

# Camps & Conference Guest Housing Guide Summer 2018

**Department of Residential Life**

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## Welcome to Summer Guest Housing at Missouri S&T!

Thank you for your interest in the residence halls at Missouri S&T! We are proud of our residential facilities and welcome the opportunity to serve you and your guests throughout the summer. We hope you and your participants find our residence hall accommodations comfortable and great places where summer memories are made!

Included in this booklet are the options for housing and dining offered this year. Remember that camp reservations are made on a first-come, first-served basis. We suggest you complete the reservation form located at <http://reslife.mst.edu/camps/> for every camp group and session where housing is needed. Questions about this form can be directed to [reslife@mst.edu](mailto:reslife@mst.edu).

We are excited about the upcoming summer conference season and look forward to helping you plan a successful event for your department.

Sincerely,

Dorie Paine  
Director, Residential Life

### Important Contact Information

#### Central Housing Office

|                                       |          |  |
|---------------------------------------|----------|--|
| Department of Residential Life        | 341-4218 | <a href="mailto:reslife@mst.edu">reslife@mst.edu</a>   |
| Dorie Paine, Director                 | 341-4218 | <a href="mailto:pained@mst.edu">pained@mst.edu</a>     |
| Joni Burch, Associate Director        | 341-4218 | <a href="mailto:burchjl@mst.edu">burchjl@mst.edu</a>   |
| Judy Jacobs, Administrative Assistant | 341-4218 | <a href="mailto:jacobsja@mst.edu">jacobsja@mst.edu</a> |

#### Residence Hall Facilities

|  |          |
|--|----------|
| Thomas Jefferson Front Desk              | 341-4895 |
| Residential Commons Front Desk           | 341-7814 |
| University Commons Front Desk            | 341-4682 |
| Brittany Miller, Resident Director       | 341-7814 |
| Taylor Letofsky, Resident Director       | 341-4895 |
| Shannon Sniegolski, Resident Director    | 341-4895 |
| Robert Bedell, Resident Director         | 341-7814 |
| Christian Lehman, Resident Director      | 341-6456 |
| Jodi Willcock, Resident Director         | 341-4682 |
| Sarah Perry, Area Coordinator            | 341-4682 |
| Jacob Sherry, Area Coordinator           | 341-7814 |
| Bethany Stafford, Mgr of Residential Edu | 341-4985 |

|   |          |  |
|---|----------|--|
| S & T Dining Services                         | 341-4111 |  |
| Victoria Vita, Director of Residential Dining | 341-6722 | <a href="mailto:victoria.vita@compass-usa.com">victoria.vita@compass-usa.com</a> |

## **Accommodations**

Thomas Jefferson Hall will be the primary facility utilized for summer and guest housing. Dining services, 24-hour desk operations, and paraprofessional staffing will be operated from this location.

For groups interested in the Residential Commons, we will work to accommodate needs as requested. As you plan, please be aware that additional fees for desk services, supervision, etc. may apply. Residential dining (all-you-care-to-eat) will only be available in Thomas Jefferson Hall.

### **Thomas Jefferson Hall**

Thomas Jefferson Hall is located on the north end of campus. Rooms are a traditional residence hall style and share a common bathroom on the floor. All rooms are air-conditioned and each floor includes access to a full kitchen and lounge spaces with flat screen televisions and soft seating. The on-site dining hall was renovated in 2011 and includes great dining options and amenities to meet all of your needs. Other building amenities include:

- Access to large lounge spaces
- Copy machine (coin-operated)
- Ping-Pong and billiard tables
- Laundry facilities (coin-operated)
- Private meeting rooms
- Vending machines
- Change machine
- ATM
- Sand volleyball court
- Computer lab (for groups reserving access)
- 24-hour desk services

### *North Lounge*

The North Lounge at Thomas Jefferson is a great place for conference guests to relax. Pool tables, Ping-Pong tables, foosball tables, and a large screen television are available for use. Equipment can be checked out by a camp counselor. If reserving the North Lounge, please be aware the space is located in an open area near the cafeteria entrance.

### *South Lounge*

The South Lounge is a spacious room available for any number of uses. Large groups may wish to meet in this area or the room can be divided into three sections if a smaller space is desired. This area is most popular for camp check-in and check-out processes and for other events where a closed area is desired.

### *G3*

G3 is a meeting space located in the north tower basement, just down the stairs from the dining hall. G3 is equipped with tables, chair, and dry erase boards.

## **Meeting Space**

As a courtesy to summer camp/conference guests housed in the residence halls, meeting rooms are offered as available without charge. Reservations are first come, first served; meeting rooms outside of the halls are not coordinated or compensated through Residential Life. Reservations must be for specific camps/conferences for specified dates and times; blanket reservations are not available.

### *Thomas Jefferson Equipment Check-Out Policy*

Equipment for the tables located in the North Lounge may be checked out at the front desk by a camp counselor with a valid ID. Any damaged or lost equipment will be charged to the conference upon final check-out. Camp or conference groups who wish to limit use of equipment with their guests should note such on the camp/conference reservation form.

### *Decorations*

The use of decorations must be approved prior to the event. Additional fees may be assessed on items requiring special removal and/or cleanup (including, but not limited to, glitter, glue, confetti, or paint). Decoration plans should be submitted to Residential Life no less than five working days before the event. A meeting with Residential Life facilities staff is recommended for events with excessive decorations. Please also note the following:

- The use of open-flame candles, confetti and glitter is not permitted.
- Only live trees in pots and flower arrangements in vases are permitted.
- Straw and other materials that drop waste material must sit on a drop cloth or other floor covering.
- Decorations may not be hung from ceiling grids, light fixtures/bars, or heating/air conditioning vents.
- Balloons must be secured; balloons are not permitted to be freely floating.
- Only masking tape and existing eyelets may be used for attaching decorations to walls. Nails, thumbtacks, duct tape, or clear tape is not permitted.
- No live animals permitted except service animals.

### *Room set up*

- The existing room set up is created to encourage environments appropriate to the space for Summer Camp participants. Alterations to the space (such as moving or removing furniture) are allowable when performed by Residential Life staff. To protect against damage, no items may be removed or moved by guests utilizing the space.

### *Other Rental needs*

If in the event that Residential Life cannot meet your needs, other on-campus rooms and equipment reservations may be made through the Havener Center Facility Reservations system. Please refer to the information and policies found at:

<http://studentlife.mst.edu/reservations/index.html>

## **Residential Commons**

The Residential Commons is located on the west end of campus, near the Havener Center and can house approximately 500 guests. The Residential Commons offers three types of suite-style housing. The availability of private bathrooms within each suite is a popular option among groups hosting adults on campus. Like Thomas Jefferson, all rooms are air-conditioned and each floor includes access to a full kitchen and lounge spaces with flat screen televisions and soft seating. Other building amenities include:

- Copy machine (coin-operated)
- Laundry facilities (coin-operated)
- Meeting rooms
- Vending machines
- Change machines
- Sand volleyball court
- Computer lab (for groups reserving access)

### *Seminar Room*

The Residential Commons seminar room is located on the first floor of the administrative wing in Residential Commons 1 (the building across the street from the Havener Center). This space can accommodate up to 30 individuals in a classroom-style set-up and includes access to a projector, white boards, and tables and chairs.

### *RC2 Basement*

Residential Commons 2 (the "T" shaped building behind RC1) has a finished basement area ideal for large group meetings. The space is open and can seat up to 150 guests in a theater-style arrangement. The space may also be left unfurnished for social events or other activities necessitating an open or flexible space for meeting.

## Dining Services

Monday through Friday, guests may enjoy an all-you-care-to-eat breakfast, lunch, and dinner buffet options in the recently renovated Thomas Jefferson dining hall. Standard weekend service includes all-you-care-to-eat brunch and dinner service. Groups may request for a weekend breakfast option if needed.

In addition to daily and weekly rates offered, partial rates may be arranged for groups planning field trips or who have arranged for special meals off-campus or through campus catering.

Additional food service information to note:

- The food service agreement allows groups staying in the residence halls to bring in snacks and food for special events and meetings, provided the total amount is not in excess of \$150. Events requiring food in excess of \$150 should contact the Catering Office at [cater@mst.edu](mailto:cater@mst.edu).
- If your group is traveling and you'd like to request sack lunches, you may indicate this on your camp reservation form. Sack lunches generally include a sandwich, chips, fruit, dessert, and drink. Requests must be made 48 hours in advance.
- Group leaders hosting participants with food allergies are encouraged to contact the Residential Dining Director directly in order to make appropriate accommodations. Victoria Vita can be reached at [victoria.vita@compass-usa.com](mailto:victoria.vita@compass-usa.com).

***Please note that there are no residential dining options available during the intersession period between spring graduation and summer school opening. Options may also be limited during the July 4 weekend.***

## Supervision

### *Standards*

Any camp or conference group predominantly consisting of minor guests (any group with 75% of participants under the age of 18) is required to have adequate adult supervision. To determine adequate adult supervision, the following ratios are to be utilized:

Attendees ages 6 to 10 will need one supervisor per 10 participants

Attendees ages 11 to 15 will need one supervisor per 15 participants

Attendees ages 16+ will need one supervisor per 25 participants

Residential Life retains the right to approve supervisors. If the supervisor is deemed to be inappropriate or fails to meet supervision expectations during camp activities, Residential Life will provide supervision at the rates noted.

### *Supervision Requirements*

If providing your own supervision, the camp or conference must meet the following standards:

- Adult supervisors must be in the residence halls at any time there are minor guests in the hall.
- Adult supervisors are responsible for the behavior of the minor guests at all times during their stay.

- In addition to specific camps or conference policies, adult supervisors and camp/conference attendees must observe all residence hall policies.
- Any violation of the residence hall policies must be reported to the residence hall staff immediately.

Curfews have been designated to ensure safety of our minor guests. Curfew means that campers must be on their designated floor between the hours set forth by their age range. Camps may choose to make the evening curfew earlier. Adult supervisors are responsible for ensuring campers honor curfew. Exceptions may be made for camp/conference programs with approval from the Residential Life Department.

Attendees ages 6 to 15: Curfew is between 10:00 p.m. and 7:00 a.m.

Attendees ages 16+: Curfew is between 11:00 p.m. and 7:00 a.m.

Camp and conference groups may choose to contract nightly supervision to be provided by Residential Life. Nighttime supervision is defined from 7:00 p.m. until 7:00 a.m. If contracting with Residential Life for supervisors, the group will be billed \$25 per night, per supervisor. Residential Life supervisors will provide the following to your group:

- Night time programming. The number of programs or events will be determined by the number of nights the camp will be staying.
- On-floor supervision of campers in the evening.
- Safety rounds to ensure campers are safe and secure while in the building. These rounds will occur a minimum of three times per night.

All groups need to be aware that if problems arise with the group's supervision, Residential Life reserves the right to notify the Conference Director in addition to providing increased supervision to the camp at a rate of \$10.00 per hour per each additional staff member. The additional supervision may be added to a camp between the hours of 7:00 p.m. until 7:00 a.m. and will be limited to the residence halls.

#### *Conference Director*

Each camp is required to have a conference director (in addition to supervisors) on site at check-in and check-out. Conference directors should expect to arrive at check-in and check-out at least 30 minutes prior to the event. In addition to being present for the group's scheduled arrival and departure times, the conference director will provide Residential Life staff with a schedule of events and contact information for the conference director. Through the duration of a group's stay, Residential Life will maintain this contact information in the event it is necessary to contact the conference director. If the camp provides its own supervision, the conference director is also responsible for overseeing the supervisors.

Conference directors are also responsible for making arrangements for any participants who will be arriving early or late as well as leaving early or staying late.

Should a camp choose not to provide a conference director, one will be provided by Residential Life at the rate of \$100 per day and will be billed for each day the camp resides in the residence halls.

## Daily Room Rates

*Thomas Jefferson (rates do not include linen)*

| Group Size | Double Occupancy<br>(per person) | Single Occupancy<br>(per person) |
|------------|----------------------------------|----------------------------------|
| 1-75       | \$16.50                          | 25.00                            |
| 76-150     | \$15.75                          | \$24.25                          |
| 150+       | \$15.25                          | \$23.25                          |

*Residential Commons (rates include linen)*

| Group Size | Double Occupancy<br>(per person)                        | Single Occupancy<br>(per person) |
|------------|---|----------------------------------|
| 1-75       | \$27.25 (double-suite)<br>\$34.50 (double-deluxe suite) | \$43.75                          |
| 76+        | \$26.00 (double-suite)<br>\$31.25 (double-deluxe suite) | \$37.00                          |

## Meal Rates

**Daily** (all meals served in Thomas Jefferson Hall)

| Group Size | Daily Rate<br>(per person) |
|------------|----------------------------|
| 1-75       | \$22.95                    |
| 76-150     | \$22.45                    |
| 151+       | \$21.95                    |

**Partial Day** (all meals served in Thomas Jefferson Hall )

| Meal                             | Partial Day Rate<br>(per person) |
|----------------------------------|----------------------------------|
| Breakfast                        | \$5.45                           |
| Lunch                            | \$8.40                           |
| Dinner                           | \$11.00                          |
| Brunch<br><i>(Weekends Only)</i> | \$11.00                          |

**Weekly Room/Board Rates** (available to groups staying seven or more consecutive nights)

| Room Type | Thomas<br>Jefferson | Residential Commons                                       |
|-----------|---------------------|---|
| Double    | \$250.00            | \$280.00 (double-suite)<br>\$330.00 (double-deluxe suite) |
| Single    | \$305.00            | \$415.00  |

## Linen and Towel Service

Linen and towel service is available in all areas. Linen service is included in Residential Commons' rates. Groups staying in Thomas Jefferson who request linen will be charged \$5 per person. Linen exchanges are available for \$3 per person/per exchange. Additional linen is available for \$1.50 each.

## Replacement, Repairs & Damages

Conference groups will be charged the cost of repairing or replacing any element of the residence hall facility damaged as a result of a group's use, including lost keys. Lost keys are defined as any keys not returned at the time of a group's check-out. Camp groups will be billed directly for damages; Residential Life is not responsible for billing individual students for lost keys or damages.

| Item                    | Replacement Cost   |
|-------------------------|--|
| Thomas Jefferson Key    | \$120.00   |
| Residential Commons Key | \$120.00 for bedroom key; \$240 for both bedroom & suite/mailbox key |

## Application

### *Information and Application Procedure*

Groups interested in obtaining summer guest housing should complete the Summer Camps & Conferences Reservation Form and return to the Residential Life Office:

Attn: Judy Jacobs  
Department of Residential Life  
Campus Housing & Dining Building  
205 W. 12<sup>th</sup> Street  
Rolla, MO 65409  
573-341-4218

Housing is accommodated on a first-come, first-served basis. Groups are encouraged to submit reservation forms early. Reservation forms are due 30 days prior to a group's arrival. Forms can be found at <http://reslife.mst.edu/camps/> or by emailing Judy Jacobs ([jacobsja@mst.edu](mailto:jacobsja@mst.edu))

Confirmation of all camp information is required five business days before a group's scheduled arrival.

When you submit your participation list, please indicate individuals who are arriving early and/or need to stay late as well as a suggested roommate pairing. In addition, please submit a schedule of your group's activities and events. The activity schedule should include:

- Days and/or times when you will not need a meal in the cafeteria (i.e. catered events, sack lunch, etc.)
- Field trip outings
- Absence from camps for the day or weekend
- Any activity that could affect the billing of room or meal charges

### *Payment Procedure*

Groups associated with Missouri S&T may pay through a transfer of funds. Please provide your MO Code and PeopleSoft account code for billing. Your account will be billed following the date the group checks out.

Groups not associated with Missouri S&T must provide credit card payment information prior to arrival. Individuals who have a stay not covered by the conference must pay prior to checking in.

Room and board cost is determined based on all reservation numbers provided five business days prior to a group's arrival. Participants arriving late or leaving early will be required to pay full room and food service cost.

## **Room Assignments**

The Resident Director or their designee is responsible for assigning rooms prior to participant arrival. When submitting a participant roster, camp directors must include the first and last name of participants, the gender of each guest, and requested roommate pairings (if applicable). While not required, camp directors may choose to include any additional information that may be helpful in making room assignments (i.e. age, school, etc.).

While Residential Life prefers to pre-assign rooms as a means for maintaining an adequate level of key control, we recognize different groups have unique needs based on each camp or conference. Camp directors who wish to assign their own participants must coordinate this effort with the Resident Director assigned to their group.

## **Changes**

### *Changes and Cancellations*

If your group's room, facility or dining needs change from the information provided on the reservation form (including group cancellations), please submit any changes in writing to the Department of Residential Life no less than seven business days prior to your conference arrival.

Five business days prior to a group's arrival, Residential Life will confirm guarantee numbers for each camp group. Groups will be accountable for charges for all guaranteed numbers.

## **Questions**

If you have any questions or would like more information, please contact:

Judy Jacobs  
Administrative Assistant  
Residential Life—Camps & Conferences  
Missouri University of Science and Technology  
205 W. 12<sup>th</sup> Street  
Rolla, MO 65409-0510

Phone: (573) 341-4218

Fax: (573) 341-4544

[jacobsja@mst.edu](mailto:jacobsja@mst.edu)

<http://reslife.mst.edu/camps/camps>

# Frequently Asked Questions

## **Housing Accommodations**

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### **Where are camps being housed this summer?**

Most camps will be assigned to Thomas Jefferson Hall. Upon request, camp groups may also be assigned to the Residential Commons. Please note that limited amenities will be available in the Residential Commons.

### **How do you decide where my group will stay?**

Housing designations are determined by group size, age of the campers, gender and the total number of campers to be accommodated at any given time. While Residential Life attempts to separate groups to the best of our ability, there will be some times during peak capacity when different groups will be assigned to the same residential floor.

### **Will boys and girls be housed together?**

Thomas Jefferson features community bathrooms so male and female guests will be housed on floors designated by gender.

The Residential Commons is a co-ed building with private bathrooms. By request, our staff attempts to separate male and female guests on the floor by housing each group in separate wings. Wings are divided by large floor lounges and camp directors have the option to ask that the fire doors on each wing are closed to promote further separation.

### **Why can't you house the other camp staying in the building on a different floor?**

We attempt to group each camp by gender within a particular floor. However, it is sometimes necessary to group multiple camps on the same floor in order to ensure that our custodial staff can prepare for other incoming guests and to accommodate all requests during a specific week. Age of the campers is taken into consideration when determining placement.

### **What types of rooms are available in the Residential Commons?**

Residential Commons 1 offers double, double deluxe and single suites. Residential Commons 2 is entirely double suites.

### **Are single rooms available?**

Guests may request a double room as a single for an additional fee. For groups requesting single rooms for all participants, there are a limited number of single occupancy rooms available in RC1.

### **Are any ADA rooms available?**

There are designated rooms in the Residential Commons and Thomas Jefferson to accommodate guests with special needs. We ask that you inform us as far in advance as possible in order to help plan for these needs.

## **Amenities & Services**

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### **What is provided in each residence hall room?**

Residence halls are furnished with the following:

- Twin sized bed
- Desk
- Closet
- Dresser
- Cable-access

Additionally, guests in Thomas Jefferson and the Residential Commons are able to adjust the temperature of their suites or bedrooms.

### **What other amenities are available in Thomas Jefferson?**

Thomas Jefferson houses our summer school students and the majority of our summer guests. Front desk services are available 24 hours a day, seven days a week at the TJ front desk. These services include mail/package receiving, phone messages, and assistance with lock-outs or other key matters. With respect to housing and residence hall safety matters, the Thomas Jefferson front desk serves as a central point of communication for University Police, Residential Life staff and other campus constituents during the summer months.

In addition to front desk services, each tower in Thomas Jefferson has a laundry room, ice machine and designated vending areas. Kitchens with full-sized refrigerators are available on each floor. Guests are welcome to use the sand volleyball court located near the north lounge.

Groups wishing to use lounge space for social activities may do so by noting the request on your housing reservation form. Flat panel televisions are located on each floor of Thomas Jefferson.

### **What linen is included in the housing rates?**

Standard linen service is included in all Residential Commons rates. This includes two sheets, one pillow, one pillowcase, one blanket, and one towel and washcloth. Linens are available upon request in Thomas Jefferson at an additional cost of \$5 per camper. Linen is placed on each bed at check-in only.

Groups who wish to offer a linen exchange may do so at an additional charge of \$3.00 per person. Extra towels are available for \$1.50 per person.

### **Is internet available?**

All rooms are wired for campus Ethernet and wireless service. However, it is the responsibility of each camp director to request guest access to these services through IT if needed.

### **What if I would like to reserve a floor lounge for an event or a social activity?**

Camp guests are welcomed to utilize floor lounges and other common areas for group socials or activities. However, please note the floor plan of Thomas Jefferson limits our ability to restrict access to floor lounges if other guests are sharing the floor.

If you prefer an area where we are able to prevent other campers or guests from accessing your social, you may consider reserving the basement or the Thomas Jefferson south lounge for your activity.

### **How can I request space for storage?**

Limited areas are available for storage on a first-come, first-served basis. At this time, we currently do not charge for storage space. Please note that storage areas are very limited and we cannot guarantee availability for all groups. As such, we strongly encourage camp directors to plan accordingly. To request storage, please make a note on your housing reservation request.

### **Is on-campus parking available?**

Thomas Jefferson and the Residential Commons offer ample parking during the summer months. Camp directors who wish to offer parking must make arrangements through Parking Services for permits prior to their group's arrival.

## ***Reservations & Confirmations***

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### **When should I turn in my reservation form?**

Reservation forms are due a minimum of 30 days prior to your group's arrival. However, for planning purposes, we prefer to have reservation forms as soon as dates have been established by camp directors, with preference to reservations submitted by April 15<sup>th</sup>.

As a friendly reminder, we recognize the needs of your group will evolve along with your planning process. As such, we welcome changes and updates to your preliminary numbers as available. You will be contacted two to three weeks prior to your arrival to update any information and again the week prior to your group's arrival in order to confirm final numbers.

If you anticipate significant changes in numbers, we encourage you to contact our office as soon as possible to ensure that ample space is available for all campus groups. Please note that housing accommodations are made on a first-come, first-served basis.

### **Who is my main point of contact on campus?**

Camp reservation forms are initially processed by Judy Jacobs at [jacobsja@mst.edu](mailto:jacobsja@mst.edu). Ms. Jacobs will work with you to clarify any initial needs for your camp group.

As the date of your event approaches, you will be assigned a full-time member of the Residential Life professional staff to help assist with your group needs. The Resident Director is a full-time professional staff member who works with the camp counselor staff to manage keys, emergency procedures, maintenance issues, etc. within the building.

After hours, a member of the Residential Life professional staff is on call at all times and can be reached via the Thomas Jefferson front desk in the event of emergencies.

### **When do I need to confirm my numbers?**

You are required to confirm numbers seven business days prior to the arrival of your camp. Groups who fail to provide confirmation numbers will be billed the full amount for housing and dining to accommodate the original numbers listed on the reservation form.

**Why do you need a copy of my camp schedule?**

It is not uncommon for parents or other university staff to contact the Thomas Jefferson front desk when they need to reach a member of your group. Your schedule allows us to provide optimal customer service and provide information about your estimated arrival back to the halls.

**When can my group check-in or check-out?**

Check-in and check-out times may be scheduled any time between 7 a.m. and 7 p.m. daily and will be staffed with Conference Assistant staff as well as a member of the Residential Life professional staff team. Early arrivals and late departures are generally managed through the 24 hour desk in Thomas Jefferson Hall. Groups requesting service outside of this time period may do so for an additional charge.

Each camp is required to have a conference director in addition to supervisors on site at check-in and check-out. Conference directors should expect to arrive at check-in and check-out at least 30 minutes prior to the event. If the camp provides its own supervision, the conference director is also responsible for overseeing the supervisors.

Should a camp choose not to provide a conference director, one will be provided by Residential Life at the rate of \$100 per day of the camp/conference stay.

**Are we able to assign campers to rooms?**

Most camp groups prefer to have the Residential Life staff make room assignments and note any roommate or other special requests on the camp roster provided to our office. As such, it is especially important to note gender of campers in order to ensure room assignments are made properly.

However, if you prefer to assign campers, you may certainly do so provided that rosters are turned into the Residential Life Office a minimum of five business days prior to your group's arrival. This ensures we have adequate time to prepare keys, meal cards and other check-in materials.

# ***General Camp Policies***

## **Keys**

- Upon checking into the Residential Commons, each guest will receive two keys on a lanyard; guests staying in Thomas Jefferson will receive one key on a lanyard. Guests are responsible for the keys issued and signed for—*do not trade keys*.
- Lost keys should be reported to a Camp Counselor or to the front desk as soon as possible. Cost of replacement:
  - \$240 for all keys in RC (\$120 for room key/\$120 for suite/mailbox key)
  - \$120 for Thomas Jefferson key

## **Elevator & Building**

- Please leave the building the way you found it
- No horse playing on the elevator; failure to respect the elevator may result in loss of elevator privileges

## **AC Issues**

- If it is too cold, guests may adjust the temperature in each room or suite
- Please do not open the window as it leads to condensation issues

## **Fire Alarms**

- In the event of an emergency, all guests are expected to comply with requests from a Residential Life staff member
- Evacuate the building by going to the nearest stairwell and exiting the building; meet outside and move 100 feet away from the building
- Remain outside until given the all clear from the university camp staff

## **Tornado Sirens**

- If you hear tornado sirens, seek shelter & wait for instruction from hall staff
  - RC1—seek shelter in the basement
  - RC2—gather in the entry way of the suite (between the bathrooms); close all bedroom and suite doors and wait for further instruction from staff
  - TJ—proceed to the basement/bathroom area of the building on the ground floor

## **Front Desk**

- The front desk in TJ will be open 24 hours daily
- Please visit the front desk if you cannot find a camp counselor and you need assistance
- Approved equipment may be checked out by the camp staff only

## **Door Decorations**

- Please leave door decorations on your door so that staff can identify where people are living; door decorations may be taken home upon departing

### **Alcohol & Smoking**

- All buildings are alcohol and smoke free
- Please note: there may be changes to the tobacco policy at the university beginning July 1, 2017 prohibiting all tobacco on campus. As this policy becomes finalized, we will post it on our website, [reslife.mst.edu](http://reslife.mst.edu).

### **General Safety & Misc.**

- Lock doors when not in the room and at night
- Use tunnel to get to main campus- **do not** cross highway 63
- Do not prop exterior entrance doors
- Report any suspicious behavior to staff or police immediately
- Remember to clean up after yourself while in all residential areas (including the dining hall)