

RESPONSIBILITIES OF GROUP LEADER/ON-SITE COORDINATOR

1. Read and understand terms of the Agreement (Contract).
2. Agree to acquaint the group 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. 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.
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. Be responsible for all equipment and keys/cards/fobs issued.
6. Pizza boxes, excessive trash and room trash can be disposed of in the dumpsters located outside each hall. Extra trash bags are available by request.
7. A fee will be charged to the group for relocating of furniture, or for unusual breakage or excessive spills and stains. Do not move pool tables. A \$150.00 re-set fee and labor will be charged to group
8. All refrigerators (if reserved) must be emptied prior to departure.
9. 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.
10. Be prepared to pay for any breakage or damage incurred. If damage is discovered after a group leaves, it will be charged to the group/organization. Documentation will be sent to the group coordinator along with photo(s).
11. 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 assess missing or damaged linen. Any additional linen issued for other than sleeping rooms will be left at a mutually agreed upon area. Linen which is ripped or missing will be charged to group for replacement. Linen which is stained by paint, make-up, grass, markers, nail polish, etc. and not cleanable by laundry service will be charged a replacement cost.

GROUP COORDINATORS PLEASE ANNOUNCE TO YOUR STAFF/PARTICIPANTS

- Notify staff/participants not to remove window screens. \$35.00 labor charge to reconnect. Keep windows closed to keep cold air in.
- Quiet hours are in effect after 10:00 p.m. Group coordinator will be called if we receive a complaint. If problem continues – Coordinators or leaders will be called.
- DO NOT remove any furniture from rooms, study rooms or lounges. Do not re-arrange room furniture – a \$35.00 charge to re-set each room will be charged. Do not dismantle furniture, beds, etc. No furniture should be in hallways, which includes desks, chairs, etc. Mattresses should not be removed from beds, placed in other rooms or on floor.
- Glitter is prohibited in residence halls.
- Toss trash in garbage cans, if cans are full toss in dumpsters behind building. Excess trash on floors, sunflower seeds, soda, water bottles, etc. should be placed in trash cans. \$35.00 charge to clean up room. If trash cans are full, do not pile up next to trash or place in restrooms.
- For fire and safety, DO NOT hang posters, banners, fliers, streamers, stringed lights from hallways, doorways, over lights, fire alarms, Exit signs, etc.
- Damage to mattresses such as: ink, food stains, rips, graffiti, makeup, body fluid (blood, vomit, fecal matter) will be charged a cleaning fee if cleanable or if damaged beyond cleaning, stained, ripped or soiled by body fluid a replacement cost of \$150.00 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 after hours such as: Clogged toilets, key problems, lock-outs, fire alarm door re-sets, excess noise after 10 p.m. from other group, 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 - \$30.00 replacement cost for either a key or card/fob. All keys must be returned at check-out. All keys/fobs will be charged if not returned during check out process, No Exceptions.
- Group coordinator should do a final check of rooms, study rooms, kitchen, rec. rooms, etc. to check for items left behind, excess trash to be taken to dumpsters, any noticeable damages, please report (916) 278-4982 to the Conference & Event Services Office.

