

2007 CONFERENCE FACT SHEET

University Conference Programs — Student Life, Division of Student Affairs — North Dakota State University
100 Old Main — Fargo, North Dakota—58105-5165 — Phone 701.231.9736 — Fax 701.231.8176
visit our web site at <http://conferences.ndsu.nodak.edu/>

Office of University Conference Programs.....

The Office of Conference Programs, together with the Departments of Dining Services, Memorial Union and Residence Life, assists conference sponsors in providing conference experiences at NDSU for youth and adults.

- 1) As guests of NDSU, conference participants and their sponsors are expected to comply with all University policies and procedures. Policies are provided in the NDSU Rights and Responsibilities of Community: A Code of Student Behavior (hereafter referred to as the NDSU Code of Student Behavior) which is located at <http://www.ndsu.nodak.edu/vpsa/> and available upon request. In general, the following policies are of primary concern to conference sponsors.
 - a) Smoking is not permitted in any University building, including dining centers and residence halls.
 - b) Alcohol or any controlled substances are prohibited, regardless of the age of participants. Refer to NDSU Code of Student Behavior, 4.2. Conference sponsors or conference participants who are intoxicated may be transported to a detoxification facility (detox) based on a decision by Residence Life staff and Campus Police. North Dakota State Law mandates that if a person is taken to detox, the family is contacted.
 - c) The possession or uses of weapons are strictly prohibited. Refer to NDSU Code of Student Behavior, 5.13. This includes, but is not limited to paint ball guns, firearms, ammunition, hunting knives or martial arts weapons.
- 2) Conference sponsor supervises participants at all times during the visit to NDSU. Rules for participants, procedures to deal with the violation of rules, and criteria for removing the participant from the camp/conference are the responsibility of the conference sponsor.
 - a) The conference sponsor hires, trains, and supervises their conference/camp staff. Supervisors are responsible for upholding standards of behavior and policies as determined by the University and for those set by the sponsor.
 - b) Conference sponsors should be aware of the possible interaction between members of their group and other conference participants. It is expected that the sponsor will take action to prevent unacceptable behavior that affects other guests.
- 3) Conference sponsor is responsible for obtaining liability insurance according to guidelines established by each respective department. Off campus (non-NDSU) conference sponsors are required to provide a certificate of liability insurance. A building rental agreement for any NDSU building, including the Memorial Union, requires a certificate of liability insurance. NDSU, the Departments of Residence Life, Dining Services or the Memorial Union do not carry insurance that covers a third party for accidents, personal injury, or theft of or damage to property.
- 4) Participant safety is a critical consideration for all conference sponsors.
 - a) Conference Sponsors are required to distribute the NDSU Student Life Conference Tips to each participant, unless the sponsor provides the same information in the general information provided to participants.
 - b) If the Conference Sponsor is not providing the NDSU Student Life Conference Tips to participants, the sponsor must include the following statement in brochures and/or confirmation letter to every conference/camp participant so that the participant can review the information prior to the campus visit: "Federal law requires NDSU to inform faculty, staff, students, guests and other interested persons concerning campus crime and safety issues. All campus guests are encouraged to review this information prior to visiting NDSU and to take all necessary precautions to safeguard themselves and their property while experiencing our wonderful community and campus." The web site is located at http://www.ndsu.edu/police_services or can be obtained by contacting the NDSU Police Department, P.O. Box 5383, Fargo, ND 58105 or by calling 701.231.8998.
 - c) Conference sponsors are expected to plan events and activities and set rules that take into consideration the safety concerns of our campus and the Fargo-Moorhead community.
- 5) Medical information for current medical conditions and possible emergencies is collected on the participant registration form. This information is maintained by the conference sponsor and provided to Dining/Residence Life staff as needed.
 - a) In the event of an emergency, the sponsor transports and accompanies any participant requiring emergency attention. NDSU staff is instructed to call 911 if an emergency situation exists and to immediately contact the sponsor.
 - b) The sponsor makes all contacts with participants who indicate a need for medical and/or dietary accommodations.

Depending on the situation, the sponsor contacts the Dining and/or Residence Life staff a minimum of 2 weeks prior to the arrival of the participant to discuss appropriate arrangements. NDSU may be limited in its ability to accommodate late applicants who indicate medical and/or dietary accommodations.

- c) Based on current medical conditions, the sponsor informs participants of the correct location to dispose of needles, syringes and other medical supplies. Dining and Residence Life can assist the sponsor in locating the correct disposal device(s) for medical supplies.
- 6) Conference Cancellation: The cancellation of a conference affects many different departments. The conference sponsor monitors the participant registration flow and notifies the Office of University of Conference Programs if registration numbers are lower or higher than planned for on the Conference Services Agreement. **A \$100 Cancellation Fee is assessed by the Office of University Conference Programs when a conference is canceled less than 10 working days prior to the first day of the conference.**
- 7) Conference Paperwork: A signed Conference Services Agreement is required for each conference group in order for any housing, food or meeting rooms to be reserved. Guaranteed Meal Numbers and Housing Floor Charts are due to the Conference Coordinator a minimum of 3 working days prior to the conference. **A \$50 late fee per item is assessed when this paperwork has not been turned in to the Conference Coordinator 3 working days prior to the conference.**
- 8) Billing Arrangements: Conference sponsors collect all fees and/or damages from participants. Collection of a deposit is at the discretion of the sponsor. Payment is due within 30 days of receipt of the final invoice. Billing questions are to be brought forward within 30 days of the receipt of the invoice in order to promptly research and resolve any disputed amount.

Dining Services

- 9) Affordable and nourishing buffet style meals are provided to adult and youth conferences at the designated summer dining center. Arrangements for catered meals for conference groups are made through the Conference Coordinator and are subject to current catering prices.
- 10) A minimum of 40 conference guests is required to open and serve meals at the dining center. In the event that a single group cannot meet the minimum number, it is permissible for the group to request to pay for 40 meals in order to have the facility open. The Conference Coordinator works closely with groups to address these issues with meals.
- 11) Guaranteed Meal Numbers for Dining Center and/or Catered Meals are due to the Conference Coordinator a minimum of 3 working days prior to the first meal served. Adjustments to guaranteed meal numbers take affect after 3 working days. A meal guarantee policy is in place to ensure payment for the over or under production of food. **A \$50 late fee is assessed by the Office of Conference Programs when Guaranteed Meal Numbers are not provided a minimum of 3 working days before the first meal.**
- 12) A Dining Center or Catered Meal can be canceled when a minimum of 3 working days notice is given to the Conference Coordinator. **Late cancellation of a meal results in full charges for the meal based on the guaranteed meal number.**
- 13) Conference participants eat at the Dining Center with other conference participants. Dining Services staff may adjust times and procedures due to the number and size of groups eating at the dining center on a particular day. Conference sponsors will be notified of the exact times and procedures to be followed.
- 14) It is the responsibility of the sponsor to ensure that their conference/camp participants are correctly identified by the dining center staff and to verify the number of participants eating at a particular meal. It is recommended that a sponsor accompany the first participants eating so that the group is properly identified.
- 15) Food or beverages cannot be removed from the dining center. The participant may enter once per meal period.

Memorial Union

- 16) Building Hours: The Memorial Union standard operating hours are designed to accommodate the academic community and the academic schedule. Arrangements for use of the building outside of the operating hours are made for an additional fee of \$20 per hour. Package prices for the Recreation Center are available through the Conference Coordinator.

- 17) Policies: Sponsors must make arrangements for supervision while participants utilize the building; consult with the Conference Coordinator about options for decorating or displaying of signs and other Memorial Union policies.
- 18) Memorial Union Rental Agreement: A rental agreement is required when a non-profit organization or a commercial group reserves the building. The rental agreement includes specifics on the amount of liability insurance required, amount of deposits, additional equipment and personnel.

Residence Life

- 19) Arrival and Departure of Conference Groups
- a) *Conference Sponsor/Hall Director (HD) Meeting:* The conference sponsor is responsible for reviewing with Residence Life staff a minimum of 3 weeks prior to the conference the following information: University policies and Department of Residence Life expectations; special requirements and accommodations for the group; key distribution; review of the number of expected vs. registered participants; preparation of floor charts/room assignments; sponsor supervision responsibilities; check in and check out procedures, and billing. The final check in and check out times must be finalized a minimum of 3 weeks prior to the conference/camp.
 - b) *Floor Charts:* The conference sponsor assigns rooms to chaperones and participants in order to maximize the supervision of all participants. The sponsor provides the completed floor charts to the University Conference Coordinator a minimum of 3 working days prior to the beginning of the conference. Several options are available for the assigning of rooms.

Option 1: The conference sponsor completes the floor charts provided by the HD so as to accommodate requests for roommates and to strategically place live in supervisors. Residence Life prepares an additional 5% over the participant numbers submitted on the floor charts. This allows the sponsor to continue accepting late registrations. **Option 2:** A list of participants and chaperones is provided to the University Conference Coordinator a minimum of 3 working days prior to the conference. Residence Life staff randomly assigns participants at check in.
 - c) *Daily Contact:* A daily contact between the conference sponsor and the hall staff is required. This is an opportunity to review and discuss any concerns and/or requests.
 - d) *Check In:* Residence Life staff must distribute a room key to each participant at the hall office. When sponsors become aware of a late arrival, hall staff should be informed as soon as possible so that arrangements for late check in can be made.
 - e) *Check out:* The conference sponsor monitors the check out process and checks all rooms prior to the departure of the participants. The conference sponsor instructs participants to do the following:
 - i) remove all trash and empty all garbage into the nearest trash room;
 - ii) wipe off desk tops and counters, if necessary;
 - iii) sweep and/or mop the room, if necessary;
 - iv) check all drawers and/or closets for items left;
 - v) leave linens on bed;
 - vi) close windows and drapes;
 - vii) turn off lights;
 - viii) close and lock door; and
 - ix) return room key (and outside key card for adults) to the front desk.
 - f) *Keys:* All keys, including keys checked out to the sponsor and staff, must be returned on the same day that the group is checked out of the building. There is no refund for keys returned after the final check out. The cost for a cylinder replacement per room door is \$35; the cost to replace a lost card key is \$5. Outside card keys are distributed to the Sponsor and staff at the request of the sponsor and are not distributed to participants under 18 years of age. The collection of a deposit for keys is the responsibility of the sponsor; Hall Staff is not authorized to collect and/or secure money or deposits.
 - g) *Minimum Group Size:* For Residence Life purposes, a minimum of 25 paying participants is required to house a conference of 10 or less days. When the minimum conferences/camps size is not met, housing may be canceled.
- 20) Supervision of Youth and Conference Participants/General Rules and Expectations

- a) *Conference Sponsor Supervision:* Youth groups using NDSU Residence Halls must be **supervised by adults** who are hired, trained and supervised by the sponsor and who are responsible for the behavior and activities of the participants. The supervision ratio must be no less than one supervisor to 30 participants. At least one member of the sponsor's staff must be actively supervising the participants whenever they are in the building. This requires that the sponsor designate staff to perform these duties. Adult groups of 50 or more require a sponsor to live in the residence hall.
- b) *NDSU Hall Staff:* Hall Staff consists of a Residence Hall Director (HD) and undergraduate summer staff. This staff is available to assist the sponsor in an emergency and to assist with facility needs within the building. The hall staff is available to discuss troublesome situations, or to assist when dealing with specific problems. The HD is a full time professional staff member. Hall Staff are undergraduate summer staff hired to assist the HD with the check in and check out of the group, lockouts, requests for equipment and office hours. The office hours provided for each group depends on the size of the group and the number of groups on campus.
- c) *NDSU Conference Sponsor:* For liability reasons groups staying 2 weeks or less are required to have at least one full time NDSU employee per hall for the duration of the group's stay in addition to the adult staff hired by the sponsor. The NDSU employee is required to be in the hall the entire night that begins immediately after participants' lights out and continues until participants have departed the following morning. The NDSU employee must be designated on the Conference Services Agreement. The HD must be immediately informed of any changes in arrangements. Groups residing beyond 2 weeks are required to provide live in staff to assist students and enforce University rules and policies.
- d) *Emergency Telephone Contacts:* Conference sponsors provide family members with emergency contact telephone numbers that include the Campus Police (701-231-8998) and the sponsoring department's main telephone number. Messages for conferences/camps participants are directed to the sponsoring department during normal working hours.
- e) *General Conditions of Rooms:* Participants and sponsors are not permitted to bunk or unbunk beds, move beds, dressers or wardrobes within the room or to remove any furnishings from the room; a charge of \$25 per incident is assessed for any screens removed plus any damages to the screen; participants are strictly prohibited from bringing candles, incense, or fireworks.

21) Services Provided

- a) *Parking:* NDSU provides complimentary parking in designated residence hall lots to the conference sponsor(s) and participants. Special parking areas are designated for buses and/or heavy vehicles. Participants are given a parking pass and directed to the designated parking lot. The conference sponsor is responsible for providing information to parents and participants so that they are aware of appropriate parking locations upon arrival to campus. The conference sponsor is responsible for monitoring the use of vehicles by participants less than 18 years of age. RedHawks games are scheduled periodically and access to some lots is restricted during the games; a conference parking pass is needed to reenter the HR and R lots before and during a RedHawks game.
- b) *Office Hours:* NDSU Hall Staff members provide limited office hours during the conference. The office hours provided for each group depend upon the size of the group and the number of groups on campus.
- c) *Telephones:* All telephone lines in rooms are active lines if the sponsor chooses to make this information available to participants. A small number of phones are available to Sponsor's staff. Conference participants provide their own telephones. Long distance calls can be made using a calling card or by collect call.
- d) *Linen:* NDSU provides (2) sheets, (1) pillowcase, and (1) blanket to each participant as part of the basic rate. Towels are provided for an additional charge. Linen exchange is available for groups staying more than 7 days. Linen is not provided when assignment is made to the summer school hall(s) or as agreed upon by long-term groups. The sponsor instructs the participants and assists, if necessary, to ensure that all beds are properly covered with sheets.
- e) *Other Use of the Facilities:* Arrangements to use additional spaces within the hall such as lounges or kitchenettes are made through the HD. Unless arrangements are made, additional areas within the hall are secured.

22) Billing Arrangements

- a) *Floor Charts:* The conference sponsor must inform the hall staff on the same day of any unscheduled check out and return the key(s). At the sponsor's request, floor charts can be reviewed prior to billing.
- b) *Damages:* Conference sponsors are responsible for damages (other than normal wear and tear) to living quarters and common areas while the group occupies the building. Damages are assessed following the check out of the group. The sponsor's staff is responsible for checking the rooms prior to the departure of the groups and for instructing the participants to properly clean rooms prior to departure. (Review Item 17 E) The conference sponsor is encouraged to review all damages with the Hall Director following the check out of the group.