

**KENT STATE UNIVERSITY - UNIVERSITY CONFERENCE BUREAU
SUMMER 2015 – HOUSING INFORMATION SHEET**

General Housing Information for 2015:

The following information includes some of the major policies and procedures from Residence Services at Kent State University. Should you desire, the University Conference Bureau will be happy to coordinate a meeting between you and a Residence Services housing representative to discuss your housing questions and needs. Further information regarding the individual summer conference residence halls is available at www.kent.edu/housing/halls. Please note, within the same building, and potentially upon the same floor, groups may find their conference participants housed with other summer conference program participants (similar to a hotel). Due to space availability we cannot restrict building/room usage exclusively for a single group unless that group is willing to pay for all the available beds in that particular building or floor.

Residence Hall Assignment & Rate Information:

If available, residence hall assignments will be included on your confirmation. While every effort is made to ensure your housing assignment does not change, construction and maintenance schedule changes may cause changes in housing assignments. Should it be necessary to re-assign your housing location, your conference coordinator will notify you immediately.

Quoted rates are based on air-conditioned housing facilities. If you wish to include linen service with your stay, a linen packet includes fitted and flat sheets, pillow and pillowcase placed on bed (beds are not made), as well as towels and washcloths for your stay. Linen service may be added to your reservation for an additional \$3.00 per person, per night charge. If you do not request the linen service for your conference group stay, please be sure to advise your participants to bring any necessary linen items with them to campus.

Supervision of Attendees Age 17 or Under:

- Client shall provide adult (age 18 or older), live-in supervision for any attendee age 17 and under at the following ratios:
 - One adult staff member for every five campers/conference attendees ages four and five (permitted only with special permission from Residence Services received prior to the time of booking facilities);
 - One adult staff member for every six campers/conference attendees ages six to eight;
 - One adult staff member for every eight campers/conference attendees ages nine to fourteen;
 - One adult staff member for every ten campers/conference attendees ages fifteen to seventeen.
- Group rosters must highlight adult supervisors' names and ages and include an on-sight phone number for each so they can be reached during the camp/conference.
- Adult supervisors will advise each attendee of University rules and regulations, act as a liaison between University staff and the attendees in the event of discipline problems, and be responsible at all times for their conduct.
- It is the responsibility of the client to insure it is in compliance with all State of Ohio laws, rules, and regulations regarding programs for minors. In addition, the client assumes full responsibility for conducting appropriate background checks on all staff/chaperones/live-in supervision.
- Conference groups arriving to campus without live-in supervision will not be permitted to check-in to University housing.
- Additional information about the Kent State University policy regarding on-campus activities involving minors may be found in the Kent State University Policy Register at:
http://www2.kent.edu/policyreg/policydetails.cfm?customel_datapageid_1976529=3744287

Bed Space Holds – Returning Groups (60 Days Prior to Arrival):

Returning conference groups will be expected to designate the number of beds needed for their program. The bed count number must be updated 60 days prior to the start of the program and excess beds will be released at no cost to group. ***All beds held after the 60 day deadline date will be subject to a cancellation charge of \$25.00 per bed if not used by conference group.*** Please note, returning groups are permitted to hold 10% more beds than utilized the previous year. Beds held above the 10% are subject to a bed hold charge of \$25.00 per bed if not used by the group.

Bed Space Holds – New Groups (45 Days Prior to Arrival):

New conference groups are expected to estimate the number of beds needed for their program. This bed count must be updated 45 days prior to the start of the program and excess beds will be released at no cost to the group. *All beds held after the deadline will all be subject to a bed hold charge of \$25.00 per bed if not used by the group.*

Housing List and Final Group Count Deadline (7 Days Prior to Arrival):

The housing list – which provides the name of every conference group member – as well as the final conference group count will be due to the University Conference Bureau no later than seven days prior to the check-in date of the conference group. *If the housing list and final group count are not received seven days in advance, then the conference will be billed a late fee of \$150.00, plus a processing fee of \$10.00 per person when the list is submitted.*

Groups are encouraged to complete their own room assignment or hall roster sheets. The University Conference Bureau can provide floor diagrams, blank assignment sheets, and instructions to assist you in assigning individuals to residence hall rooms. Note that Residence Services can also prepare your room assignments for you; however, should any changes be requested after the seven-day deadline (i.e. changing rooms, changing roommates), your program will be billed a fee of \$10.00 per person, per change.

Conference Guest No-Show Fees:

Please note that any conference guests listed on the final housing list that fail to check-in on arrival day are then classified as “No Shows” and each will be billed for one night’s lodging at the quoted rate.

Other General and Pre-Conference Information:

- **Summer Housing Dates:** The University summer conference housing period ends Saturday, August 8, 2015. If approved, any group arriving on or after August 8, 2015 will be charged an extra \$5.00 per person, per night. No summer conference housing is available after August 15, 2015.
- **Replacement of Lost or Broken Key Cards (Swipe Card):** Lost or broken key cards will result in a \$40.00 replacement fee for each lost or broken key card.
- **Replacement of Lost or Damaged Linen Items (if applicable):** If your conference participants are being provided linen service by Residence Services, please note that any lost or damaged linen items will result in replacement fees for each lost/damaged linen item. Item replacement costs are as follows:
 - Towel Replacement \$3.72
 - Wash Cloth Replacement \$1.48
 - Flat Sheet Replacement \$4.61
 - Fitted Sheet Replacement \$5.21
 - Blanket Replacement \$3.00
 - Pillow Replacement \$4.85
 - Pillow Case Replacement \$1.57
- **Building Maintenance:** Emergency maintenance in response to vandalism or building damage caused by the group will result in billing charges for necessary repairs as well as a labor charge of \$50.00 per hour (or part thereof). There is no charge for standard building maintenance calls, however overtime rates may be applied for emergency maintenance completed outside of 7:00 a.m. - 4:00 p.m.; Monday - Friday.
- **Cleaning Costs:** Any additional cleaning in response to a room or lounge space left dirty will result in a charge of \$20.00 per hour to restore the space to usable condition.
- **Fire Alarms:** Tampering with fire safety equipment or causing false fire alarms can result in charges of up to \$500.00.

- **Wireless Internet Access:** Wireless connectivity is available in all residence halls.
- **Phone Line and/or Fax Line Service:** Residence hall rooms are not equipped with landline phones. If your conference requires the use of a phone line or fax line in a room, then activation of the phone line(s) should be requested through Residence Services. A connection fee of \$125.00 will apply. Note that limitations may exist based on your requested space, and phone/fax equipment will not be provided by the University or Residence Services.
- **Meeting Space or Lounge Space:** Many of the residence halls have public lounges available. As these are public lounge spaces, reservation fees will be incurred anytime a lounge is utilized for private meetings which eliminate public access. Groups desiring to use these lounges for private meetings must reserve the space with their University Conference Bureau coordinator.
- **Room Refrigerators:** With the exception of Leebrick, Beall, and McDowell halls, all individual residence hall rooms are equipped with a small refrigerator and microwave. Based on availability, additional refrigerators can be installed at the following costs:

Dorm Size:	\$19.00 per week	Full Size:	\$180.00 per week
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There will be a cleaning/replacement charge if these items are left dirty or damaged.

- **Alcohol:** Group coordinators/supervisors assume responsibility for informing your conference participants that alcohol is prohibited in all residence halls.
- **Smoking:** Group coordinators/supervisors assume responsibility for informing your conference participants that smoking is prohibited inside (and within 20 feet of) University buildings.
- **Laundry:** Washers and dryers are available in each Residence Hall. Participants will need to use a debit or credit card to use the machines. Machines will not take cash or FLASHcards.
- **Storage/Office Space Rooms:** An empty double room may be scheduled for storage and/or office space at a cost equal to the double occupancy rate for that room.
- **Emergency Contact Phone Numbers:** Group coordinators/supervisors must provide the University Conference Bureau and Residence Services with the name and contact phone number for an on-site contact for emergency communication.
- **Check-in & Check-out:** All participants, regardless of which residence hall they will be staying in, will check-in and check-out at the Tri-Towers 24 Hour Desk. Requests for satellite check-in/check-out must be made when groups make their initial housing arrangements and are subject to approval from Residence Services pending staffing availability. Satellite check-in/check-out has a maximum 2 hour time limit. Cost for this service is \$25.00 per hour.
- **Different Name for Conferences:** In an effort to provide the best service possible, Residence Services requests each group coordinator/supervisor provide us with any other names a conference could be known as (if applicable). Past experience has taught us that some conferences may be known by various names.
- **Delivery of Items Prior to Start of Conference:** If your conference is expecting to have items delivered to campus prior to the start of your conference, Residence Services respectfully asks that the group coordinator/supervisor inform both the University Conference Bureau and Residence Services.

SUMMER CONFERENCE RESIDENCE HALL OVERVIEW: LEEBRICK HALL

Quoted rates are based on one individual per room. Community-style restroom facilities are located on each floor of the residence hall, not in individual rooms. *There are no refrigerators or microwaves supplied in Leebrick rooms.*

- Single Occupancy Room \$25.50 per person, per night
- Addition of Linen Service
Linen Packet Placed on Bed for Guests \$3.00 per person, per night

Meeting Space Reservation:

- Open Lounges \$40.00 first day, \$20.00 each consecutive day
- Closed Lounge \$50.00 first day, \$25.00 each consecutive day

Housekeeping staff will not be entering the rooms on a daily basis. If the group has requested linen -- bed sheets, pillow and pillow case, as well as a supply of towels and wash cloth will be placed in the room prior to the arrival of the group. Linen exchange schedules (for long-term conference groups) to receive clean sheets, pillow cases, towels, and washcloth during your stay will be arranged with your conference coordinator.

