities occupied by participants and leaders shall, at all times, be under the control of Housing & Dining staff. Physical Plant, University Police, Cedar Falls Police Department and Fire Department shall have the right to enter said facilities at any time when deemed necessary.