

CONFERENCE YOUTH COUNSELOR EXPECTATIONS

As a coach, counselor, or chaperone for a youth group staying in the residence halls at Northern Arizona University, you have taken on several responsibilities. To ensure that all youth groups staying in our buildings have a pleasant visit, we ask the following of you:

Conduct: **You are responsible for the conduct of your group members. Coaches/ Counselors must always be present in the hall when their group/ team is in the hall.** There should be at least 1 coach/ counselor for every 10 participants.

In addition to any rules and regulations your specific conference might have, we ask that the “Youth Conduct Regulations for NAU Residence Halls” be enforced. (Please see attached copy) **Please note the expectation to keep noise to a minimum after 10:00 pm.** This includes **outside** of the residence halls as well as inside, because the noise can be disruptive to other conference participants and summer school students. Each hall has a lobby area inside where youth group members may visit without disturbing others. It is also important for you to communicate the rules and regulations to the youth in your group, so that they understand what is expected of them.

Emergency Situations: At times, we have medical emergencies with the conference participants staying in the halls. We ask that you be available and assist in making the decision to take youth to the health center on campus, to the hospital, etc. Your group will have copies of the participant’s medical release forms. **It is very important that you provide hall staff with a copy of the medical release forms. We must have a form to act in any medical emergency.**

In the case of a **fire alarm**, we ask that you assist the hall staff by having your group evacuate the building as quickly as possible. The hall staff will announce when it is safe to re-enter the building.

Anytime you notice a **facilities emergency** (flooding toilet, broken window, etc.), please notify the hall staff through the front desk so we can have the problem fixed in a timely manner. Please feel free to report any non-emergency facilities problems to the hall staff at any time - we want to make sure your rooms are comfortable and in good condition during your stay!

If you have called the police, ambulance, or fire department for any reason, **contact a hall staff member to inform them and give them an indication of what the circumstances are.**

Availability: **There should be at least 1 coach/ counselor for every 10 participants.** To serve the above functions, it is important for you to be available in the hall and accessible to your youth participants. This is especially crucial in the evening and throughout the night. If there is more than one coach/ counselor with the group, you may want to take turns being available. Please let the hall staff know who they can contact if need be.

Visitation: Since the halls are co-ed, we ask members of the opposite gender to meet in the main floor lobby only and not on floors of the opposite gender.

Side Entrance/Room Doors: Doors to the building or to rooms should not be propped open at any time. It is a safety hazard for all occupants of the building. We are not responsible for lost or stolen items.

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.

Alcohol: Due to the responsibility that a coach/ counselor have for the safety, security, and conduct of their youth participants, we do not allow coaches/ counselors to consume and/or possess alcohol in the residence halls at any time.

Smoking: Smoking is not allowed in any conference halls. If you are a smoker, we ask that you please step outside if you wish to smoke.

Special Needs: If at any time during your stay, you or one of your participants should experience any special needs regarding a disability, please be sure to inform a staff member so that an effort can be made to accommodate your needs.

It is important to us that all of our conference participants have an enjoyable visit at Northern Arizona University. You play a key role in making their experience here a good one and we appreciate your efforts! If there is anything we can do for you, please let our hall staff know!

YOUTH CONDUCT REGULATIONS FOR N.A.U RESIDENCE HALLS

All participants in youth groups at Northern Arizona University who reside in residence halls are required 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, insure the proper care of all facilities.

SAFETY

- **Fire alarms** - When you hear an alarm, please exit the building immediately. Please do not tamper with any fire safety equipment.
- **Windows** - Do not remove screens or go in and out of the building through the windows. There will be a \$15.00 reattachment fee for each window left without a screen. There will be a damage fee if the screen is damaged or can not be reattached.
- **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.

COMFORT

- **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)
- **Noise** - Please keep noise to a minimum, especially after 10:00 p.m. (this includes inside and outside the building). At times there are several groups in the building - each with different waking and sleeping schedules. Please be considerate of others at **all** times!
- **Repairs** - If you find any need for repairs, please report them to your counselor or to the hall desk. We want to make sure that the room is comfortable for you during your stay.
- **Furniture**- For safety reasons we ask that furniture is not moved and beds are not bunked.

SECURITY

- **Keys** - If you lose your room key, please report it to your counselor or a hall staff member as soon as possible. There will be a \$25.00 charge (\$40 in Mt.View). Please make sure that you do not take your keys home with you. The university changes the locks immediately on rooms with missing keys. You will be billed the lost key charge even if you mail them back.
- **Always lock your door** - even when sleeping - unless your counselor tells you otherwise. 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.**

CLEANLINESS

- **Help keep our campus clean!** - Please make sure that you place your trash in trash cans - 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!

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 for excess trash left in rooms.
- **Linen** - Leave university linen on the bed - unless your counselor has given you different instructions.
- **Keys** - Make sure that your keys are turned in to the desk or your counselor 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.

VISITATION POLICY

- Members of the opposite sex are not allowed to visit conference participants on the floors, but should be met in the lobby. For further guidelines in other buildings, please ask your counselor!

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.

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.

SMOKING OR ALCOHOL ARE NOT PERMITTED

Revised 1/18/10

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