

## **RESPONSIBILITIES OF GROUP LEADER/ON-SITE COORDINATOR**

1. Read and understand terms of the Agreement (Contract).
2. Agree to acquaint the group/staff with the Rules and Regulations of Conference Programs.
3. Notify the Conference Coordinator of the number of participants no later than two weeks prior to arrival.
4. Groups are locked into their 14 day amendment guarantee.

## **WHILE YOUR GROUP IS ON CAMPUS**

1. Group Leader should be among the first to arrive on campus at the designated check-in site where the Conference On-Site Coordinator will be there to greet you with instructions.
2. Check-In Time: 10:00 a.m., or later at the hall assigned for check-in. During check-in, individuals will pick up keys, access card/fob, and be checked into our system. Allow ample time for the check-In process which depends on the group size. It takes approximately three minutes to check each person in.
3. Updated roster is required for Emergency Protocol. Give updates to Conference Front desk.
4. Inform your staff of the emergency evacuation procedures. All guests must evacuate building. A fine can be cited by police for failure to evacuate premises.
5. Pizza boxes, excessive trash and room trash can be disposed of in the dumpsters located outside each hall. Extra trash bags are available at the Conference 24/7 Front Desk in Riverview Hall or at your hall front desk during hours of operation.
6. If damage is discovered after a group leaves, it will be charged to the group/organization. Documentation will be sent to the group leader along with photo(s).
7. All refrigerators (if reserved) must be emptied prior to departure.
8. Parking permits are required to park in the residence hall complex. Please order two weeks in advance. Permits cannot be ordered same day, evenings or weekends.
9. Please do not move or relocate furniture, pool tables or ping pong tables. A fee will be charged to the group, refer to Additional Charges on our website for costs.
10. Linen Services (if requested) is only issued to sleeping rooms and must be left in the room. Leave pillow and blanket on bed, and remaining linen placed on floor next to bed on your side of room. Do not leave linen in bathrooms. Staff will inspect rooms to accurately account for linen. Any additional linen issued for other than sleeping rooms will be left at a mutually agreed upon location. Linen which is stained, damaged or missing will be charged to group for replacement.
11. Group leader should do a final check of sleeping rooms, study rooms, kitchen, study lounges, recreation rooms, etc. to check for items left behind, excess trash to be taken to dumpsters, any noticeable damages, please report to (916) 278-4982 to the Conference & Event Services Office.

## GROUP COORDINATORS

### PLEASE ANNOUNCE TO YOUR STAFF/PARTICIPANTS

- Quiet hours are in effect after 10:00 p.m., the on-site Group leader will be called if we receive a complaint. If the problem continues – Coordinators or leaders will be called.
- Keep main doors closed and do not prop for security purposes.
- Furniture may not be removed from any building, bedroom, or common area room. Please do not re-arrange room furniture or dismantle furniture, beds, etc. Per fire safety regulations furniture is not permitted to be in hallways or bathrooms. Mattresses are to remain on beds. A fee will be charged to the group for resetting/relocating furniture, or for unusual breakage or excessive damage. Damage to mattresses such as ink, rips, graffiti, or body fluids such as (blood, vomit, fecal matter) will be charged a cleaning fee if cleanable or if damaged beyond cleaning a replacement cost per mattress will be charged.
- Pool tables cannot be moved, a re-balancing fee will be applied to the group if a pool table has been moved. See Additional Charges for costs. Contact Conference & Event Services to move ping pong tables to avoid damage.
- Glitter is prohibited in the residence halls.
- Please dispose of waste in the proper waste receptacles provided. If bedroom waste receptacles become full participants should toss waste in the appropriate dumpsters behind Desmond, Jenkins, Draper, Sierra or Klamath Hall. If your group resides in Riverview Hall or American River Courtyard please use the trash chutes located on each floor. If public area waste receptacles become full call Conference Services front desk (916) 278-4982 for assistance.
- For fire and safety, DO NOT hang posters, banners, fliers, streamers, stringed lights from hallways, doorways, over lights, fire alarms, Exit signs, etc.
- Sacramento State is a smoke free campus.
- Damage to mattresses such as: ink, rips, graffiti, or body fluids such as (blood, vomit, fecal matter) will be charged a cleaning fee if cleanable or if damaged beyond cleaning a replacement cost per mattress will be charged.
- No drugs, alcohol allowed by any staff or participant. Such violations will be notified and reported to campus police, group coordinator and the staff and/or participants will be asked to leave without refund and group will be held accountable for individual's actions.
- If problems should occur during the day or after hours such as: Clogged toilets, key/badge problems, A/C, lock-outs, security door alarm re-sets, power outlet, broken desk/ closet door, please call the Conference & Event Services staff at (916) 278-4982. For lock-outs, call the Conference & Event Services staff on duty NOT campus police.
- Keys/cards/fobs – if you should lose a room key or card/fob, please see your group coordinator to request a replacement - a replacement cost for either a key or card/fob. All keys/fobs will be charged if not returned during check out process.

