



NORTHERN ARIZONA UNIVERSITY

Summer Camps & Conferencing



Photography by [unreadable]

Elevate
Your Experience at
Northern Arizona University



Camps & Conferencing

Summer Conferencing Guidelines

These are the major items applicable to most conferences.

Security & Supervision

- The University Police Department (NAU PD) is the primary law enforcement agency for Northern Arizona University. All Crimes occurring on campus should be reported to the NAU PD.
- In life threatening situations a 911 call will result in an emergency response as well.
- Client is responsible for providing adequate supervision of youth at a ratio of no less than one counselor for every ten youth (participants under the age of 18) at all times.
- NAU Summer Camps & Conferencing does not assume responsibility for the damage or loss of any property or merchandise left prior to, during, or following a function. Any special arrangements for the security of exhibits, merchandise, or other property must be made prior to the event.

Dining Services

- NAU Dining Services holds an exclusive contract for food and beverage services on campus.
- All food and beverage service related to your conference must be contracted with NAU Dining seven days prior to your arrival on campus.
- Alcohol is not permitted on campus.

Campus Facilities

- Groups are responsible for leaving facilities used in the same conditions as found.
- Check with Facility Manager before anything is hung, taped, nailed, pasted, or affixed in any manner.
- Candles, incense, fog machines, glitter, confetti, and open flames of any kind are not allowed.
- No amplified music is allowed without prior written permission.
- No smoking is allowed on campus except for designated locations.
- In most cases the rental fee includes one set-up that shall consist of tables, chairs, house lighting, tear down, and normal clean up.
- The base rental does not include such items as security personnel, AV equipment, outside regular hours of operation events, or additional labor exceeding specifications mentioned above. If you require services beyond those included in the base rental package, please make your request in advance.

Parking on Campus

- Parking permits are required for all on-campus parking. There is a charge of \$4.00/car/day for personal cars or \$10.00/van/day for 15-passenger vans or larger. We recommend that you include parking permit requests in your conference registration process.

NOTE: Permits are not valid in metered areas and as posted.

Youth Health Forms

- Be sure to have a process in place to have parent or guardian signature on a release form complete and with you when you arrive for your conference. In case of a medical emergency while on campus, such a form is required before any treatment can be given by NAU.
- A sample form for your use is available at: <http://home.nau.edu/dubois/leadertools.asp>

Commuters

- If you have conference attendees NOT staying in the campus residence halls be sure to communicate to your Sales Manager or Conference Planner how many commuters are a part of your conference, how they will access meals, and whether we need to order parking permits for them.



Camps & Conferencing

Housing Accommodations

Residence Halls

- Halls for all adult participant conferences have suite-style rooms with four people in one suite—two people to each sleeping area and four people to share bathroom facilities.
- Youth halls have sinks, but do not have toilets or showers in the rooms. Bathroom facilities are community style and are located on each floor. Two people are assigned to each room. Single rooms are available at an additional charge of \$10.00 per person per night provided there is available space.
- Youth groups must provide a minimum of one counselor for every ten participants.
- Adults in a single room will still be sharing a suite, including bathroom facilities.
- Each residence hall has a desk staffed with student workers who are there to help with information, directions, or assistance in the hall. When the desk is closed, a residence hall staff member is on-call to handle emergencies.
- Residence halls have lobby areas and vending and ATM machines.
- Standard check-in time is 3:00 p.m. to 5:00 p.m. and standard check-out time is 10:00 a.m. to 12:00 p.m.
- Participants will receive their room key, lanyard and name badge at check-in.
Name badges will have a bar code on them and are required for each participant to enter the dining hall
- An exterior door access will also be provided for adult participants and youth group leaders.
- We ask that extra guests stay off campus unless they are directly involved with the conference. Everyone staying in the residence hall will be issued a registration card, meal card and be charged. Rates for rooms are charged per person.

Linen

- Groups may purchase full linen at \$8.00 per person per week consisting of one blanket, two flat sheets, one pillow, one pillowcase, one towel, on washcloth. One bathmat per suite is provided if applicable.
- Towels and sheets can be exchanged at the front desk after five days.

Telephones

- Pay phones are available in all residence hall lobbies.
- Gabaldon (Bldg # 53) and Mountain View (Bldg # 55) residence halls offer telephones in rooms upon request and availability. Local calls are free. Long-distance calls must be made collect or with a calling card.

Televisions

- Residence hall rooms do not have televisions, but some halls have TV lounges that are available to conference participants. Ask your Conference Planner for details.

Laundry

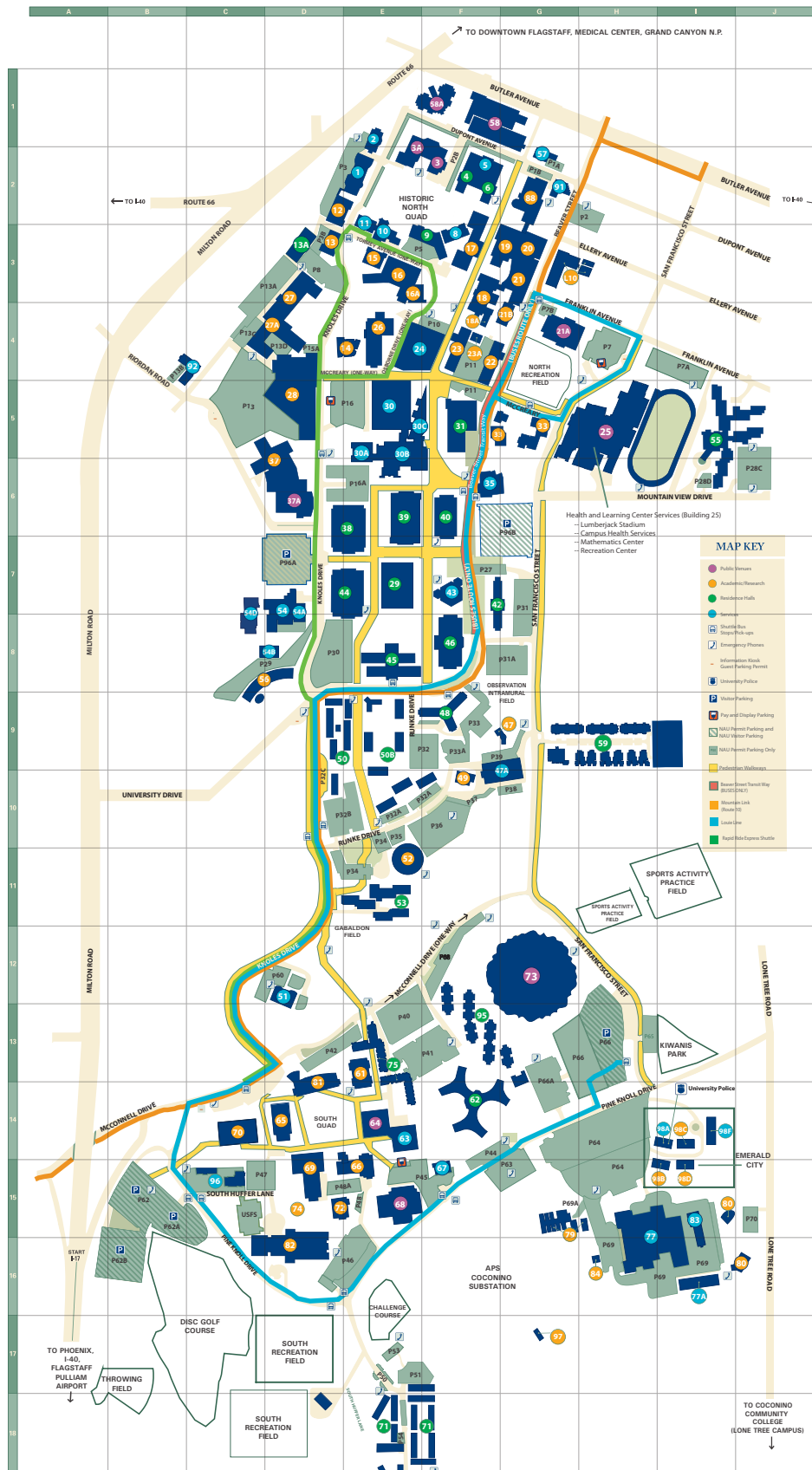
- All residence halls have laundry rooms with washers and dryers. To activate the machines, you must purchase a pre-loaded Jacks card. These are available at the Card Office, the Student Union and the du Bois Center. You may utilize the Information desk at the Student Union or du Bois center for any questions while on site.
- Laundry Facilities do not accept cash or coins

**There are no refunds once you purchase a Jacks card. Cards are available in \$5.00 increments so please purchase what you think you will use. You can use Jacks Cards at other locations on campus such as the NAU Bookstore and vending machines.



NUMERICAL LISTINGS

BLDG #	NAME	LOCATION
1	Garrison	2-E
2	Blome	1-E
3	North Union/1899 Bar & Grill	2-F
3A	Prochnow Auditorium	2-E
4	Morton Hall	2-F
5	Residence Life Offices (North Hall)	2-F
6	Campbell Hall	2-F
8	Bury	3-F
9	Taylor Hall	3-F
10	Old Main	3-E
11	Ashurst	3-E
12	Geology	3-D
13	Geology Annex	3-D
13A	Rosebery Apartments	3-D
14	Native American Cultural Center	4-E
15	Riles	3-E
16	Communications	3-E
16A	Extended Campuses	3-E
17	Science Lab Facility	3-F
18	Liberal Arts	3-F
18A	Biology Greenhouse	4-F
19	Physical Sciences	3-G
20	Chemistry	3-G
21	Biological Sciences	3-G
21A	Wall Aquatic Center	4-G
21B	Biological Sciences Annex	4-G
22	Peterson	4-F
23	Babbitt Academic Annex	4-F
23A	Academic Annex	4-F
24	North Heating and Cooling Plant	4-E
25	Health and Learning Center	5-H
26	Adel Mathematics	4-E
27	Eastburn Education	3-D
27A	Institute for Human Development	4-C
28	Cline Library	5-D
29	Aspen Crossing Learning Community	7-E
30	Fieldhouse	5-E
30A	University Union - Student Services	5-E
30B	University Union - Dining Services	5-E-F
30C	University Union - Food Court	5-F
31	Gillenwater Hall	5-F
33	HRM - Eugene M. Hughes	5-F/5-G
35	Bookstore	6-F
37	Performing and Fine Arts	6-D
37A	Ardrey Auditorium	6-D
38	Cowden Learning Community	6-E
39	Raymond Hall	6-E
40	McDonald Hall	6-F
42	Sechrist (Campus Tours/Administr.)	7-G
43	Gateway Student Success Center	7-F
44	Tinsley Hall	7-E
45	Wilson Hall	8-E
46	Allen Hall	8-F
47	Observatory/Lutz Telescope	9-G
47A	ROTC	10-G
48	Reilly Hall	9-F
49	Anthropology Laboratory	10-F
50	Campus Heights Apartments	9-D
50B	McKay Village	9-E
51	Babbitt Administrative Center	12-D
52	Bilby Research Center	11-F
53	Gabaldon Hall	11-E
54	Information Systems Building	7-D
54A	Information Systems Building	7-D
54B	Information Systems Building Annex	8-C
55	Mountain View Hall	5-J
56	Applied Research and Development	8-D
57	Printing Services	2-G
58	High Country Conference Center	1-G
58A	Drury Inn	1-F
59	Hilltop Townhomes	9-H
61	Learning Resource Center	13-E
62	McConnell Hall	14-F
63	South Dining	14-E
64	du Bois Center	14-E
65	SBS - Raul H. Castro	14-D
66	Health Professions	15-E
67	South Heating and Cooling Plant	15-F
68	Rolle Activity Center	15-E
69	Engineering and Natural Sciences	15-D
70	Social and Behavioral Sci. - West	14-C
71	South Family Apartments	18-E
72	Nursing	15-E
73	Walkup Skydome	12-G
74	Renewable Energy Test Facility	15-D
75	The Suites	13-E
77	Facility Services	16-I
77A	Facility Services Annex	16-I
79	Greenhouse Complex	15-G
80	Ceramics Complex	16-J
81	W.A. Franke College of Business	13-D
82	Southwest Forest Science Complex	15-D
83	KNUP Student Services	15-J
84	Sculpture Studio	16-H
88	Wetaw	2-G
90	NAREH	7-D
91	Centennial Building	2-G
92	Ponderosa	4-C/4-B
95	Pipe Ridge Village	13-F
96	Huffer Lane	15-C
96A	Knobs Drive Parking Structure	7-D
96B	San Francisco Street Parking Structure	6-G
97	Waste Water Training Facility	17-G
98A	University Police	14-I
98B	Purchasing	14-I
98C	Engineering Projects	14-I
98D	Anthropology	15-I
98F	Residence Life Support Services Wh.	14-I
L10	South Beaver School	3-G



Mountain Link Hours:
 Mon. – Fri.: Every 10-15 Minutes 6:30 AM to 8:30 PM
 Weekends: Every 40 Minutes 6:30 AM to 8:30 PM

Regular Shuttle Hours:
 Mon. – Thu.: 7:00 AM to 11:00 PM
 Friday: 7:00 AM to 5:00 PM

Peak Hours: 7:00 AM to 4:00 PM
 Bus leaves every 3 minutes from the Skydome.
Off-Peak Hours: 4:00 PM to 11:00 PM
 Bus leaves every 15 minutes from the Skydome.
 After 6:00 PM, bus leaves every 30 minutes.

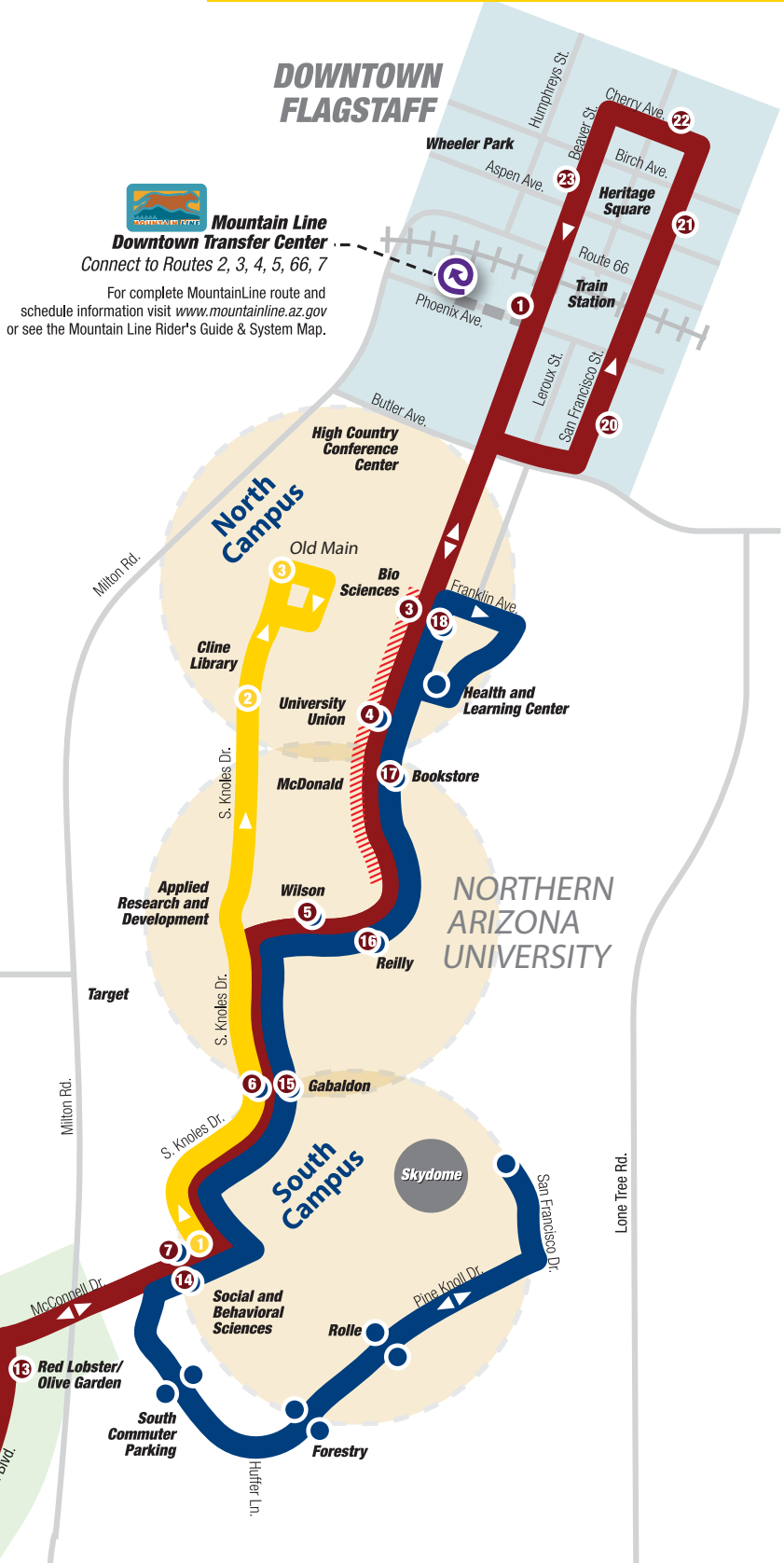
Rapid Ride Express Shuttle Northbound pick-up/drop-off ONLY

- Mountain Link Route 10
 - NAU Shuttle Route
 - Transit Stops
 - Route Direction
 - Pedestrian Walkway
 - Transit Spine
Shuttles and bicycles only.
No cars; pedestrians on crosswalks.
 - Downtown Transfer Center
 - 5-minute Walk
- Fares:**
 Regular: \$1.25
 Youth (7-17) \$.60
 Senior (60+)/Disabled/Medicare: \$.60
- NAU Students, faculty and staff ride Mountain Link/Route 10 FREE with their JacksCard ID. When transferring to other Mountain Line routes, appropriate fare is required.
- Passengers with Disabilities May Request Accommodations Through:**
- Disability Resources at dr@nau.edu or by calling 928-523-8773.
 - Mountain Lift Para-Transit at eligibility@naipta.az.gov or by calling 928-779-6624

When will the next bus arrive?

Scan this QR Code to track Mountain Link and the Campus Shuttle Service LIVE!





For more information:

Mountain Link:
 Call (928) 779-6624
 or visit www.mountainlink.az.gov

Campus Shuttle Service:
 Call (928) 523-6623
 or visit www.nau.edu/shuttle

NORTHERN ARIZONA UNIVERSITY EMERGENCY PROCEDURES



POLICE / FIRE / MEDICAL EMERGENCY DIAL 911
or Dial 3-3000 from any on-campus phone or (928) 523-3000 from a cell phone

HOSTILE INTRUDER

Remain calm, do not engage the intruder.

If it can be done safely, try to escape the area quickly and quietly.

If attempting to escape, do not carry phones or other objects in your hands. As you move through open areas keep your HANDS ELEVATED with OPEN PALMS visible, especially if you are encountering responding law enforcement officers. Follow all instructions officers may give you.

If you CANNOT SAFELY EXIT the building, seek shelter in a room where the doors can be locked or barricaded securely.

Close and lock windows, lower blinds, remain out of sight, turn off lights.

Once secured inside, take cover behind concrete walls, thick desks, and filing cabinets that are away from windows and doors.

Remain quiet, turn off cell phone ringers.

ONLY ONE PERSON from the room should call the police at 911 or (928) 523-3000 and tell them where you are, where the intruder is, a description and any weapons (if known) and the condition of others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is going on.

Assist others if they are injured.

Do not respond to any unfamiliar voice commands until you can be sure that they are coming from a police officer.

Do not open the door until you can be positive it is a police officer or a recognized campus official coming to help you.

OFFICIAL NAU COMMUNICATIONS

During a campus emergency NAU will distribute information to the campus community utilizing the following methods:

NAU ALERT - text message

Blast email and/or pop-ups to nau.edu accounts

NAU web page at nau.edu

NAU Emergency Information web page at <http://www5.nau.edu/EmergencyInformation>

Twitter at twitter.com/InsideNAU

Facebook at facebook.com/InsideNAU

KNAU Radio FM 91.7 broadcasts

KJACK Radio AM 1680 broadcasts

Building Managers

Resident Hall Directors and Resident Assistants

Interdepartmental and building phone trees

Local media

Campus television

Police loudspeakers and P.A. systems

FIRE

Activate the nearest fire alarm pull station and call 911 or (928) 523-3000 if possible to report the location and the cause of the fire if you know what it is.

EVERYONE MUST LEAVE IMMEDIATELY when a fire alarm is activated, even if there are no obvious signs of an emergency!

DO NOT use the elevator!

Remain calm and assist others in safely getting out.

Confine the fire by closing all doors and windows if possible.

Extinguish the fire if you have been trained and it is safe to do so.

Evacuate the building to a safe location away from the structure.

Take any personal belongings you may need with you (including wallets, purses, keys, cell phones, etc).

If circumstances permit, secure your area by closing doors and locking them if you would normally do so when you leave for the day.

Follow directions given by emergency personnel and respond to a location designated by your building manager outside the structure so that everyone can be easily accounted for; wait for further instructions.

Do not re-enter the structure until authorized to do so by public safety officials.

WEATHER EMERGENCY

National Weather Service
www.wrh.noaa.gov/fgz

ADDITIONAL SAFETY TIPS

nau.edu/police

Click on the Safety Tips link for written tips and Safety Videos for scenario based information.

To register for NAU ALERT, visit nau.edu/naualert



NORTHERN
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University Police