



Florida Institute of Technology

2009

FACILITY USE POLICIES AND PROCEDURES FOR ALL SUMMER PROGRAMS

All facility arrangements for all summer programs, conferences, day and overnight camps, including overnight housing, meals, usage of the Gleason Performing Arts Center, Clemente Center for Sports and Recreation, and any other campus facilities and/or resources must be confirmed in detail with:

Ms. Erica Spencer
Director, Conference Services Bureau
(321) 674-8125, e-mail: SpencerE@fit.edu

All facility details and expectations will be communicated to university departments through the Conference Services Bureau.

For the purposes of this document, the following terminology will be applied:

- Summer Program: Any set of organized activities directed toward a common purpose held during summer months and which may or may not contain an overnight component. Examples include but are not limited to: youth camps, local internships, or professional conferences.
- Participant: All persons coming to Florida Institute of Technology with a summer program, including but not limited to: attendees, chaperones, guests of the summer program, staff members & their families

Group leaders must initial at the bottom of each page of this document, indicating that they have read and agree to abide by the policies as outlined. Group leaders are responsible for communicating the information contained in this document to all participants. Initialed documents should be returned to the Conference Services Bureau along with the signed Facility Usage Agreement.

INFORMATION TIMELINE

The following information will be required by the Conference Services Bureau for each summer program according to the timeline listed below.

As soon as summer program details are confirmed, in order to create Facility Usage Agreement:

1. Housing:
 - a. Anticipated participant numbers (required to block an appropriate number of beds)
 - b. Preferred program check-in and check-out times and location(s)
 - c. Early arrival or late departure needs
 - d. Linen needs
2. Meals:
 - a. Preferred meal times
 - b. Special meal service requests

3. Facility requests -- including classrooms, meeting/conference rooms, banquet rooms, swimming pool, Clemente Center for Sports and Recreation, and Gleason Performing Arts Center

30 Days Prior to the program start date and/or arrival on campus:

1. Additional deposit equivalent to 50% of anticipated program guarantee
2. Certificate of insurance
3. Background check verification letter (youth programs only)
4. Summer program schedule of activities

10 Business Days Prior to the program start date and/or arrival on campus:

1. A typed, alphabetized (roster) list of all participants – for summer programs with an overnight component, roster should include housing assignment and indicate which participants are adult counselors/chaperones
2. Each participant's **ORIGINAL** signed General Liability and Indemnity Release Form (Form B or C) in alphabetical order
3. Final guarantee numbers for summer program for housing, linens, and meals
4. Special ADA accommodation needs
5. Identities & contact information for Primary Contact Person (see below)
6. Housing assignments for any participants needing wired internet access in their residence hall rooms

PRIMARY CONTACT PERSON

Each summer program must identify a primary contact person for the time that the program is taking place on campus. For overnight programs, the primary contact person should be the first person to check in and the last person to check out. **No overnight participants will be allowed to check in until the primary contact person is checked in.**

The primary contact person is expected to:

- **Maintain medical release forms for all participants in conference**
- Conduct pre- and post- program walkthrough of residence halls (for residential programs only)
- Take clear responsibility for their program (including participant conduct)
- Maintain close communication with the Conference Services Bureau throughout the duration of the summer program
- Be familiar with the policies as outlined below
- For overnight programs:
 - Assist participants who have been locked out of their rooms (see Master Key policies below)
 - Assist the Conference Services Bureau in inventorying damages to building(s) after the last participant has checked out

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BACKGROUND CHECKS

- ☞ It is the responsibility of youth summer program sponsors to ensure that their organization is in compliance with the Florida Statute 409.175 regarding background checks for “owners, operators, employees, and volunteers working in day or residential summer camps.”
- ☞ A minimum of 30 days prior to arrival on campus, compliance to the Florida Statute should be provided via letter addressed to the attention of the Director, Conference Services Bureau.

CHAPERONES

- ☞ Youth groups (high school age and younger) must have one adult chaperone for every 10 youth.
- ☞ Conference Services Bureau staff is not available to act as chaperones or to plan programming for participants. It is the responsibility of each sponsoring group to provide adult leadership and to plan activities for participants staying overnight.

CHILDREN IN THE RESIDENCE HALLS

- ☞ All persons who are eight (8) years old or older will be included for billing purposes in the final invoice sent to the program sponsor, and charged at the full per-person overnight rate, even if a child is only accompanying a parent who is the actual program participant.
- ☞ Child care and/or nursery facilities and services are not available at Florida Institute of Technology.

CURFEW

- ☞ **Program leadership must be in the residence halls and available to the participants at any time that any participants are in the halls.** *This is especially critical for youth conferences.*
- ☞ Dependent upon circumstances, a curfew may be required by Florida Tech Security for the safety of campus. If such a curfew is implemented, all conference participants will be expected to abide by the policies and procedures as directed by Florida Tech Security.

DAMAGES & EXCESS TRASH

- ☞ It is Florida Institute of Technology’s expectation that residential summer programs will **NOT** engage in activities that would result in participants returning to the residence halls wet, muddy, or covered in substances that could be tracked into the building or leave excess residue in shower rooms.
- ☞ The Primary Contact Person (or designee) is required to conduct a building walkthrough along with the Director, Conference Services Bureau (or designee) prior to the start of a residential summer program. During the pre-program walkthrough, a list of existing damages will be recorded. After a group has departed, Conference Services Bureau staff and the Primary Contact Person for the program will check each room and make a list of new damages. Charges for these damages will be made to the summer program sponsor on the final invoice. The Conference Services Bureau does not bill individuals; it is the responsibility of the summer program sponsors to determine if it wants to recoup damages caused by individual participants.
- ☞ Summer program leadership should make participants aware that the group will be held responsible for damages and excessive trash in the residence halls and/or dining facilities. Please note that additional charges may be assessed for:
 - Mattresses moved from one room to another
 - Furniture that is moved from one room to another

- Rooms, bathrooms, public areas, or kitchens are left extremely dirty
- False fire alarms
- Damage to network, telephone, or cable TV jacks
- Damage to fire protection equipment

DISCIPLINE

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

Rules of conduct as outlined in the Florida Institute of Technology *Student Handbook* also apply to summer program participants. The *Student Handbook* is on line at <http://www.fit.edu/studenthandbook/StudentHandbook.pdf> for summer program leaders to use as a resource in talking to participants about the kind of behavior expected of them at Florida Institute of Technology. *Smoking, alcohol, and drugs are specifically prohibited inside campus facilities.*

Any misuse of campus facilities may be cause for a summer program to be restricted from future participation in university summer programs.

GENERAL RELEASE AND INDEMNIFICATION FORM

- ☞ Every adult participant or parent/legal guardian of under-age participants will need to fill out **IN INK** the appropriate release forms. **(A separate form MUST be filled out for each person even if they are a part of the same family.)** Group leadership will need to photocopy the appropriate number of forms necessary for their group(s).
- ☞ All individual participants age 18 or older will need to sign a release (FORM B) **and** the parents or legal guardians of all individual participants under the age of 18 will need to sign a release (FORM A). **Group leaders need to check the forms for accuracy and completeness.**
- ☞ If group leaders do not receive a signed form, the minor or adult participant should not be allowed to participate or register in the summer program until an accurate and complete form is received and it has been verified by the Conference Services Bureau.
- ☞ **IF ANY FORM HAS BEEN ALTERED, MARKED WITH REVISIONS IN ANY WAY, OR HAS NOT BEEN PROPERLY SIGNED, THE PARTICIPANT WILL NOT BE ABLE TO PARTICIPATE OR REGISTER ON CAMPUS UNLESS ANOTHER FORM IS COMPLETED CORRECTLY AND WITHOUT ALTERATIONS.**

GOLF CARTS

- ☞ Summer program sponsors wishing to rent golf carts for the duration of their summer program may do so. However, only participants who have completed the MVR Request Form **and who have been approved by the university** are allowed to drive golf carts on Florida Institute of Technology campus. Groups should allow at least three (3) weeks from the time of submittal of the MVR Request Form for approval notification of authorized drivers.

- ☞ Additionally, all approved drivers will be required to sign and return a Golf Cart/Utility Vehicle Safety Guidelines Acknowledgement Form indicating they have read and agree to comply with the Golf Cart Policy & Procedures document.
- ☞ Electrical outlets are not available to charge golf carts.
- ☞ Golf carts that will be utilized at night must be equipped with working headlights and taillights.
- ☞ Golf cart parking areas will be designated upon arrival of the summer program to campus.

GUARANTEE NUMBERS

- ☞ A minimum of 10 working days prior to conference arrival, summer program leadership should be prepared to provide a final guarantee number for their program for housing and/or meals. The charges for which the sponsor will be liable will be based on the guaranteed number or actual number of participants, whichever is greater.
- ☞ Guarantees are based on the following rules:
 1. Invoice amounts will be no less than the guaranteed number of participants.
 2. Every attempt will be made to accommodate groups in excess of 105% of the guarantee; however, the university does not guarantee availability of facilities, food or lodging in excess of 105% of the guaranteed number.

HOUSING CHECK-IN

- ☞ Check-in is limited to a maximum of three (3) hours. Conference Services Bureau staff may not be available outside of these hours to immediately check participants into their rooms. Exceptions to the time limit may be made for large conferences (greater than 400 participants).
- ☞ **Summer program leaders who plan to arrive in advance of (or stay later than) their group must include this on their contract with the Conference Services Bureau.**
- ☞ If there is a need for a change in times or if there is an individual problem, program leadership should contact the Director, Conference Services Bureau to determine what options might be available.

HOUSING CHECK-OUT

- ☞ Check-out is limited to a maximum of three (3) hours. Exceptions may be made for large conferences (greater than 400 participants). Early check-out times should be arranged in advance with the Director, Conference Services Bureau so that staff can be available to assist.
- ☞ No participant may remain in a residence hall room after the designated group check-out time.
- ☞ **It is very important that all participants check out with appropriate Florida Institute of Technology staff.** At that time, keys will be returned and a record will be made of the departure date of each guest. The group will be billed only for actual nights stayed, except where individuals leave early without checking out with Conference Services Bureau staff. **IMPORTANT NOTE:** Individuals who fail to check out with Conference Services Bureau staff 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.

INSURANCE

- ☞ All groups **MUST** provide the University with a copy of a current and valid **CERTIFICATE OF INSURANCE** (issued by an insurance agency/company legally authorized to provide comprehensive liability coverage in the State of Florida) naming the Florida Institute of Technology (Florida Tech) as additionally insured and covering both General Liability and Worker's Compensation. All policies **MUST**

BE COMPREHENSIVE GENERAL LIABILITY INSURANCE and have a *minimum coverage in the amount of one-million dollars.*

INTERNET ACCESS

- ☞ Upon request of the summer program sponsor, wired computer access in individual residence hall rooms may be arranged for the duration of a residential summer program participants at no additional cost. All users are expected to abide by the Acceptable Use Policy for Campus Information Technology Services. This policy is located online at: <http://itpolicies.fit.edu/pol1001.php>.
- ☞ **Notification of room assignments for any individuals needing internet must be made to the Conference Services Bureau a minimum of 10 business days in advance of arrival in order for network setup to be completed prior to group arrival.**
- ☞ Wireless network access is available via the FIT-Guest network in many facilities on campus, but wireless is not available in residence halls.

LIFEGUARD / SWIMMING POOL

- ☞ Brownlie Hall pool is the only swimming pool available to summer programs. Bathing load is 19 persons. All persons in the pool area are expected to abide by posted pool rules.
- ☞ Florida Institute of Technology will provide a lifeguard during such times as the swimming pool (located at Brownlie Hall) is in use. Lifeguards are paid \$15 per hour, with a minimum charge of 3 hours (\$45) per swimming session. Lifeguards will arrive 30 minutes prior to scheduled start of pool usage and remain 30 minutes after for safety purposes, *and are paid for this time.* All charges for lifeguards will be billed to the sponsoring group on the final invoice. Large groups may require more than one Lifeguard to be present.
- ☞ The pool may be closed at the discretion of the Conference Services Bureau due to weather or maintenance. Advance notification to affected summer programs will be made in as timely a manner as possible.

LINEN SERVICES

- ☞ Linen packets are available for conference participants who do not wish to bring their own linens. All linen needs should be communicated to the Conference Services Bureau for inclusion in Facility Usage Agreement. A guarantee number of linen needs should be communicated a minimum of 10 working days prior to conference arrival.
- ☞ Linen packets include two (2) sheets, one (1) blanket, one (1) pillow, one (1) pillow case, two (2) bath towels, one (1) hand towel, and one (1) wash cloth. Cost per linen packet is \$12.
- ☞ For summer programs lasting greater than seven (7) days, a linen packet change is required once per week (or every seven (7) days) for health and sanitary reasons. These additional linen packets will be charged at the regular linen packet rate of \$12.
- ☞ At the conclusion of the summer program, leadership should instruct participants to leave the linen packets in their room. Conference Service Bureau staff will collect linens after summer program departure.

LOCKOUTS

- ☞ Florida Tech Security will be available to assist the Primary Contact Person with participants who are locked out of their rooms. Florida Tech Security will meet with the Primary Contact Person and participant who is locked out and unlock the door for the participant. **For security reasons, both the Primary Contact Person and the participant must be present in order for Security to unlock the door.** Each unlock will be billed to the camp at a rate of \$10 per lock-out.

LOST ITEMS

- ☞ Florida Institute of Technology is not responsible for lost or misplaced items. Participants who have lost or misplaced an item may contact Florida Tech Security at (321) 674-8111 to determine if the item has been turned in.

MAIL SERVICE

- ☞ All mail and packages shipped to the summer program should be addressed as follows. It is vital for timely delivery that both the individual name AND summer program name be included on all mail.
First and Last Name of Individual AND Camp Name
c/o Conference Services Bureau, Florida Institute of Technology
150 W. University Blvd.
Melbourne, FL 32901

MASTER HARD KEYS

- ☞ Master hard keys are not available for checkout. A lost key could mean the entire building would have to be re-keyed at extensive cost.
- ☞ Florida Tech Security will be available to assist the Primary Contact Person with participants who are locked out of their rooms. Florida Tech Security will meet with the Primary Contact Person and participant who is locked out and unlock the door for the participant. **For security reasons, both the Primary Contact Person and the participant must be present in order for Security to unlock the door.** Each unlock will be billed to the camp at a rate of \$10 per lock-out.

MASTER KEY CARDS

- ☞ Only the Primary Contact Person will be authorized the check-out of a master key card for residential summer programs. (An exception may be made for large groups.) The person issued the master key card must be 21 years or older.
- ☞ Each person who receives a master key card will sign a release form stating the responsibilities of having a master key card and the liabilities for its loss.
- ☞ A master key card is to remain with the person to whom it is issued at all times. No one else should use it or have access to it. If a participant locks himself/herself out of his/her room, suite, or building, the Primary Contact Person must not loan him/her the master key card to unlock the room. The Primary Contact Person will need to go to the room, suite, or building and unlock it personally.
- ☞ **If the master key card is lost, the group will be assessed a minimum charge of \$500.00. Depending on the circumstances, there may be the necessity to re-key an entire building or buildings. If the University determines that necessity, the sponsoring group would also be responsible for that cost.**

MEAL SERVICE

- ☞ A minimum of 10 working days prior to summer program arrival, program leadership should be prepared to provide a final guarantee number for their meals. The charges for which the User will be liable will be based on the guaranteed number or actual number of participants, whichever is greater.
- ☞ Guarantees are based on the following rules:
 1. Invoice amounts will be no less than the guaranteed number of participants.

2. Every attempt will be made to accommodate groups in excess of 105% of the guarantee; however, the university does not guarantee availability of facilities, food or lodging in excess of 105% of the guaranteed number.

- ☞ Although the Conference Services Bureau will do its best to assign summer programs to their preferred meal times, summer programs may be asked to adjust their schedules to allow for accommodation of all summer guests in Evans Dining Hall.
- ☞ Special ADA accommodations for meals are available upon request. All ADA needs should be communicated to the Conference Services Bureau ten (10) working days prior to summer program arrival.

MEDICAL RELEASE FORMS

- ☞ Every adult participant or parent/legal guardian of under-age participants will need to fill out **IN INK** the medical information form. (**A separate form MUST be filled out for each person even if they are a part of the same family.**) Group leadership will need to photocopy the appropriate number of forms necessary for their group(s). **Group leadership will need to check the forms for accuracy and completeness.**
- ☞ If group leadership does not receive a signed form, the minor or adult participant should not be allowed to participate or register in the program until an accurate and complete form is received and it has been verified by the Conference Services Bureau.
- ☞ **IF ANY FORM HAS BEEN ALTERED, MARKED WITH REVISIONS IN ANY WAY, OR HAS NOT BEEN PROPERLY SIGNED, THE PARTICIPANT WILL NOT BE ABLE TO PARTICIPATE OR REGISTER ON CAMPUS UNLESS ANOTHER FORM IS COMPLETED CORRECTLY AND WITHOUT ALTERATIONS.**
- ☞ The Medical Information Form is a highly confidential document and in some instances needs to be retrieved by group leadership in the case of an injury. Florida Institute of Technology **will not** collect these forms from group leadership prior to the summer program's campus visit. A designated member of the summer program staff will need to retain these forms and if/when one of the program's participants needs to visit the health center, local emergency clinic, or hospital.
- ☞ A representative from the Conference Services Bureau may, at any given time, need to call the Primary Contact Person or his/her designee and retrieve a particular participant's form should an emergency or legal question arise. The Primary Contact Person should be able to retrieve the forms quickly. If the Primary Contact Person is not always available, it is the responsibility of the summer program to make sure there is someone who is able to retrieve the forms.

MICROFRIDGE RENTAL

- ☞ Each room in Campbell Hall, Evans Hall, Roberts Hall, Shaw Hall, and Wood Hall has one (1) Microfridge, a combination refrigerator, freezer, and microwave. All Microfridge units are cleaned, covered, and locked via special zip tie prior to the first summer program.
- ☞ Residential summer program participants wishing to utilize Microfridge units may rent the units a rate of \$15 per week. Exceptions may be made for participants with a medical necessity, and should be discussed a minimum of ten (10) days in advance with the Conference Services Bureau.
- ☞ At the conclusion of each summer program, all Microfridge units found to have a broken zip tie on the Microfridge cover will be assumed to have been used by summer program participant, and will be billed to the sponsoring group at the rate of \$15 per week.
- ☞ Apartments in Columbia Village and Harris Village have a full-sized refrigerator included in the apartment at no additional cost.

RESIDENCE HALL SECURITY

- ☞ For the safety of all conference guests, all residence halls will be secured 24-hours per day. Entry for summer program groups is available via individual card swipe. All participants will be expected to carry their meal cards and/or exterior door access cards at all times.

RESIDENT ASSISTANTS

- ☞ Youth groups (high school age and younger) must have one adult chaperone for every 10 youth.
- ☞ Conference Services Bureau staff is not available to act as Resident Assistants or to plan programming for participants. It is the responsibility of each sponsoring group to provide adult leadership and to plan activities for participants staying overnight.

ROOM KEYS

- ☞ Residence hall access is via a combination of card-lock access systems and traditional hard keys. Summer program groups with meal cards will have those cards programmed to also act as building/suite/room keys in these halls.
- ☞ Campbell Hall, Evans Hall, Roberts Hall, Shaw Hall, and Wood Hall have card-locks on front access doors and rooms are hard-key locks. Columbia Village and Harris Village apartments are accessed via card-lock on the front suite door and hard-key for individual rooms.
- ☞ Group leadership should inform all participants that key cards will be returned to Florida Institute of Technology at the conclusion of the conference, and as such cards should not be damaged (including marking or placing stickers). Cards that are damaged and must be re-printed will be billed to the sponsoring group at the same rate as a lost card (\$20 per card).
- ☞ At check-in, each participant must check out his/her own key and key card. Group sponsors cannot pick up or return blocks of keys unless approved and arranged in advance with the Conference Services Bureau. **Each summer program participant must check out at the conclusion of the summer program and turn in his/her key and/or meal card, or an improper check out fee of \$50 per participant will be assessed to the sponsoring group.**
- ☞ Five (5) additional meal cards without room access will be provided to the sponsoring group in the event that a participant loses his/her issued card. Any replacement cards issued to participants will need to be programmed for building / room access by a representative in the Campus Services Office, open M-F 8am-5pm.
- ☞ Lost, damaged, and unreturned key cards will be billed to the sponsoring group in the final conference invoice at \$20 per card, and hard keys will be billed at \$75 per key.

ROOM OCCUPANCY

- ☞ One (1) bed will be provided for each participant in either a single-occupancy room (Columbia Village and Harris Village) or double-occupancy room (Campbell Hall, Evans Hall, Roberts Hall, Shaw Hall, and Wood Hall). It is expected that all beds in a room will be filled.
- ☞ Exceptions to this policy may include, but are not limited to, an odd number of participants or adult leaders with a youth program.
- ☞ If space allows, sponsoring groups may request to have one double-occupancy room occupied by a single participant. If this request is approved by the Conference Services Bureau, the sponsoring group will be charged an additional 50% more per person per night for those participants occupying these “double-as-a-

single rooms.” For example, if the room rate per person per night is \$20, then the new room rate per person per night would be \$30 (which is \$20 x 1.5).

- ☞ Special ADA accommodations for meals are available upon request. All ADA needs should be communicated to the Conference Services Bureau ten (10) working days prior to summer program arrival.

SAFETY & SECURITY

- ☞ Florida Institute of Technology maintains a 24-hour security presence on campus. The responsibilities of the campus security office are:
 - to monitor the area in and around the residence halls for potential threats to summer program safety
 - to assist with emergencies
- ☞ You may reach the Campus Security Office at (321) 674-8111.

SALE OF MERCHANDISE & ADVERTISING

- ☞ There are to be no sales of food or drink items on campus other than by University Food Services or from vending machines that are already placed in the buildings.
- ☞ Summer programs 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). This should be discussed in advance with the Director, Conference Services Bureau.
- ☞ Summer programs are responsible for all signage related to their program. All signage needs and placement should be discussed in advance with the Conference Services Bureau.
- ☞ No banners may be affixed to the exterior of campus buildings.

SMOKING

- ☞ Smoking is not permitted in any campus facility.

SOUND ORDINANCE

- ☞ The City of Melbourne has sound ordinance that may affect outdoor events hosted by summer programs. Per the Ordinance, sounds above 65 decibels are not allowed, and all events involving amplified noise must be completed by 9 p.m. The full text of the noise ordinance is available from the Conference Services Bureau upon request.

TELEPHONES

- ☞ Group leaders may bring phone instruments and will be allowed to connect them to the campus system in the residence hall rooms. The University does not provide phone instruments for this purpose.
- ☞ Long distance calls must be made by credit card only. Group leaders are cautioned to make certain that long distance calls disconnect at the end of the call (pick up the receiver and make certain a new dial tone can be heard). The University cannot assume responsibility for long distance charges, even if as the result of a phone instrument failing to disconnect a call.
- ☞ Participants are not to accept collect calls nor attempt to bill long distance calls to any campus phone extension. Participants who do so will incur significant charges that will be passed on to the sponsoring group.

CHARGES FOR CLEANING AND DAMAGES

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

CLEANING CHARGES

| | |
|--|-------------|
| Rooms, bathrooms, public areas, or kitchens left extremely dirty | \$ 10 – 100 |
| Failure to remove trash when vacating a room | \$ 10 – 100 |
| Removal of graffiti (can be higher if item has to be replaced or refinished) | \$ 10 – 50 |
| Removal of glitter, stickers, paint, or double-stick tape | \$ 10 – 50 |

REPAIR CHARGES

| | |
|--|--------|
| Damaged Network / Telephone wall jack | \$ 30 |
| Patch (nail or tack) holes in the wall (per square foot) | \$ 20 |
| Repaint room | \$ 160 |

FINES

| | |
|---|-----------------|
| Improper check-in or check-out | \$ 50 per guest |
| Lost hard key | \$ 75 |
| Lost key card | \$ 20 |
| Lost master key | \$ 100 & up |
| False fire alarms | \$ 500 |
| Furniture, mattresses, or furnishings that are moved from one room to another | \$ 25 min. |
| Dismantling University furnishings, doors, or door closures | \$ 25 min. |