

FACT SHEET 2014

246 MEMORIAL UNION | FARGO, ND 58108 | PHONE 701.231.9736 | FAX 701.231.6548 | [NDSU.EDU/CONFERENCES](http://ndsuh.edu/conferences)

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.

- Guests at NDSU, conference participants, and their sponsors are expected to treat all others—guests, NDSU students, faculty, and staff—with dignity and respect and to comply with all University policies and procedures.

- Policies provided in the document NDSU Rights and Responsibilities. NDSU Code of Student Behavior available upon request and applies to all guests.

SMOKING

- Smoking is not permitted in any University building or on the NDSU Campus effective March 1, 2010.

ALCOHOL

Alcohol is prohibited on campus, regardless of participants' ages.

WEAPONS

- Possession or use of weapons is strictly prohibited. This includes, but is not limited to, paint ball guns, firearms, ammunition, hunting knives, or martial arts weapons.

SAFETY/EMERGENCY

Participant safety is a critical consideration for all conference sponsors.

- In the event of a campus emergency the sponsor is contacted using the emergency contact information provided to Conference Programs. **The sponsor is responsible for the communication mechanism for contacting other guests.**
- 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.



SPONSOR RESPONSIBILITIES

1. Supervise participants at all times during NDSU visit and establish rules for participants, and procedures for handling violation of rules, including the criteria for removing participants from the event.
2. Hire, train, and supervise conference staff. Supervisors are responsible for upholding standards of behavior & policies of the University as well as those set by the sponsor. Background checks are required for staff supervising youth participants.
3. Be cognizant of possible interaction between members of the group and other conference participants, as well as take action to prevent unacceptable behavior that affects other guests.
4. NDSU employees should consult with the NDSU University Police and Safety Office about the potential requirements for liability insurance and/or participant waivers and/or a facility use agreement. Sponsors who are not associated with NDSU will complete the facility use agreement, and waivers and liability insurance are required. **See "Other Info" on pg. 4 for details.**
5. Distribute "Summer Conferences" brochure and safety information to each participant, which is available at ndsuh.edu/conferences.

ation the safety concerns of our campus and the Fargo-Moorhead community.

- NDSU staff is instructed to call 911 if an emergency situation exists and to immediately contact the sponsor.
- Current medical information for guests is collected on the sponsor's participant registration form. This info is maintained by the conference sponsor and provided to Dining/Residence Life staff as needed. **Medical services are not available on the NDSU campus.**

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LINKS

CONFERENCE PROGRAMS

www.ndsu.edu/conferences/

CAMPUS 3D MAP

www.ndsu.edu/vpsa/campus_map/

CAMPUS 2D MAP

www.ndsu.edu/ndsuh/maps/CampusMap_2pg.pdf

DINING SERVICES

www.ndsu.edu/dining_services/

RESIDENCE LIFE

www.ndsu.edu/reslife/

MEMORIAL UNION

www.ndsu.edu/mu/

WELLNESS CENTER

www.ndsu.edu/wellness/

CAMPUS SAFETY

www.ndsu.edu/police_safety/

STUDENT LIFE

www.ndsu.edu/student_life/

FM REDHAWKS

www.fmredhawks.com/

FARGODOME

www.fargodome.com/

ND TOURISM

www.ndtourism.com/

AREA WEATHER

www.wday.com/event/weather

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SAFETY/EMERGENCY

(Continued from pg. 1)

- The sponsor makes all contacts with participants who indicate a need for medical and/or dietary accommodations. Depending on the request, the sponsor contacts the Dining and/or Residence Life staff a minimum of 3 weeks prior to the arrival of the participant to discuss appropriate arrangements. NDSU may have limited ability to accommodate late applicants who indicate medical and/or dietary accommodations.
- 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.

- The sponsor makes all arrangements and contacts with parents/guardians of participants with special requests, as well as provides them emergency contact numbers. This includes university police (listed below) and the sponsoring department's main telephone number.

Emergency Telephone Contacts:

University Police 701.231.8998

DINING SERVICES

Affordable and nourishing buffet-style meals are provided to conferences at the Residence Dining Center (RDC).

- To accommodate guests with severe dietary restrictions, sponsors will provide detailed dietary needs 3 weeks in advance.
- A minimum of 40 conference guests is required to open and serve meals at the RDC. In the event that a single group cannot meet this number, the group is permitted to pay for 40 meals in order to open the facility. On weekdays, to find out the actual number of participants eating on the day of your event, contact the Dining Center Manager to request a report after the close of the meal period.
- Conference participants eat at the RDC with participants of other conferences, and sponsors should schedule adequate time for meals. The posted menu and meal times are subject to change. Verify meal times by checking the daily meal times posted outside the RDC.

It is recommended that a sponsor accompany the first participants eating or provide nametags or wristbands. Participants should announce which camp they are attending when they check in at the RDC.

- Food or beverages may not be removed from the dining center. Each participant may enter once per meal period.
- Catered meals: arrangements for conference groups are made through the Conference Coordinator. Catering equipment is not to be removed from the event location. At the conclusion of the serving period, all food is removed. Events served outside of the Memorial Union will have disposable plates and cups. Food and drink for events must be provided by Dining Services.

- **Guaranteed Meal Numbers (GMN)** for the Dining Center and/or Catered Meals is a policy in place to ensure the correct amount of food is prepared and billed. Dining Services strives to be efficient and good stewards by not over or under producing food.

GMN must be provided at least **3 working days prior to the conference** or a \$50 late fee will be added per department affected.

When GMN are not provided, the estimated number provided on the request form or the conference agreement (whichever has the more recent date) is used to calculate the final billing.

Cancelling or not arriving for a Dining Center or Catered Meal will result in full charge for the meal based on the GMN.

PAPERWORK, FEES, & BILLING

The **cancellation of a conference** affects many different departments. A conference must be cancelled at least **10 working days prior to the conference**, or a \$100 Cancellation Fee will be processed.

A signed **Conference Services Agreement** is required for each conference for any housing, food or meeting rooms to be reserved.

The conference sponsor monitors the participant registration flow and notifies the Conference Programs Office if registration numbers are lower or higher than planned for on the Services Agreement.

A Conference Agenda and Housing Floor Charts must be provided at least **3 working days prior to the conference** or a \$50 late fee will be added per item for each department affected. In the event of questions or an emergency, the agenda is a critical tool for staff.

Conference sponsors collect all fees and/or damages from participants. Collection of a room/key deposit is at the discretion of the sponsor.

Payment is due within 30 days of the 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.

RESIDENCE LIFE

CONFERENCE SPONSOR/ HALL DIRECTOR (HD) MEETING:

The conference sponsor is responsible for reviewing the following information with Residence Life staff a minimum of 3 weeks prior to the conference:

1. NDSU policies and Department of Residence Life expectations including supervision of guests.
 2. Special requirements and accommodations for the group
 3. Key distribution
 4. Review of the number of beds reserved and contingency plans for additional guests
 5. Preparation of floor charts/room assignments.
- Options for assigning rooms can be discussed with the Hall Director, or in some cases, the Conference Coordinator. In most cases, the Hall Director and Sponsor meet and agree on what process works best for the camp.

- At the sponsor's request, floor charts may be reviewed prior to billing or a building walk-through may be conducted prior to check in.

6. CHECK IN:

- Residence Life staff will distribute a room key to each participant.

7. CHECK OUT:

- **Conference sponsor must inform the hall staff on the same day of any unscheduled check out and return keys.**

- Prior to check out, the sponsor reviews with guests expectations for cleaning the room.

- The room is expected to be returned to its original condition.

- The conference sponsor monitors check out

8. KEYS:

- All keys, including the sponsor's and staff's keys, 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.**

- **See sidebar for key or proxy loss fees and activating Student, Staff, or Facul-**

ty NDSU ID cards for building access.

Hall staff is not authorized to collect and/or secure money or deposits.

9. DAILY CONTACT:

- Daily contact between the conference sponsor and hall staff is required to review and discuss any concerns or requests.

10. SUPERVISION:

- The sponsor will provide live-in supervision at all times for youth participants. A ratio of 1 adult supervisor to 30 participants is required. At least one member of the sponsor's staff must be actively supervising the participants whenever they are in the building.

- Adult supervisors are responsible for the behavior and activities of participants. Participants must be 12 years or older.

- Participants are allowed only in the residence hall they are assigned. Visitors are allowed only in the main lounge/lobby of the assigned hall.

- Due to liability and supervision concerns, groups staying 2 weeks or less are required to have at least one full-time NDSU employee per hall for the duration of the stay plus adult staff hired by the sponsor. Groups residing beyond 2 weeks are required to provide live-in staff to assist students and enforce University rules and policies.

- An NDSU employee is required to be in the hall the entire night, beginning immediately after participants' lights out until their departure the following morning.

- The NDSU employee must be designated on the Conference Service Agreement. The HD must be immediately informed of any changes in arrangements.

11. GENERAL CONDITION OF ROOMS

- **Participants should check room conditions upon arrival.**

- Participants and sponsors are not permitted to remove or move furniture, to bunk, un-bunk, or move beds, dressers, or wardrobes within the room or to remove any furnishings.

- A charge of \$25 per incident is assessed for any screens removed plus any damages to the screen.



RESIDENCE LIFE DEADLINES:

- 3 weeks prior to conference:
 - Meet with Hall Director to review all details of the camp
 - Finalize check in/out times
- 5 business days prior to conference:
 - Submit name and student/employee ID number to activate NDSU ID for camp staff who are NDSU students, faculty, or staff
- Same day:
 - Inform hall staff of any unscheduled checkouts
- At check out, return all keys and access cards.

HALL STAFF:

One Full-Time Professional
Residence Hall Director
(HD)

Undergraduate Summer
Staff (COAR Team)

Assist conference sponsor in
emergencies and provide
basic services to the guests.

MEMORIAL UNION

Building Hours:

The Memorial Union standard operating hours are designed to accommodate the academic community and the academic schedule.

Summer 2014 Building Hours

May 17 – August 17, 2014

Monday-Friday: 7:30 A.M. – 4:00 P.M.

Saturday and Sunday: Closed

Holidays: Closed

Policies:

Sponsors must make arrangements for supervision while participants utilize the building.

- All room setup and audio visual needs must be finalized a minimum of **2 weeks prior to the event**. For larger events, additional time may be required.

- All signs are provided by the sponsor and displayed using Memorial Union sign stands or easels, which must be reserved in advance to ensure availability. NDSU staff will assist with hanging of banners. Memorial Union Graphic Services is available to assist with signs/posters for your event.



- No confetti, candles, or alcohol are permitted in the building. Decoration plans must be reviewed with the Memorial Union staff to avoid inappropriate or messy decorations.

- Meeting rooms should be left as clean as they were found. In the event that additional garbage cans are needed, the sponsor should contact the Administrative Office. Additional cleaning charges may be assessed.

Weather:

In the event of extreme weather, please consider contacting Conference Programs so that options with the Memorial Union can be discussed.

Recreation Center:

Package prices are available through the Conference Coordinator.

Arrangements for Memorial Union use outside of regular operation hours must be made **2 weeks prior to the conference**, or \$25 late fee will be added.

SERVICES

Parking:

- NDSU provides complimentary parking in designated residence hall lots to the conference sponsor and the residential participants.

- Special parking areas may be designated for buses or heavy vehicles.

- Conference sponsor is responsible for:

1. Providing information to parents and participants about appropriate parking locations upon arrival to campus.

2. 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.

Linen:

NDSU provides to each participant as part of a basic rate:

- 2 sheets
- 1 pillowcase
- 1 pillow
- 1 blanket
- Towels provided for additional charge
- Linen exchange is available for groups staying more than 7 days.

- The sponsor instructs participants and assists, if necessary, to ensure that all beds are properly covered with sheets.

Other use of 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 may be secured.

OTHER INFO

LIABILITY

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.

Conference sponsor collects all liability waivers and fees associated with the conference and budgets for damage.

DAMAGES

Conference sponsors agree to pay for any damage (other than normal wear and tear) caused by the sponsor and/or participants in guest rooms and common areas.

The sponsor's staff is responsible for instructing the participants to properly clean rooms prior to departure.

Hall staff are scheduled to check all rooms for damages. If the sponsor would like to be present during this process, please inform the hall director.