

2016 Camp and Conference Housing Reservation Fact Sheet

Are you interested in securing housing for your group for the summer of 2016? We offer housing in the residence halls from May 23rd to August 1. We realize that this is tentative information. You will receive a final confirmation form 4 weeks prior to your arrival when you will be asked to provide more detailed information about your group. Please review the fact sheet and if there are any questions please contact us at reslife@hssu.edu.

Supervision

The camp or conference coordinator shall provide adequate and appropriate supervision of all persons associated with this program or conference during their stay at HSSU including unscheduled periods of time.

Payment Policy

The Office of Residential Life (ORL) does not bill participants individually or accept credit card payments. 50% settlement of camp or conference expenses is due within 30 business days of receiving an invoice. Any errors must be reported to Bursar/Cashiers Office within 10 business days of receiving the invoice. Please contact the Bursar/Cashiers Office for any payment inquiries at cashier@hssu.edu or (314) 340-3343

Cancellation Policy

Cancellation of this contract for any reason after receipt of the final confirmation form will result in a charge equal to 85% of the participant projection on the final confirmation.

Room Assignments

Camp or Conference Coordinators have two options for making room assignments for a camp or conference, as follows:

- ❖ Camp or Conference Coordinators can provide ORL staff with the number of rooms needed and will be given a spreadsheet to make their own assignments to be returned two weeks prior to check-in.
- ❖ Camp or Conference Coordinators can provide ORL staff with the number of rooms needed and a roster of participants and ORL staff will make assignments two weeks prior to check-in.

In either case, final rosters need to be agreed upon two weeks prior to the arrival of the camp or conference, unless other arrangements have been made with ORL staff.

Predicted/Final Numbers

RESERVATION FORM: The predicted number of participants indicated on the reservation form can be revised up to four weeks before the arrival date without penalty. Beyond this, if final confirmation numbers are less than 85% of the participant projection, the conference will be charged full room fees per person/per day up to 85% of the initial confirmation numbers. Should final numbers be more than projected, they will be accommodated only with departmental approval.

FINAL CONFIRMATION

Four weeks before a camp or conference arrives on campus, the camp or conference coordinator will be sent the “Final Confirmation Information” form. The Camp or Conference Coordinator will then have two weeks to finalize and make any changes related to room/hall access, the number and gender breakdown of attendees, etc. ORL must receive this form and a finalized roster of participants two weeks in advance of the arrival of a camp or conference.

Arrival/Departure Times

Camp or Conference Coordinators will confirm check-in times and arrival window for participants, chaperones, and staff on the final confirmation form. If changes or modifications need to be made to these times, a minimum of two weeks advance notice will be required to accommodate these changes. For groups fewer than 100 total participants, please limit check-in/check-out times to a two-hour window.

Safety and Security

- ❖ All live-in counselors or chaperones associated with a camp or conference will participate in a safety seminar on check-in day. Fire safety evacuation procedures and emergency response protocol will be reviewed and other ORL policies and procedures will be shared.
- ❖ All chaperones and participants are expected to adhere to all state and local laws. Possession and/or consumption of alcohol or drugs within the residence halls are prohibited by all participants.
- ❖ Persons not designated as part of the camp or conference listing (guests) are not permitted to stay in the residence halls overnight.