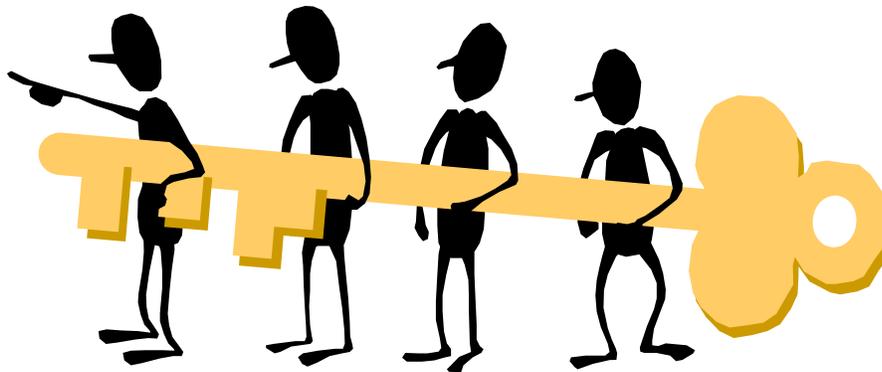


# **RESIDENCE HALL GUIDELINES FOR Summer Camps and Conferences**



Residence Life, Arkansas State University  
PO Box 2774, State University, AR 72467

**GUIDELINES FOR DIRECTORS, COACHES, AND SPONSORS**

**WELCOME TO ASU!**

We are very happy that you have chosen ASU as your facility for your group or camp. While your group stays on campus, your role will be extremely important to the success of your camp.

These guidelines were prepared after many years of experience with youth groups. The following are suggestions to help you avoid potential problems that could arise during your stay in the ASU Residence Halls.

1. Be with your group at all times. Check on them frequently, especially at night.
2. Set high expectations of behavior, including a suggested 11:00 pm room curfew. Set an excellent example through role model conduct.
3. Plan to keep your group occupied during non-scheduled “free” time. The most successful groups are those with less individual unstructured time.
4. Keep Residence Life informed of all problems and concerns. We can only be of help if we are made aware!
5. Important telephone numbers:

<b>Arkansas Hall Desk:</b>	<b>972-2041</b>
<b>Kays Hall Desk:</b>	<b>972-2046</b>
<b>University Hall Desk:</b>	<b>972-2051</b>
<b>North Park Quads Desk:</b>	<b>680-1599</b>
<b>Collegiate Park Desk:</b>	<b>680-4469</b>
<b>Residence Life:</b>	<b>972-2042</b>
<b>University Police:</b>	<b>972-2093</b>
<b>Food Services:</b>	<b>972-2059</b>
<b>Parking Services:</b>	<b>972-2945</b>
<b>Admissions Office:</b>	<b>972-3024</b>

## **GUIDELINES**

The following is a list of university rules and regulations that apply directly to summer conferences and camps. Please see that you and your participants know and understand these important policies.

1. Residents may not occupy windowsills, roofs, or any other external appendage of ASU facilities.
2. Possession of firearms or weapons of any kind, ammunition, fireworks, explosives, or highly flammable materials in the residence halls are prohibited.

3. Possession of alcohol or drugs (without prescription and consent from parent) on state property is strictly prohibited.
4. Tampering with or removal of windows, window screens, fire systems, fire-fighting equipment, or emergency call systems is not tolerated.
5. Behavior dangerous to persons or property including fighting or threatening another person is not allowed.

Any infraction in the aforementioned policies could result in the participant being removed from the residence halls.

### **COACH/ SPONSOR BEHAVIOR**

1. Do not buy alcohol for members of your group or other groups.
2. We advise bed check after curfew, which enables you to know where each member of your group is; it will also alert you to any possible problems.
3. Post “sponsor” or “coach” signs on your door to help your participants and university personnel locate your room quickly and efficiently.
4. Please do not allow participants to change rooms after check-ins are completed. In case of an emergency or problem, we need to know exactly where each guest can be found.

### **USE OF FACILITIES**

1. Campers should be advised to bring their own linen, towels, personal items, and trash bag for their room.
2. Banners, signs, etc., on painted surfaces are not to be posted with tape.
3. Mattresses and furniture are not to be moved.
4. Please notify the Conference Assistant if you would like to use any other area of the building.

### **CONSIDERATION FOR OTHER GROUPS**

Camps may have to share the building with other camps. It will be the responsibility of the camp director to set and enforce the rules. It is the camp sponsor’s responsibility to supervise and handle any disciplinary problems.

### **CAMP MANAGEMENT**

**Supervision:**

Residence Hall Directors and Conference Assistants are in the building to be facility managers. They are not there to serve as counselors, supervisors, or disciplinarians of your camp. You should provide adequate adult supervision. Each Hall Director should be given the names, room number, and phone numbers of where their sponsors can be reached during the day, should problems occur.

Campers should be provided with adequate supervision and activities to serve as a deterrent to horseplay and damages. Your camp will be charged for any damage done to the building during your stay. It is your responsibility to make an appointment with the Hall Director to conduct a formal check out. The hall maintains a master file on the condition of the building.

**Desk Coverage:**

Conference Assistants will also be available at the front desk from 7:00pm – 9:00pm.

**Payment:**

Charges will be based upon the number of participants and the number of nights reserved. The Residence Life Office must receive payment within 10 working days from the day of your last camp.

**Check-In:**

We ask that 2 weeks prior to camp check-in that you supply a roster of participants. Check-in must be scheduled at specific times with Residence Life. If part of your group is coming in earlier, you are responsible for making arrangements with Residence Life to get them checked in.

**Checkout:**

Campers' rooms should be checked the morning of checkout for cleanliness. There will be a cleaning charge for each room left excessively dirty. Campers must check out and vacate their room by noon on the day of checkout, unless other arrangements are approved through Residence Life. Your camp will be charged an extra day's rent for each person not checked out by that time. Our housekeeping staff must be able to clean the rooms for the next camp.

**Key Replacement:**

If a camper loses a key, a replacement key is available at the hall desk. If at the end of the camp, all keys are not returned, the camp will be assessed a fee ranging from \$40.00 - \$210 for lock changes.

**Telephones:**

All rooms have local service in addition to on-campus service. In addition you may make long distance calls with a calling or credit card. Some groups in the past have requested that phone service be disconnected during their stay. We are unable to turn services on and off. Also, group sponsors should not do anything to remove telephone handsets or other parts.

## **SAFETY**

### **Liability:**

It is important to remember if something happens to someone under 18 who is in your care, you can be held personally liable. If a participant engages in unsupervised and unsafe activities, such as crawling out on window ledges, throwing items out of windows, or playing in water fights, the coach or sponsor is directly responsible if any injuries occur.

### **Emergencies:**

Medical emergencies are to be handled through University Police and/or the Residence Hall Director or Conference Assistant. Know your participants and any medical information about them that might be helpful in an emergency. Also, please have their medical release form available. If any time you hear a fire alarm, everyone **MUST** evacuate. Shut and lock the door behind you.

There are two hospitals in close proximity to the campus, as well as emergency care facilities.

- St. Bernard's Regional Medical Center, 2223 E. Jackson, 972-4100
- NEA Medical Center, 3024 Stadium Blvd., 972-7000

### **Security:**

Be cautious of strangers; report all strangers to the hall desk or call University Police. If you see something or someone suspicious, report it immediately. Discuss with the Conference Assistant about any additional security precautions for your camp or conference. Be sure that all door interior and exterior are locked at all times.

## **CHECK LIST**

- ✓ Provide Residence Life with a completed roster when registration is complete.
- ✓ Provide Residence Life with a schedule of daily activities.
- ✓ Provide Residence Life with a daytime phone number for the camp sponsor or coach.
- ✓ Please keep student medical release forms available at all times.