

# CONFERENCE PARTICIPANT EXPECTATIONS

All conference participants at Northern Arizona University are asked to comply with the following rules and regulations. The purpose of these rules is to insure the safety and comfort of all participants, as well as, the proper care of all facilities.

## COMFORT and CONVENIENCE

- Wireless Internet Access- Is available at no charge to conference participants. Conference participants should connect to the wireless signal labeled “conferences.” Participants are expected to use the internet connection appropriately.
- Washer/Dryer Machines- Are available in each residence hall. The machines DO NOT take change. Participants must load money onto their Jacks Debit Express card. Please talk to our conference planning manager for further information.
- Refrigerator – **For your convenience and comfort a refrigerator is available in each room. Each guest is required to empty and clean the refrigerator prior to checking out to avoid any cleaning fees. (Cleaning fee \$25/ hour; minimum 1 hour)**

## SAFETY and SECURITY

- Campus Health Services - is open Monday-Friday, 7:30am – 4:30pm. Conference participants are able to be seen at the health center. Payment is required at the time of service. In addition to Campus Health Services, there are a number of Walk-In Clinics in the Flagstaff area. Also the Flagstaff Medical Center is open 24 hours a day.
- Fire alarms - When you hear an alarm, please exit the building immediately. Elevators will not be available for use. Please notify the front desk if a participant is immobile. Please do not tamper with any fire safety equipment.
- Keys - **If you lose your room key, please report it the hall desk or a hall staff member as soon as possible. There will be a \$25.00 charge (\$40 in Mt.View) for room keys and a \$25 charge for entrance cards.** Please make sure you don't take your keys home with you. **The university immediately changes the locks on rooms with missing keys and you will be billed the lost key charge even if you mail them back.**
- Always lock your door - even when sleeping. It's important to protect your possessions. We are not responsible for items that are lost or stolen.
- **Entrance doors will be locked at 9 pm and unlocked at 7 am. Please be aware that, between these times, you can get out of the building, but you will not be able to re-enter without an entrance card. Do not prop open entrance doors.**
- Windows – Please report any problems with your screen to the front desk when you check in. Do not remove screens. There will be a \$15.00 reattachment fee for each window- left without a screen. A damage charge will be assessed if the screen is not in shape to be reattached.
- Repairs - If you find any need for repairs, please report them to the hall desk. We want to make sure that the room is comfortable and secure for you during your stay.
- Furniture- **Furniture is placed in a standard formation. Do not move or bunk beds. Beds can be lowered upon request.**

## COURTESY

- Noise - **At times there are several groups in the building, each with different waking and sleeping schedules. Please be considerate of others at all times. We ask that all groups observe quiet hours after 10:00 p.m. (this includes inside and outside the building). Any noise complaints can be directed to the hall desk or the staff member on-call.**
- Help keep our campus clean! - Please make sure that you place your trash in trashcans, whether in your room, in the lobby, or out on campus.
- Lobby use - If you rearrange lobby furniture while you use it, please put it back in its original set-up when you are done so that others can enjoy it!
- No pets are allowed on the university campus or in the residence halls. Only dogs that are trained and certified as "working animals" are allowed in campus buildings. Staff must be notified at least 2 weeks in advance if such accommodation is necessary.
- Civility- We asked that all conference leaders and participants treat each other as well as members of the NAU community with respect. If at any point participants feel as though they are treated inappropriately during their stay, please contact your conference intern.

## DEPARTURE

- Trash - Please take excessive trash out to the dumpsters near your building. This will help our staff get the room ready for the next occupants. A cleaning fee is assessed if there is excessive trash in rooms.
- Linen – University linen may be left on the bed when you leave. Our staff will collect it.
- Keys - Make sure that your keys are turned in to the desk so that you are not charged for a missing key!
- Damages - Please note that all conference participants are responsible for any charges related to damages to the room fixtures or furniture that occur during their stay. The conference leader will receive a detailed bill regarding damages.
- Walk-Through- Each youth conference leader is required to complete a post-conference walk through of residence hall rooms prior to their departure. Conference leaders will work with the residence hall conference staff to determine an appropriate time.

## ALCOHOL

- **On campus consumption and possession of alcoholic beverages by conferees of legal drinking age is permitted only in approved residence halls. Open alcohol in public areas is strictly prohibited except in limited access areas, which are designated and approved by the NAU Office of Residence Life.**

## **FIREARMS AND WEAPONS**

- Possession, use, or sale of any incendiary, explosive, or destructive device or any firearm on the university campus and within the residence halls is not permitted. At no time will live ammunition of any type be permitted in or on university premises. Switchblade knives, bayonets, swords, hunting knives, knives with blades over three (3) inches in length and any object reasonably perceived to be a weapon are prohibited. The firing of any type of firearm, bow and arrow, slingshot, or any other weapon on campus is prohibited. Bows and arrows may be shot in established areas and under the supervision of a faculty member.

## **SMOKING**

- **Smoking is not allowed in any conference hall. Designated smoking areas are posted and should be observed.**

## **SPECIAL NEEDS**

- If at any time during your stay you experience special needs regarding a disability, please be sure to inform a staff member so that an effort can be made to accommodate your needs.

Revised 1/18/10

## **CHEER/ATHLETIC CAMP EXPECTATIONS**

**CHEERS and CHANTS**- Please save all cheers and chants for areas outside. Because your cheer camp shares the building and the campus with other groups, we ask that you observe quiet hours starting at 10 p.m. every night and respect courtesy hours at all other times of the day while in the residence hall.

**PRACTICE**- For safety reasons, please do not do any practices or other stunts inside the building. Please do not run or yell inside the residence hall.

**DECORATIONS**- are a fun part of any camp. However, we ask that you do not attach anything to the sprinkler heads or smoke detectors, for safety reasons. Also, please do not tape decorations in such a way that they block passage in the hallways as it is considered a fire hazard. Please be careful when removing decorations that you do not take paint off the wall when removing tape. You will be charged \$75 for repainting each wall damaged by tape removal.

**GLITTER- NO GLITTER!** Glitter is very difficult for our staff to clean up after you leave as it sticks in the carpet and is hard to vacuum up and very often damages the vacuums. You will be charged \$25 for every hour it takes our staff to clean up glitter and any excessive leftover decorations from rooms and hallways.

We want you to enjoy yourself while you stay with us. These guidelines have been created to promote a safe, clean environment for your stay here. Please contact a building staff member if you have questions about these or other building rules.

***WE HOPE YOU ENJOY YOUR VISIT AT NAU. PLEASE JOIN US AGAIN SOON!***