

# Summer Conferences Information

MICHIGAN STATE  
2011



Welcome to Michigan State University! The staff members of Residential and Hospitality Services are focused on the welfare of conference participants and will work to ensure that their environment is comfortable, clean, fun and most importantly — safe and secure.

## **SAFETY, SECURITY AND VISITORS**

All halls have staff members working and residing within the halls 24 hours a day during camps. These staff members will be living on the floors and/or in the building with the participants and are trained to handle hall security, emergency situations, daily operating procedures.

For the safety and security of all participants, all side doors are designated for exit only. Entry into the hall is required through the main front entrance. The main front door to the residence halls will be locked at 10 p.m. for halls with youth conferences and 11 p.m. for adult conferences. There will be a night receptionist on duty at the main front doors to assist participants that need to enter the building after hours.

Only conference participants are allowed to be in the hall after the building is locked at night.

## **ITEMS TO BRING WITH YOU**

- Personal care items (e.g., toothbrush and toothpaste)
- Small fan
- Alarm clock

## **ITEMS THAT WILL BE PROVIDED**

- Blanket
- Pillow and pillowcase
- Mattress pad
- 2 sheets
- 2 bath towels

## **ROOM FURNISHINGS**

Guests should not rearrange the furnishings in their rooms and will be charged if staff must return furnishings to their original arrangement. Rooms are inspected before guests arrive and again after they depart. Damages other than normal wear are charged to the people occupying the room (the total damage charge is equally divided among the room's occupants).

## **LOSS OF UNIVERSITY PROPERTY**

To ensure that linens and room keys are accounted for, each guest must check out of the hall at the end of the conference. Guest will need to return to their rooms to search for any missing item(s). Conference fees do not cover payment for any lost items, therefore, conference participants will be billed for the cost of any lost keys, linens, etc.

## **LOSS OF PERSONAL PROPERTY**

Participants must always keep their rooms locked to prevent loss of personal belongings. Please encourage your camper to lock their room. MSU Police will be contacted in the event of theft/loss. MSU is not responsible for lost or stolen personal property.

During the camp, all lost and found items are held at the service center of each building. Following the camp, all items are turned in to the service center, along with any items that may have been left in a room.

## **EMERGENCY PROCEDURES**

Conference assistants and hall staff members have been trained to respond to various emergency situations. Weather alert radios are monitored at each service center. Should the weather become threatening, staff will be alerted and will take appropriate actions.

## **DISCIPLINE**

The following is a list of the Residence Hall Regulations. These regulations were established to help everyone maximize their learning and fun without infringing upon the rights of others. On rare occasions, we may find it necessary to send a conference participant home for violating one or more regulations. The conference coordinator/guest service manager will make a final decision to administer appropriate disciplinary actions. If you are contacted, we expect that you will make immediate arrangements for the transportation of your conference participant.

## **CAMP VIOLATIONS**

- Possession and/or consumption of alcohol, illegal drugs, fireworks or lethal weapons, on and off campus
- Tampering with fire alarms, safety or security equipment
- Malicious damage of university or personal property
- Presence of guests of the opposite gender in the residential area of the building
- Smoking cigarettes, pipes or cigars
- Gambling
- Excessive noise or horseplay in the residence hall (no roughhousing or physical contact)
- Use of any materials presenting a fire hazard such as candles or incense
- Use of electrical appliances other than radios, stereos, televisions, refrigerators and personal grooming devices
- Harassment and intimidation of other guests or staff
- Hazing other campers
- Playing in or using any sporting equipment in the hallways
- Violations of federal, state and local laws or camp or conference rules
- Theft of personal property or university property
- Setting fires (possessing candles, incense and/or using fireworks are not allowed)
- Removing food, glassware, utensils and other materials from the dining room